

**USING *SIMPLY ACCOUNTING*<sup>®</sup>  
VERSION 7.0 WITH VERSION 8.0**

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**Using Simply Accounting<sup>®</sup>  
Version 7.0 for Windows<sup>™</sup>**

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# Supplement: Using Simply Accounting Version 7.0 (for users of Version 8.0)

## OVERVIEW OF MAJOR CHANGES FOR VERSION 8

**Page Numbers:** All page numbers in this Supplement refer to the text unless otherwise stated.

### Larger File Sizes

The data files created in Version 8 are much larger than in previous versions, so you must work with your company data files on a hard disk drive or on some other large capacity disk, e.g., zip drive disks. Do not attempt to save the files on regular floppy disks. Instructions for copying data files to your hard drive start on Page 12. In addition, use the Backup command in Simply Accounting to back up your work on a regular basis rather than the Save As or Copy commands. The Backup procedure creates compressed files and will conserve disk space.

Another way to conserve disk space is to use the Compact Database option. From the Home window, choose the **Maintenance** menu, then choose **Database Utilities** and click the **Compact Database** option.

### Changes in Appearance

All of the Home window icons have changed:



The icons change appearance again when you pass the mouse over them. The file name in the title bar has .SDB as an extension.

Most **tool buttons** now appear as icons, without a box or frame.

The **Post button**  has moved to the lower right corner in all Journal windows, is larger and has the word "Post" added.

All ledger account record windows now have a **File menu**. The Create option has been moved to the File menu from the Edit menu. The Remove (record) option is also on the File menu.


Some employee and account names may appear with an underline character ( \_ ) at the end. These underlines replace the blanks that occurred at the end of some data fields when they were converted from the original data set.

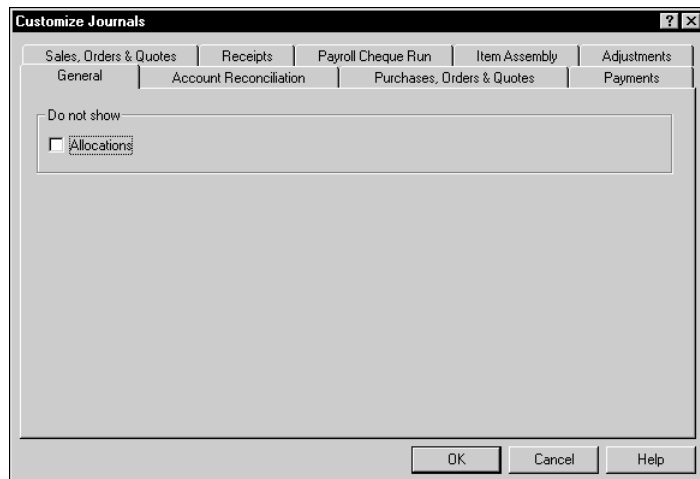
## New Features

### *Single or Double Click*

The Home window has the option of using a **single or a double click** to access ledgers and journals. This switch is controlled from the Setup menu, Settings option, Display tab screen. When you convert a file from an previous version, the default from the earlier program is retained, i.e. double click. When you create a new Version 8 file, the default setting is the single click. To use the instructions in the Version 7 book, use the double click setting.

### *Customize Journals*

Journals have a new **Customize Journal tool** . You can access the screen to customize all journals from any one journal. This tool accesses the following screen that allows you to streamline the appearance of journals by removing fields that you do not need:




Each journal has its own tab. For example, to customize the Sales Journal window, click the Sales Orders & Quotes tab. You might then remove inventory related fields for a service business, permitting you to print invoices that are better suited to the service business directly from the program without requiring special forms.

The Customize Journals option is also available from the Setup menu in the Home window by choosing the Customize menu option and clicking Journals.

## ***Sort and Filter Reports***

Reports now have **Sort and Filter** options. You do not need these options for the 7.0 book and the default setting leaves them off. The filter option enables you to choose which data to include in a report by matching specific criteria for available fields. The sort option allows you to change the order of presenting data in a report—to sort a report by a specific data field and to specify ascending or descending order. For example, journals may be printed in reverse order with the most recent entry appearing first in the report. Customers may be sorted by outstanding balance or filtered for balances exceeding a certain amount. The selected options remain in effect until you change them again. To remove a previously entered filter, click the blank entry in the drop-down lists. To remove a sorting selection, click Default Sorting Order or remove your previous sorting criteria. You can also choose the Sort and Filter criteria from the Options menu in any displayed report.

## ***Adjust General Journal Entries***

In 8.0, it is possible to **Adjust a previously posted** General Journal entry . You can use this feature to recall a posted entry and edit it to make corrections. The program will create the reversing entry for the original incorrect journal entry.

## ***Cash Purchases/Sales and Deposits***

The Payments and Receipts Journals have two new options. You can enter cash purchases and cash sales directly in these journals. You can also enter prepayments to vendors and deposits from customers in these journals. You may continue to use the Purchases and Sales Journals for these transactions and should do so for the 7.0 text so that your results will be consistent with the ones we provide.

## ***Account Class Option***

General Ledger accounts may be assigned to account classes for further organizing the accounts. When you convert Version 7.0 files, class options are entered for some linked accounts—Bank, Accounts Receivable, Advances Receivable (Receivable class), Retained Earnings, Current Earnings, Vacation Payable (Payable class), Inventory. Other accounts are given the broad section class name (asset, liability, etc.). Bank accounts must be designated as Bank class accounts before you can use them as the linked bank account. Other linked accounts will be reassigned by the program when you select them as linked accounts. (See notes for Chapter 10.)

**WARNING!** Accounts designated as Bank class accounts may not be selected as Credit Card linked accounts. This affects the account setup in Chapter 13. (See the notes for page 427.)

## ***Dual Currency***

Simply Accounting Version 8.0 allows recording of transactions in two different currencies for the company data files. To set up for dual currency, choose the Setup menu and click the Currency option. You can activate the option, choose the second currency from the list available, and enter a series of exchange rates for different dates. You can also enter a current exchange rate when you enter a transaction. Vendors and customers may be identified as using the second currency and you can assign prices to inventory items in two currencies. Import duty rates may also be applied to inventory items or entered at the time of the transaction. Bank accounts may be set up for either the primary or the foreign currency. Gains and losses resulting from fluctuations in exchange rates are tracked.

# CHAPTER 1: GETTING STARTED

## Page 11

**WARNING! Copy the files from the data disk to your hard disk drive (refer to page 12). Do not attempt to use floppy disks with the Version 8 program because the Version 8 data files are too large to fit onto a floppy disk.**

## Page 15

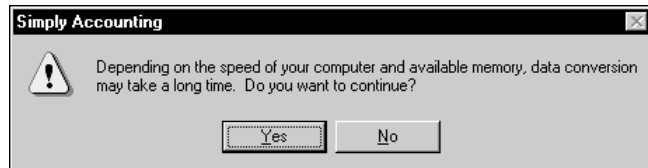
When you open a file from the Version 7 data disk, you will see the following message saying that the files will be converted and asking if you want to make a backup of the original files:



The default setting is to make a backup copy first. The backup created at this stage is a backup of the Version 7 files that can be restored only with the Version 8 program. To use Version 7 with the original files, you must use the Version 7 program to create the backup, or use the Windows copy command. When you make a backup copy, you will be prompted to choose another folder or accept the default. (If you enter a name for a folder that is new, the program will ask if you want to create the folder). To proceed without first making a backup, click No.

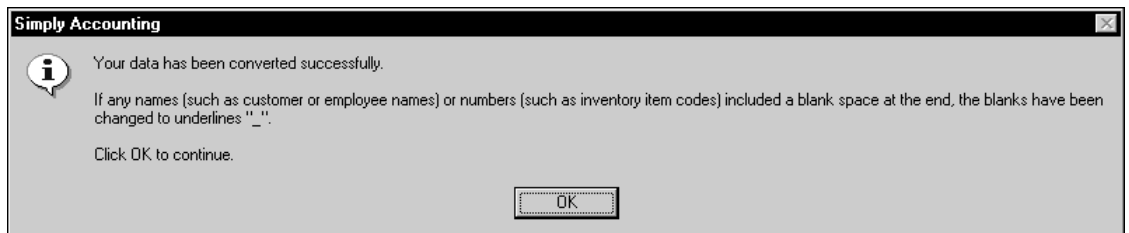
Click **OK** to continue.

The next message advises you that the conversion may take some time and again asks if you want to continue:



Click **Yes**. You must convert the data files to use Version 8.

Another advisory message will appear for some files:



If you see \_ at the end of any record or account name, it is because of this conversion. Ignore these underlines.

Click **OK** to continue.

The Session date screen appears. Enter the Session date and click OK.

The new Version 8 Home window will appear:



Drag here when the mouse changes to a double-sided arrow (<=>).

Since only one module—the General Ledger—is used, the window is reduced in width. Since you cannot read the menu bar or tool bar at this size, you must drag the side of the window to enlarge it. When you open files that use all the modules, the Home window expands to fit the modules used.

Point to the the side frame of the Home window. When the mouse pointer changes to a double sided arrow, click and drag the frame to its new size. Continue to drag the side until all the menu bar labels appear on a single line.

The file name, RELIABLE.SDB, appears in the title bar of the Home window. The SDB file extension indicates that the file is formatted as a relational data base, the reason for the large size of the new data file.

## CHAPTER 3: RELIABLE ROOFING


### Page 39

Some account names appear with \_ at the end. Drag the side frame of the Home window after converting the file so that all menu bar labels are on the same line.


### Page 41

#### General Journal:

The General Journal has two new tool buttons:

The **Customize Journal tool**  allows you to hide the fields that are never used. This feature is not needed for the 7.0 book.

**Adjust a previously posted entry**  enables you to recall a posted entry and edit it to make corrections. When you post the edited transaction, the program will create the reversing entry for the original incorrect journal entry. The adjust entry feature for Purchases and Payroll Journals is described in later chapters of the 7.0 book.

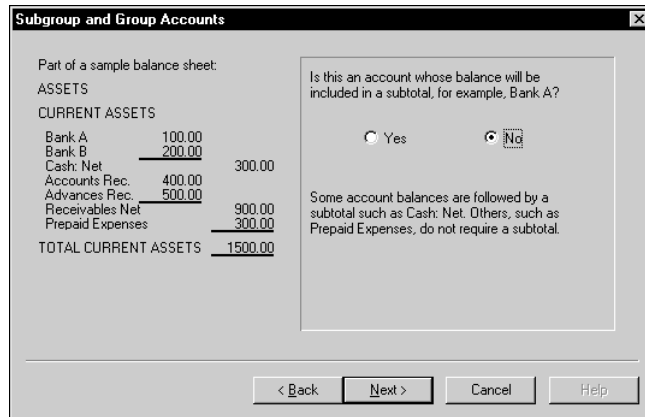
The **Post button** is larger,  has the word Post added, and has been moved to the lower right corner for all journals.

Some **account names** may appear with \_ at the end. These reflect the blanks at the end of some data fields that were converted in the original data set.

The Add, Select and Cancel buttons are positioned below the list of accounts.

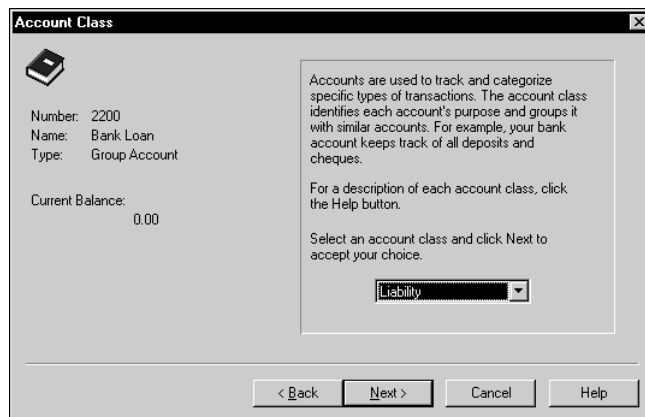
**Add a New Account:**

The **default setting** in the New Account Wizard for **Subgroup account** has changed to **No** and is now correct for the 7.0 book:



Click **Next** to continue.

A new wizard screen for **account class** appears next:



This option is new for Version 8 and is explained more fully in the notes for chapters 6 and 10. Accept the default setting. Click Next to continue.

**Reports:**

All reports now have **Sort** and **Filter** option buttons, although the options cannot be applied to all reports. You do not need these options for the 7.0 book, the default setting leaves them off. The filter option enables you choose the data you want to include in the report by matching specific criteria for available fields. The sort option allows you to sort the report by data field and to specify ascending or descending order. For example, journals may be printed in reverse order, with most recent entries appearing first in the report. The selected options remain in effect until you change them again. To remove previously entered filters, click the blank entries in the drop-down lists. To remove a sorting selection, click Default Sorting Order.



## CHAPTER 4: JAVA JEAN'S

### Page 77

Drag the side frame of the Home window after converting the file so that all menu bar labels are on the same line.

#### **Purchases Journal:**

The tool for customizing journals is added. The post button is larger and has been moved to the lower right corner of the journal window.

### Page 82

#### **Payments Journal:**


There are a number of changes in the Payments Journal:

Invoice/Pre-pmt.	Original Amt.	Amt. Owing	Disc. Available	Disc. Taken	Payment Amt.


The term **Pay Vendor Invoices** replaces the term Pay Vendor.

The **From** field has been added for choosing a bank account since there may be more than one.

The Pay options include **Make Other Payment**. Choosing this option opens additional fields. The Other Payment method is equivalent to making a cash purchase (pay by cheque or by cash) in the Purchases Journal (see page 93). Continue to use the Purchases Journal for cash purchases so that your results will be consistent with those we provide.

The new tool button **Enter vendor prepayments**  opens additional fields for entering prepayments to vendors for establishing a credit balance. This feature is not needed for the Version 7 text.

The tool **Include fully paid invoices**  replaces the check box (for reversing payment entries). (See page 130 NSF cheques.)

The **Adjust a previously posted invoice** tool  becomes available when you choose Make Other Payment for adjusting these invoices after you post them.

The **Look up an invoice** tool  has a different graphic.

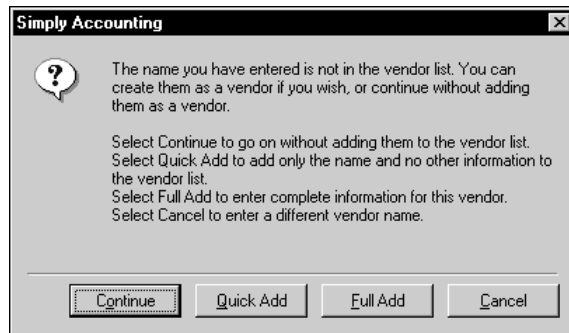
The **Comment field** is added to the Payments Journal.

### Page 83

After choosing a vendor and pressing T, the cursor moves to the Address fields (these may be now edited). Press T repeatedly to move to the Date field, or double click the **Date field** to advance the cursor and select the date.

**Adding a new vendor:**

When you type the name of a new vendor in the Vendor field and press **T**, the options have been expanded to include Continue:



**Do not choose this option** for the 7.0 book as it will not add the transactions for this vendor to the Accounts Payable Aged Detail Reports. Continue would be an appropriate selection for one-time cash vendors who should not be included on mailing lists or reports.

The Payables Ledger screen has the option to designate a vendor as **Inactive**. All vendors in the 7.0 book are Active.

The **Balance Owing** to the vendor appears at the bottom of all vendor ledger screens, not on the Activity tab screen.

The phrase **Clear Transactions when Paid** replaces the option to Clear Invoices When Paid.

**Cash Purchases:**

The **From** field is added so that you can choose from more than one bank account, when these are set up.

**Reports:**

Sort and Filter option buttons are added to all reports. Vendors may be filtered by name or by amount owing. Inactive vendors may be included or omitted from reports.

## CHAPTER 5: GRANDEUR GRAPHICS


There will be underlines at the end of some account names when you convert the file. Drag the side frame of the Home window after converting the file so that all menu bar labels are on the same line.


**Sales Journal:**

The **Customize Journal** tool button is added to journal.

**Receipts Journal:**

The changes in the Receipts Journal are parallel to those in the Payments Journal.

The new tool button **Enter customer deposits**  opens additional fields for entering deposits or downpayments from customers to establish a credit balance. Deposits may still be entered in the Sales Journal (see page 213).

The tool button **Include fully paid invoices**  replaces the check box (for reversing receipt entries). (See NSF Cheques on page 130.)

A **Comment** field has been added to the Receipts Journal.

## Page 123

A new customer option to **Continue** without adding the customer to the ledger has been added. Choose Full Add or Quick Add as instructed in the text. Do not use the Continue option as it will not include the new customer in the Aged Reports. Continue would be appropriate for one-time cash customers who should not be included on mailing lists or reports.

## Page 124

The Receivables Ledger screen has the option to designate a customer as **Inactive**. All customers in this text are Active.

The **Balance Owing** by the customer appears at the bottom of all customer ledger screens. It is no longer a separate field on the Activity tab screen.

## Page 130

Click the tool button **Include fully paid invoices** . This tool replaces the check box to add the fully paid invoices to the journal display.

## Page 133

### Reports:

Reports, including HST/GST reports may be sorted and filtered by the criteria or fields in the drop-down lists. Inactive customers may be included or omitted from reports.

## CHAPTER 6: CISV

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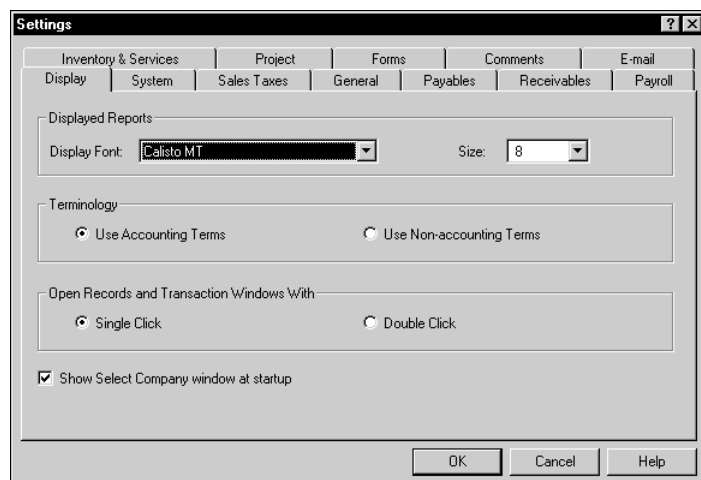
## Page 150

To save the Skeleton file, type **CISV** as the new file name. **Do not add the .asc extension** or you will be unable to open the file later. Version 8 uses the file extension SDB. Save the new file on your hard disk drive, not on a floppy disk.

## Page 154

### Display Tab Settings:

The option to open journals and ledgers with a **single or a double click mouse action** has been added:

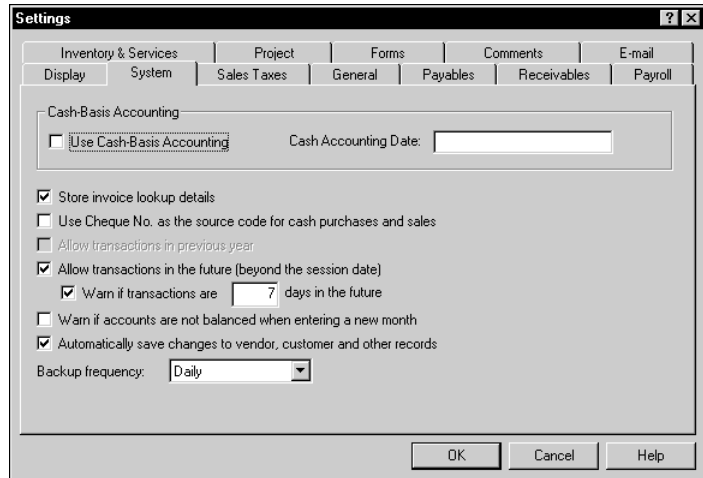


The default for new Version 8 company files is Single Click. That is, when you click any of the Home window icons, the corresponding ledger or journal will open. In previous versions, you had to double click these icons. Now there is a choice.

Choose **Double Click** for the 7.0 book so that you can follow the instructions for selecting and opening journals and ledgers we provide. If you choose Single Click, you can select an icon by right clicking with the mouse.

**System Tab Settings:**

The option to **Automatically save changes to records** has been added:



If you turn off the option to save record changes, you will be prompted to save the changes when you close a ledger window. When you see this prompt, you may change the default setting, you may save the changes to the record without changing the default or you may close the ledger window without saving the changes.

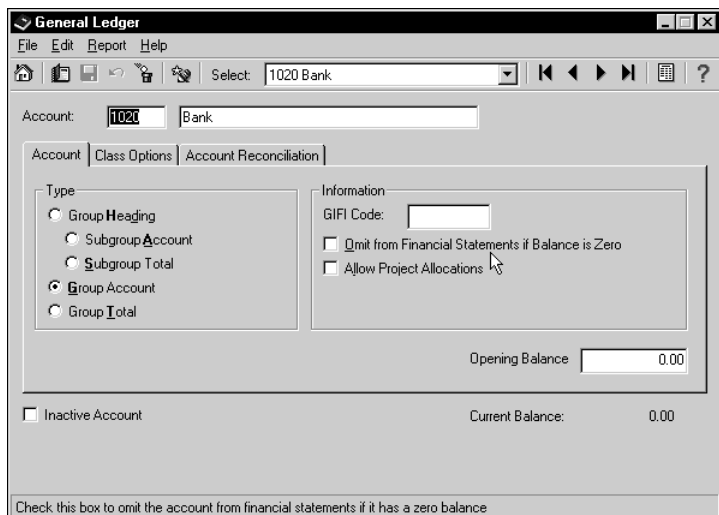
Choose to **Automatically save changes** to remain consistent with the instructions in this text. The Save option is added to the File menu in all ledger record windows so that you may also save changes before closing the record.

**View menu:**

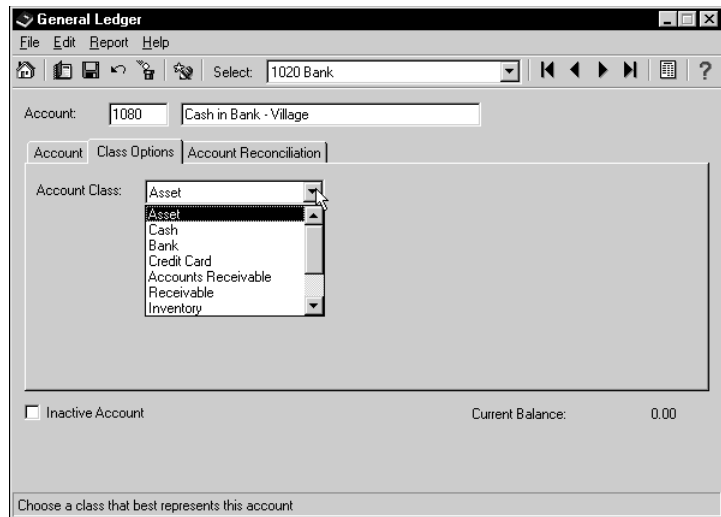
**Appearance changes** are now made from the **Setup menu** by choosing the **Customize** option and clicking **Appearance**. You may customize the appearance of the Home window and journals by selecting different backgrounds. You may also customize journals from this menu option by hiding journal fields that are never used. For example, inventory-related fields may be removed from the Purchases and Sales Journals if a business does not sell inventory. You may restore the fields at any time. This Setup menu (Customize, Journals) option provides the same controls over the journal fields that the Customize Journal tool button in each journal provides.

**General Ledger Window:**

There are some changes in the General Ledger window:



The History tab is removed. Historical Opening Balances are now entered on the Account tab screen. The Allow Project Allocations option is available for all postable accounts, no longer only for revenue and expense accounts. The **Class Options tab** is added and opens the following window:



Postable Group and Subgroup accounts may be designated as belonging to different classes. When you assign an account number, a general Section class is assigned by default for all postable accounts according to the account number, i.e., Assets for 1000-level accounts, Liability for 2000-level accounts, etc. You may further classify asset accounts as Bank, Cash, Accounts Receivables, Other Receivables, Inventory, etc. All accounts related to credit cards, regardless of Section, may be assigned the Credit Card class.

Some account classes must be designated, others will be automatically reassigned by the program when you identify the account as a linked account.

Bank accounts must be correctly identified as belonging to the **Bank class** in order to be used as linked accounts. Because CISV uses only the General Ledger, you do not need to assign any account classes.

**Page 166**

The **Create Another button** replaces the Create button to indicate that a new blank ledger form will be provided.

**Page 167**

There is no History tab for accounts. To enter **historical account opening balances**,

Click the **Account tab**, if this screen is not the one displayed, to access the historical Opening Balance field.

Double click the **Opening Balance field**.

Type the **amount** from the Trial Balance.

Even after creating or saving the account, the opening balance always appears on the Account tab screen.

**Page 168**

Use the **Backup command** (Home window, File menu) instead of the Save As command to back up the data files before finishing the history.

If you have made errors that prevent you from finishing the history, the program will display a more complete description of the mistakes to guide you in the corrections.

## CHAPTER 7: OUTSET MEDIA CORP.

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### Page 185

Drag the side frame of the Home window after converting the file so that all menu bar labels are on the same line.

### Page 191

**Make Other Payment** is a new option in the Pay field drop-down list for the Payments Journal and is comparable to making a purchase paid by cheque or cash in the Purchases Journal. Because Other Payments made through the Payments Journal will not appear in the Vendor Aged Detail Report, you should continue to use the Purchases Journal for these transactions to remain consistent with the instructions and results we provide in the text.

The word Pay is added to the choices in the Pay field drop-down list, i.e. **Pay Vendor Invoices** and **Pay Credit Card Bill** replace the options Vendor Invoices and Credit Card Bill.


## CHAPTER 8: CARNIVAL CATERING

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### Page 213

The keystroke instructions provided in this chapter for entering customer advances will work correctly in Version 8. However, an alternative method is also available.

**Advances** from customers may be entered in the Receipts Journal.

Open the Receipts Journal. Click the **Enter customer deposits tool** button  (or choose the Receipt menu and click Enter Deposits) to open the appropriate new fields—the Deposit Reference Number and the Deposit Amount. Deposits are entered as positive amounts in the Receipts Journal. After posting, deposits are listed in the Receipts Journal under the heading Deposits and printed in red to reflect the negative balance owing for these entries. Once the invoice is entered, the deposit and the invoice may be paid together with a customer cheque for the balance owing. Click each amount in turn to accept the default balance.

### Page 223

You will see \_ at the end of some employee names. Drag the side frame of the Home window after converting the file so that all menu bar labels are on the same line.

### Page 226

The tax amounts (EI, CPP and Income tax) will be different for later versions of the software. Wages and Gross Pay amounts should be the same as the amounts shown in the text for Version 7.0A.

### Page 228

Several Payroll Journal tool icons have changed:

**Adjust Cheque tool** 

**Calculate taxes manually tool** 

**Calculate taxes automatically tool** 

### Page 229

The **Vacation Pay amount** is updated correctly when you click the Recalculate Taxes tool button. You do not need to calculate and enter the revised vacation pay amount manually.

### Page 230

The Net Pay amounts will be different when you work with Version 8.

### Page 231

The icon for the **To-Do Lists tool**  has changed.

## CHAPTER 9: METEOR MOUNTAIN BIKE

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### Page 253

Drag the side frame of the Home window after converting the file so that all menu bar labels are on the same line.

### Page 260

The Customize Journal tool is added to the Adjustments Journal.

Remember that you do not need to change the account type to Group when using the Add a New Account Wizard. It is set to Group by default.

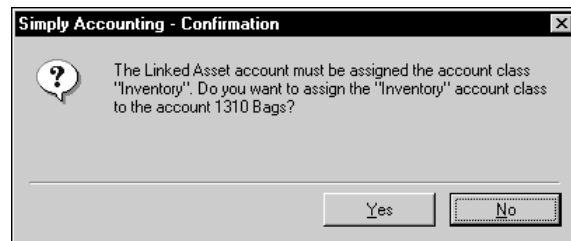
### Page 264

The **sequence of cursor movements** for inventory information is different, although the fields are in the same locations. The cursor now moves from the Unit of Measure field to the Minimum Level field rather than the Selling Price field.

After entering the price, double click the **Minimum Level field** and then enter the minimum level.

### Page 265

After choosing **Bags** as the linked Asset account and advancing to the Revenue account field, the program prompts you to change the **account class** for Bags to Inventory.



Choose **Yes** to accept the change.

### Page 268

Inventory Reports have Sort and Filter options, as well as the option to include or omit inactive inventory items in reports. Units of Measure may also be added to inventory reports.

## CHAPTER 10: MAVERICK MICRO SOLUTIONS

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### Page 285

To enter the name for the newly created account,

Type **Maverick** (**Do not type .asc**. If you add the .asc extension, you will be unable to open these files.)

### Page 287

#### **Display Defaults:**

Click **Open Records and Transactions with Double Click** to ensure that your settings will be consistent with the instructions in the 7.0 book.

### Page 290

The screen asking if you want to **apply the default Receivables setting** to all customers does not appear. You will see the next Settings screen immediately, or the Home window if this was the last change.

### Page 291

The **File menu** is added to all ledger record windows.

The **Create account** option has moved to the **File** menu from the Edit menu.

The option to **Remove** accounts is also on the File menu in the Ledger window.

For account **1080** you must choose **Bank** as the **class option**. If you do not assign the bank class, you will be unable to link the account to the Accounts Receivable or

Payable ledgers. Other linked accounts will be automatically reassigned to the appropriate class so it is less important to change their default class manually.

To change the account class,

Click the **Class Options** tab.

Choose **Bank** from the Account Class drop-down list to see the Bank class screen:



When you choose the Bank class, the fields for On-line Banking, Bank Web sites, Bank account type, and cheque number sequences will appear. The On-line Banking tab has been removed.

You must enter cheque number sequences on the Class Options ledger screen, not on the Forms Settings screen as described on page 296 of the text.

To enter the cheque number,

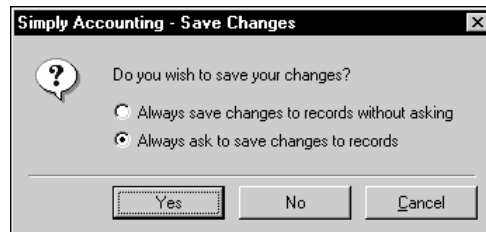
Click the **Next Cheque No.** field.

Type **201**

Click the **Account** tab to return to the main information screen.

For account **1090**, you must choose the **Credit Card class** so that you can link it as the Credit Card Asset account. You cannot enter cheque numbers for credit card class accounts. **Do not choose Bank as the class for this account** or it will be unavailable for credit card linking. If you leave Asset as the default class, the program will advise you to change the class to Credit Card when you link it. Accept the change.

When you close a ledger window you may see the following prompt:



You will see this message to **Save the changes before closing** if you have not selected Automatically Save Changes on the System Settings screen. Click **Always save changes to records without asking**. Click **Yes** to avoid seeing the prompt each time you close a ledger after making changes.



There is no History tab for accounts. To enter **historical account opening balances**,

Click the **Account tab**, if this screen is not the one displayed, to access the historical Opening Balance field.

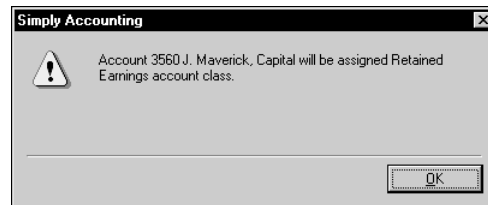
Double click the **Opening Balance field**.

Type the **amount** from the Trial Balance.

## Page 293

### **General Linked Accounts:**

When you choose account 3560 as the linked Retained Earnings account, you will see the following message:



The program advises you that the **account class** will be changed to Retained Earnings because of the linked account status.

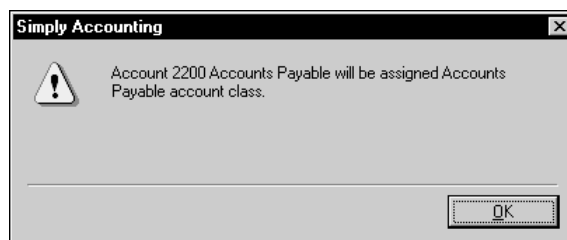
Click **OK** to accept the change and continue.

## Page 294

### **Payables linked accounts:**

There is only one linked bank account for Payables, the **Principal Bank Account**. Choose account **1080**. The Principal Bank Account selection drop-down list shows only accounts that you have defined as Bank class accounts. You can identify additional bank accounts by selecting the Bank class for them and entering a next cheque number. All Bank class accounts will be available for payments and receipts from the bank drop-down lists (From field) in the journals. The principal linked account is entered as the default selection in these fields.

When you choose **Accounts Payable** as a linked account and save the selection, the program advises you that the **account class** will be changed:.



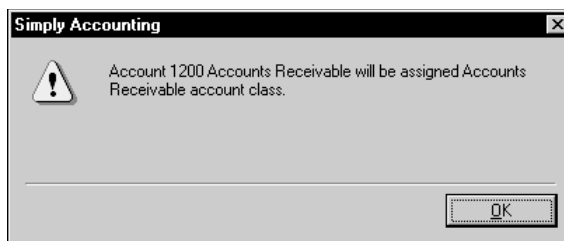
Click **OK** to accept the change.

## Page 295

### **Receivables linked accounts:**

There is also only one linked bank account for Receivables, the **Principal Bank Account**. Choose account **1080**. You may choose the same account that you selected as the Payables linked bank account or you may use a different account. Again, you can select other bank accounts in journal entries by defining their class as Bank to make them available in the journals.

When you choose **Accounts Receivable** as a linked account and save the selection, the program advises you that the **account class** will be changed:



Click **OK** to accept the change.

## Page 296

### Forms:

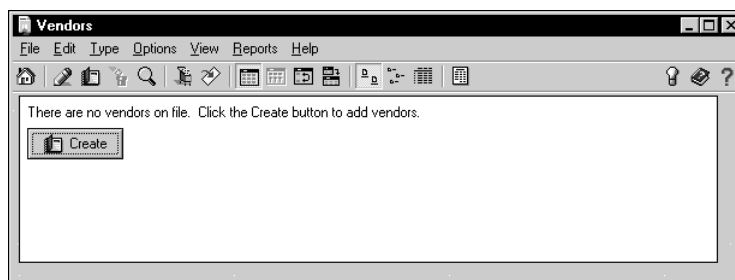
**Cheque numbers** are no longer on the Forms screen. They may be entered for all bank accounts designated as Bank Class on the Class Options tab screen in the Accounts ledger window. Refer to the notes for page 291.

**Customer deposit numbers** may be updated by the program for advances from customers. Double click the default entry and press D .

## Page 298

There is **no default comment for e-mail**. You may enter your own messages.

The empty Vendors window now has the message



Click this new **Create button** or click the Create tool button or Choose the File menu and click Create to open the New Vendor Ledger screen. (Note that the Create option has moved to the File menu from the Edit menu.)

## Page 299

Vendors may be identified as **Inactive** and subsequently omitted from reports. All vendors in this text are Active.

The **Historical Transactions tab** label replaces the History tab.

## Page 300

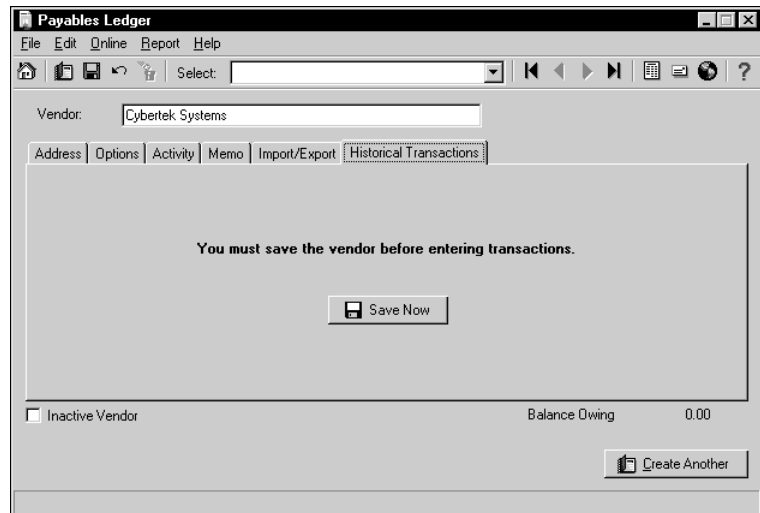
The option to **Clear Transactions When Paid** replaces the phrase Clear Invoices When Paid on the Options tab screen.

Click the **Create Another button** instead of the Create button.

## Page 301

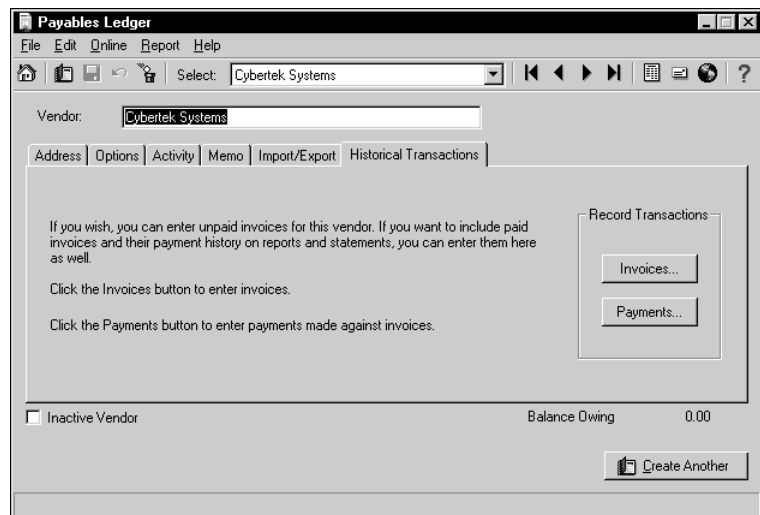
The instructions provided in this chapter for entering historical transactions are correct for Version 8, except that the tab label has changed from History to Historical Transactions. However, there is now an alternative.

You do not need to Create Vendors as a separate step before entering historical invoices. When you click the Historical Transactions tab, the program prompts you to save the vendor record first:



Page 302

When you click Save Now, the following screen appears for accessing the input screens for historical invoices and payments:



Page 303

The Historical Transactions screen provides descriptions of the purpose of the Invoices and the Payments buttons.

Page 304

Click **Close** instead of Done in the Invoices window after recording all invoices.

Click **Close** instead of Done in the Payments window after recording all payments.

The changes in the Customers Ledger are similar to those in the Vendors Ledger.

The empty Customers window has the message "There are no customers on file. Click the Create button to add customers." Click this new Create button, or click the Create tool button or choose the File menu and click Create. (Note that the Create option has moved to the File menu from the Edit menu.)

You may designate a customer as **Inactive** by clicking this check box. All customers in this text are Active.

The **Historical Transactions tab** label replaces the History tab.

## Page 305

The option to **Clear Transactions When Paid** replaces Clear Invoices When Paid on the Options tab screen.

## Page 306

Click the **Create Another button** instead of the Create button.

When you click Historical Transactions tab before creating (saving) a customer record, the program prompts you to save the record now. Click **Save Now** to proceed and enter historical invoices and payments.

## Page 307

Click **Close** instead of Done in the Invoices screen after recording all invoices.

## Page 308

Click **Close** instead of Done in the Payments screen after recording all payments.

## Page 310

Accounts are reassigned as **Credit Card class** when you choose them as linked credit card accounts if you did not choose this class initially.

## Page 312

The **Not Finished message about errors** that prevent you from Finishing the History is more descriptive, providing information about each ledger:



You may print the message for reference to make it easier to correct mistakes.

## CHAPTER 11: PURETEK

### Page 342

The empty **Project window** shows the message "There are no projects on file. Click the Create button to add projects." Click this Create button, or click the Create tool button or choose the File menu and click Create (not the Edit menu).

### Page 343

Projects may be designated as **Inactive** and then omitted from reports. All projects in this text are Active.

Click the **Create Another button** to save the project instead of the Create button.

### Page 349

When you create a new inventory item and select the linked asset account, the program prompts you to change the **class** for the account to **inventory**. Click **Yes** to accept the change and continue.

The Item Assembly Journal has the Customize Journal tool, and the enlarged Post button has moved to the lower right corner.

### Page 353

All reports have the Sort and Filter options.

## CHAPTER 12: BONNIE BRIDES

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### Page 366

When you enter budget frequency for the first time, the **warning message about changing the period** does not appear. It will appear if you later change the periods.

## CHAPTER 13: HEARTH HOUSE

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### Page 400

Do not add the file extension .asc when you type Hearth as the file name.

### Page 404

#### **Display Settings:**

For the option to Open ledgers and journals with a single or a double click, choose **Double Click** to change the default and to remain consistent with the instructions in the text.

#### **System Settings:**

Click **Automatically save changes** to vendor, customer and other records to remain consistent with the instructions in this text.

### Page 407

#### **Security:**

The security setup has changed. Users are now entered by name and password. The sysadmin (system administrator) password must be entered first, followed by the passwords for different users with their access restrictions. (See notes for page 526.)

A Repair Security command is now available from the Home window Maintenance menu, Database Utilities option or from the Backup wizard. This utility removes the passwords and should be used only when you see the message that the security file is damaged.

### Page 408

For account **1080** you must enter **Bank** as the **class option**. To do this,

Click the **Class Options tab**.

Choose **Bank** from the Class drop-down list.

Click the **Next Cheque No.** field

Type **300**

Click the **Account tab** to return to the main information screen.

To save the new account, click **Create Another**. Do not press **E** until the Create Another button is selected. You can press **T** repeatedly to select the button.

### Page 409

There is no History tab for accounts. To enter **historical account opening balances**,

Click the **Account tab**.

Double click the **Opening Balance field**.

Type the **amount** from the Trial Balance.

### Page 410

#### **General Linked Accounts:**

When you select account **3560** as the Retained earnings linked account, the program advises you that the **account class** will be changed.

Click **OK** to accept the change.

#### **Payables Linked Accounts:**

There is only one linked bank account.

The program advises you that the **class** for **2200 Accounts Payable** will be changed when you choose this as the linked account. Click **OK** to accept the change.

**Receivables Linked Accounts:**

There is only one linked bank account.

The program advises you that the **class** for **1200 Accounts Receivable** will be changed when you choose this as the linked account. Click **OK** to accept the change.

**Page 411**

**Payroll Linked Accounts:**

The label for the linked bank account has changed to **Principal Bank Account**.

**Page 413**

The **Historical Transactions** tab replaces the History tab.

The option to **Clear Transactions When Paid** replaces Clear Invoices When Paid for vendor records.

**Page 414**

Click **Close** (instead of Done) in both the Invoices and Payments input screens after recording all transactions.

**Page 415**

The **Historical Transactions tab** replaces the History tab.

The option to **Clear Transactions When Paid** replaces Clear Invoices When Paid for customer records.

**Page 415/416**

Click **Close** (instead of Done) in both the Invoices and Payments input screens after recording all transactions.

**Page 416**

The empty Employees window has the message "There are no employees on file. Click the Create button to add employees." Click this Create button, or click the Create tool button, or choose the File menu and click Create (not the Edit menu).

**Page 422**

Click the **Create Another button** instead of the Create button.

**Page 423**

The empty Inventory & Services window has the message "There are no inventory items on file. Click the Create button to add inventory items." Click this Create button, or click the Create tool button or choose the File menu and click Create (not the Edit menu).

The **sequence of cursor movements has changed** on the Inventory screen. After the unit of measure, the cursor moves to the Minimum Level field and then the Selling Price field.

After entering the price, double click the Minimum Level field and then type the minimum quantity.

**Page 424**

When you choose the Asset linked account for an inventory item, the program advises you to **change the class** for this account to **Inventory**. Click **Yes** to make the change.

**Page 426**

Click the **Create Another button** instead of the Create button.

**Page 427**

**Forms:**

Cheque numbers are no longer entered on the Forms Settings screen. They are part of the Accounts Ledger when you choose bank as the class for an asset.

After the Next Sales Quote number, the cursor will move to the Receipts field. Delete this entry. You may also delete the number for Customer Deposits since this sequence is not used in this text.

**Credit Cards:**

**WARNING!!** Accounts designated as Bank class accounts may not be selected as credit card linked accounts. You must choose a linked Asset account for credit cards that is different from the principal linked bank account for Receivables or Payables. When you press **E** in the Asset field, only Credit Card Class and Asset Class accounts appear. The bank account is not on the list. Click **Add a New Account** and

use the New Account Wizard to create a new Group account: **1085 Credit Card Bank Account**. Assign the **Credit Card class** to this account or allow the program to change the class after entering this asset account for the credit card.

Since the Hearth House application was prepared without a separate Credit Card Bank Account initially, all reports should be interpreted as if the two accounts are combined.

When you make credit card payments, accept the default bank account.

## CHAPTER 14: HSC

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**Page 466**

The **Save Transactions screen** has more complete instructions added.

**Page 477**

After entering the bank charges, you will see an advice message that bank charges are high. (This amount is relative - previously bank charges were zero.)

Click **OK** to continue.

**Page 480—483**

**Paid Transactions** replaces Paid Invoices on all the screens for clearing invoices and transactions.

## APPENDIX B: SETTING SYSTEM SECURITY

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**Page 526**

The opening security screen shows the system User Maintenance screen:



The System Administrator password must be set first.

Click **sysadmin** on the Users list to select it.

Click **Edit** to open the following password entry screen:

	View	Edit
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payables	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Receivables	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payroll	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Inventory & Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Type the system password in the Enter new Password field and then again in the Re-enter New Password field. You cannot change the sysadmin name for the System Administrator.

Click **OK** to return to the previous screen. The Add button is now highlighted for entering additional users, passwords and access privileges.

**Page 527**

Click **Add** to open the User Password screen:

	View	Edit
General	<input type="checkbox"/>	<input type="checkbox"/>
Payables	<input type="checkbox"/>	<input type="checkbox"/>
Receivables	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	<input type="checkbox"/>	<input type="checkbox"/>
Inventory & Services	<input type="checkbox"/>	<input type="checkbox"/>
Project	<input type="checkbox"/>	<input type="checkbox"/>

Each user now is entered with a unique name.

Type the name for the first user and then enter the password for this user in the two enter password fields. You can also give or deny users the right to access data that is exported to or shared with other programs (Third Part Products).

Click **OK** to return to the User Maintenance screen. Continue to enter other users if there are any. There is no longer a restriction to three users.

Click **Close** to save the passwords and return to the Home window.



When you open the data file after entering the passwords, you will be prompted with the password entry screen:



You must type the name of the user as well as the password before accessing the data files. Type sysadmin and the sysadmin password to access the Home window with password editing privileges.

## Page 528

To remove passwords, open the file with the sysadmin user name and password.

Choose the **Setup** menu and click **Set Security**.

Click the **Clear** button to see the following warning:



Click **Yes** to remove all passwords.

## APPENDIX C: SUPPLEMENTARY CASE FIFTEEN

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### Page 533

**WARNING!! Do not attempt the Bank Account Reconciliation in Case #15** because the bank statements will not match the General Ledger reports when you are using separate bank accounts. If you want to complete the Account Reconciliation, you should make a series of bank account transfers from the credit card account to the bank account for the amounts of the credit card sales. Use the General Journal for these bank transfer transactions.