

AccountPro

Purchase Orders Pro & Platinum



AccountPro Software Inc



User Guide

AccountPro Software Inc

Blank Page.

TABLE OF CONTENTS

License Agreement	3
Warranty	5
Support	5
Overview	5
E-Mail	6
Support Coverage Included	6
What Technical Support is not	6
Support Coverage Not Included	8
Accounting Related Questions	8
Primary ID	8
Updates & Upgrades	8
Compatibility between AccountPro various modules	9
Updates and Upgrades	9
Requirements for ordering an upgrade	9
Support options after the free 30 day period	9
On-Line Ordering of Technical Support	10
Software Replacements	10
Links to Third Party Sites	10
Trade Marks	10
Feedback	11
Introduction	23
Support	23
What AccountPro Purchase Orders Pro & Platinum does	24
Inventory Control	24
Job Costing	24
If used as a standalone module	24
Maintenance	25
Branches	25
Class	25
Product	25
Messages	25
Assemblies	26
Vendors	26
Customers	26
Shipping Addresses	27

Misc Maintenance	27
Jobs	27
Job Phases	27
Lists	28
Reports	28
View	28
Transaction Menu	28
Transaction Entry	28

Installing AccountPro 29

Compatibility between AccountPro various modules	29
Networking	30
Multuser	31
Requirements:	31
Workstation:	32
Server (also referred to as main computer holding the data):	32
Access to menus via selection of the shortcut letter	32
PDF User Guide	33
Using the Printed User Guide	33
Download module	33
Installation	34
Creating a Shortcut	36
After Installation	38

Installation of Optional Database 39

Overview	39
----------------	----

Program Upgrades and Updates 41

Overview	41
Multi-user	41
Lost Password	41

Main Menu 43

Toolbar 44

Sequence of Operation	45
Overview	45
First Time Use (summary)	46
Transactions (Create a P.O.)	49
View	50
Reports	50
Datasheet Maintenance	53
Overview	53
Scroll Bars	53
When to use Scroll bars	54
Resize Columns	54
Resize Rows	54
Editing Cell Contents	55
Adding a Row of Data	55
Deleting a Row of Data	55
Drop-Down-List	57
Tab Key	58
Sorting of Column Contents	61
Move Columns	62
Export to CSV	62
Margins	63
Line Print Options	64
Print	64
Calculator	65
Branch Maintenance	67
Overview	67
Branch Maintenance	68
Adding a Branch	68
Changing Branch details	68
Deleting a Branch ID	68
Branch Maintenance	69
Maintenance > Miscellaneous	71
Examples of Unit Measure ID and Descriptions	72

Message Maintenance	75
Overview	75
Adding Messages	76
Changing Messages	76
Deleting an Invoice Message	76
Invoice Messages	77
Product Messages	78
Class Maintenance	79
Overview	79
Special Classes	80
Class Maintenance Options	82
Class Maintenance	83
Adding a Class & Tax ID	83
Changing a Class & Tax ID	83
Deleting a Class & Tax ID	83
Class Maintenance	84
Example Class & Tax Codes to identify Revenue:	86
Tracking Revenue, Cost of Sales & Inventory by Service Dept. or Truck	87
Tax not Calculated	87
General Ledger Interface	90
Global Changes	92
Globally Change Quantity Levels	92
Globally Change Pricing	92
Globally Change Costs	92
Change Tax Rates	92
Class Examples	93
Some examples of using classes are:	94
Example A	94
Ball Bearings	94
Sleeve Bearings	94
Example B	95
Milk	95
Eggs	95
Milk	95
Example C	96
Stainless Steel Tubing	96

Stainless Steel Plate.....	96
Product Maintenance	97
Overview.....	97
AccountPro 150	97
Product Maintenance options	98
If the Inventory Control module is installed	99
Stock Min/Max/Re-order Bin Location.....	99
Adding a Product	100
Changing Product Details	100
Changing a Product Number.....	100
Changing a Product's Class.....	100
Unable to find a Product	101
Deleting a Product.....	101
If you are using Inventory	101
Printing by Product Class	106
Examples of using Selling Levels	110
Inventory Control & Costing Methods.....	114
Maintenance -> Assemblies	127
Overview.....	127
Maintenance -> Assemblies -> Group ****	129
Overview.....	129
Maintenance -> Assemblies -> Master Assembly ****	130
Overview.....	130
Assembly ID.....	130
Assembly Description	130
Assembly Cost	130
Unit Measure	130
Unit Description	131
Valuation Method	131
Assembly Group.....	131
Maintenance -> Assemblies -> Assembly Components	132
Overview.....	132
Assembly ID.....	132
Product ID	133
Product Description	133
Quantity	133

Maintenance -> Vendor 135

Overview 135
Adding a Vendor 136
Changing Vendor Details 136
Deleting a Vendor 136
Setting up Vendor IDs 137
 If you are using Accounts Payable 137
An example of numbering accounts using 4 digits 138
Example using 5..6 alphanumeric characters 139

Maintenance -> Manufacturer 151

Overview 151
Adding a Manufacturer 152
Changing Manufacturer Details 152
Deleting a Manufacturer 152
Setting up Manufacturer IDs 153

Maintenance -> Customer 157

Overview 157
Adding a Customer 158
Changing Customer Details 158
Deleting a Customer 159
Setting up Customer Account Numbers 160
 Example I - using 4 digits 161
 Example II - using 6 digits 162
 Example III - using 8 digits 163
 Example IV - using 5..8 alphanumeric characters 164
 Example V - using telephone numbers 165

Ship To Address Maintenance 171

Overview 171
Adding a Ship ID 172
Changing Ship To Details 172
Deleting a Ship To ID 172
Setting up Ship To Numbers 173
 If you are using the Inventory Control module: 174

Print List	181
Overview	181
Print Lists	181
Sorting Options.....	181
Lists -> Print Customer Summary List	183
Overview	183
Print to File	185
To add a printer.....	186
Job Phase Maintenance	187
Overview	187
Job Phase Maintenance	188
Sub-Phase Maintenance	189
Print Job/Sub Phase.....	190
Examples of Job & Sub Phases.....	191
Print Purchase Order History Report	193
Overview	193
Reports -> Purchase Orders to Print/Reprint	193
Reports -> Purchase Order History Report A.....	193
Reports -> Purchase Order History Report B.....	193
Filtering Report Data	194
Print Options	201
Margins	201
Line Print Options.....	202
Print.....	202
Options	203
Transactions -> Transaction Entry & Print Purchase Orders	205
Overview	205
Create a Purchase Order	205
Purchase Order Master	205
Purchase Order Detail	210
Bottom Part of Transaction Screen.....	216
Print Purchase order	218
Print Quotation Request	218

Print Requisition	218
Posting Purchase Orders	219
Job Costing	219
View Posted Purchased Orders	219
Received Maintenance	220
Utilities	223
Overview	223
Files -> Create	224
Files -> Convert	224
Files -> Optimize.	224
Global Changes	225
Change Class ID	226
Delete Class.	227
Change Quantity Levels	228
Change Selling Price.	229
Change Tax Rates	230
Markup	231
Change Costs.	232
User & Company Profile	233
Overview.	233
Preferences	237
Overview	237
Top	255
Left	255
Width	255
Height	255
Top	257
Left	257
Width	257
Height	257
Help	259
Overview	259

About	261
Overview	261
Backup Data	263
Overview	263
Backup Data	264
Summary for backing up data	264
Show Filename Extensions	265
Common Problems, Errors and Tips	267
Transactions	268
Windows XP	274
Windows VISTA & WINDOWS 7 & 8	275
Move Data and or Program	277
Overview	277
Move to another Partition	277
Move to another Computer	278
Things not to do when getting a new computer or hard disk drive	279
Summary for moving data to a new Computer or Hard Disk Drive	280
Copy Data between Desktop & Laptop	281
Overview	281
Copy to another Computer	282
Summary for copying data	283
Obtaining Technical Support	285
Support Coverage Not Included	287
Networking	287
Accounting Related Questions	287
Advice on using third party software	288
Analyzing	288
Data	288
Review	288
Notes:	289

Glossary	295
Accounting Related Questions	308
INDEX	327

INDEX

!

3rd Party Software
Obtaining technical support for..., 285

A

ASCII
Glossary, 297

About
AccountPro Release Number, 261
CPU, 261
Disk Space, 261
Memory load, 261
Processor, 261
Windows version, 261

Access
Rights, 47

Access Keys
Invalid, 48

Account
Glossary, 295
Numbering, 161, 166

Account Balance, 150

Account Numbering, 137

Account Numbers
Vendor - Establishing, 140, 154

AccountPro 150
Inventory Control, 97
Optional add-on modules, 97

Accounts Payable
Glossary, 295
Multiple locations for a Vendor, 137

Accounts Receivable
Glossary, 295

Accrued Taxes #1
General Ledger Account for, 91

Accrued Taxes #2
General Ledger Account for, 91

Accrued Taxes #3
General Ledger Account for, 91

Accrued Taxes #4
General Ledger Account for, 91

Actual Costs
Product Maintenance, 116

Actual Costs
See Glossary, 295

Add-on
Optional modules, 97

Adding
AccountPro modules, 34
Assemblies, 130
Product Classes, 83
Products, 100

Additional Features
Requests for..., 285

Address
Payment versus Order Location, 137

Administrator Logon
Required for Installation, 34

Adobe
Reader, 259

Adobe Reader
Required, 31

Aging
Glossary, 296

Alpha
Glossary, 296

Alphanumeric
Glossary, 296

- Sorting, 296
- Alternate
 - Costs, 117, 212
 - Manufacturer, 121
 - Vendor, 116
 - Vendors, 212
- Amortization
 - Glossary, 297
- Application Software
 - Glossary, 297
- Arrow Down
 - when not to use, 54
- Arrow Up
 - when not to use, 54
- Assemblies
 - Creating, 130
 - Overview, 26, 127
- Assembly
 - Components, 132
 - Copying, 26
 - Group, 131
 - ID, 127, 130
 - adding Components to..., 133
- Assembly ID
 - Purchase Order Detail, 210
- Assets
 - Glossary, 297
- Audit Trail
 - Glossary, 297
 - Posted Batches, 299

- B**
- Back Order
 - Glossary, 297
- Backup
 - Data, 263
- Backup Diskettes
 - Glossary, 298
- Balance Forward
 - Glossary, 298
- Balance Sheet
 - Glossary, 298
- Barcode Reader
 - Glossary, 298
- Barcode Symbol
 - Glossary, 298
- Barcodes, 123
- Batch
 - Glossary, 298
- Batch Number
 - Cannot add to recordset, 268
 - Glossary, 299
- Batch Source ID
 - Glossary, 299
- Baud Rate
 - Glossary, 299
- Billing Journal
 - Glossary, 299
- Binary File
 - Glossary, 299
- Blank
 - Spaces, 269
- Blog
 - Check for Updates, 270
 - Release Numbers Postings, 41
 - Update Notices, 274
- Branch
 - Maintenance, 67
 - Phone numbers adding, 70
- Branch ID
 - Purchase Orders, 207

Buffer
 Glossary, 300

Buyer
 Purchase Order, 216

C

CD Burning
 NERO, 264

CPA
 Glossary, 301

CPI
 Glossary, 301

CPU
 Glossary, 301

CSV
 Export to..., 62
 Glossary, 302

Calculate
 Sub-total, 218

Calculator
 Using the, 65

Calendar Year
 Glossary, 300

Cancelling
 Part of an Order, 220
 a Purchase Order, 220

Cannot add to recordset
 Transactions, 268

Capital
 Glossary, 300

Cash Requirement Report
 Glossary, 300

Catalog number
 Alternate Manufacturer, 122
 Alternate Vendor, 117

 Preferred Vendor, 115

Categories
 and Class distinction, 93

Cell
 Data Selection, 57
 Editing, 55
 Overview, 53

Change
 Class ID, 226
 Costs, 232
 Details of a Batch, 299
 Product Details, 100

Change Order
 Glossary, 300

Changes
 to the User Guide, 33

Changing
 Product Class ID, 100

Characters
 Do Not Use
 Ampersand, 56, 103
 Apostrophe, 56, 103
 Asterick, 56, 103
 Comma, 56, 103
 Space, 56, 103
 Upper case, 56
 when to use upper & lower case, 56

Characters (maximum)
 Alternate Vendor ID, 117
 Catalog number, 115, 117
 Catalog number), 122
 Customer ID, 160
 Lot Numbers, 97
 Manufacturer ID, 121
 Preferred Vendor ID, 115
 Product Description, 103
 Product Group ID, 105
 Product ID, 97, 103
 Purchase Order Reference (or Number), 206

- Serial Numbers, 97
- Unit Description, 104
- Unit Weight Description, 119
- Vendor ID, 137
- Chart of Accounts
 - Glossary, 300
- Check
 - for Blank Product ID, 267
- Checks
 - Printing, 145
- Chronological
 - Glossary, 300
- Class
 - Delete, 227
 - Examples, 86
 - Examples of, 93
 - G/L Distribution, 79
 - Global Delete, 227
 - Globally changing tax rates, 230
 - Glossary, 300
 - Maintenance, 79, 127
 - Special Classes, 80
 - Taxes, 79
 - Transaction Entry, 215
 - and Tax ID examples, 86
 - for Invoice Discounts, 80
 - for Labor, 81
 - for Miscellaneous Charges, 80
 - for Shipping Charges, 80
 - in Product Maintenance, 102
- Class ID
 - Characters to use, 56
- Column
 - Data Sorting, 61
 - Moves, 62
 - Sorting, 219
 - Sorting contents, 61
- Committed Costs
 - Glossary, 301
- Common Problems
 - Company Profile, 271
- Common Problems
 - C25, 276
 - Batch not posted, 269
 - Blank Spaces, 269
 - C1, 267
 - C2, 267
 - C3, 267
 - C4, 268
 - C5, 268
 - C6, 269
 - C7, 269
 - C8, 270
 - C9, 270
 - C10, 270
 - C11, 271
 - C12, 271
 - C13, 272
 - C14, 272
 - C15, 272
 - C16, 272
 - C17, 272
 - C18, 273
 - C19, 273
 - C20, 273
 - C21, 274
 - C22, 274, 276
 - C23, 274
 - C24, 276
 - Invalid Access Keys or Company Name, 276
 - C26, 276
 - Cannot add to Recordset, 267, 276
 - Company Profile, 268
 - Dates - Month/Day reversed, 276
 - Dates incorrect (month/day), 276
 - Download Error, 272
 - Error after installation of program update, 273

- Errors trying to use programs for the first time, 29
- Incorrect Server Path Name, 273
- Invalid Access Keys, 48
- Invalid Password when trying to install an update, 272
- Invalid multi-user license key, 273
- Multi-User License Key not saved, 276
- Multi-user Setup, 276
- Multiple modules installed, 271
- No data for reports, 269
- Preferences, 271
- Print Overruns, 270
- Recordset can't be updated, 267
- Reversed Month/Day Dates, 276
- Unable to Post, 268
- Unable to add a Transaction, 268
- Unable to add a record, 267
- Unable to download an update, 274
- Unable to locate the required data file, 274
- When using multiple modules, 269
- Company
 - Profile, 233
- Compatibility
 - between modules, 9, 29, 267
- Components
 - Adding to an Assembly, 132
- Control Number
 - Cannot add to recordset, 268
- Convert
 - Data Files, 224
- Copy
 - Data (summary), 283
 - Data. Steps N01...N07, 283
- Copying
 - Assemblies, 26
- Cost Category
 - Transaction Entry, 215
- Cost Code
 - Purchase Order Detail, 212
- Cost Types
 - Base Contract or Extras, 209
- Cost of Inventory
 - Calculating, 115
- Cost of Sales, 116
 - & Job Costing, 90
 - General Ledger Account for, 90
 - not updating from Invoicing, 90
- Cost of Sales (C.O.S.)
 - Glossary, 301
- Costing Method
 - Calculations, 114
 - Method STD, 114
 - Method W01, 114
 - Method W02, 115
- Costs
 - Alternate, 117, 212
 - Change Globally, 92
 - Change by percentage, 232
 - Preferred, 116, 211, 212
- Country
 - Code, 233
 - ID, 167, 234
- Crash
 - Glossary, 301
- Create
 - Data Files, 224
- Credit
 - Glossary, 301
 - Limit, 149
- Cross Reference
 - Manufacturer's Catalog number, 121
 - Vendor's Catalog number, 117
- Currency
 - Format, 250
- Current

- Release Numbers, 41
 - Current Assets
 - Glossary, 302
 - Current Liabilities
 - Glossary, 302
 - Cursor
 - Glossary, 302
 - Customer
 - ID, 157
 - Salesperson ID, 168
 - Type, 168
 - Warranty, 122
 - Customer Account numbering
 - using Phone numbers, 165
 - Customer ID
 - Characters to use, 56
 - Glossary, 302
 - Purchase Order Detail, 215
 - Purchase Orders, 207, 213
 - Cut & Paste
 - Data, 55
-
- D**
- Data
 - Access, 31
 - Filtering, 305
 - Glossary, 302
 - Data Folder
 - Glossary, 302
 - Data Path
 - Error, 273
 - Identifying, 287
 - Database
 - Installing optional, 39
 - Dataflow, 51
 - Datasheet
 - ? Help Key, 62, 63
 - F1 Help key, 62, 63
 - Adding data, 55
 - Arrow Down, 54
 - Arrow Up, 54
 - Deleting Data, 55
 - Drop-Down Datasheet, 59
 - Drop-Down Lists, 57
 - Duplicate row information, 55
 - Editing Cell Contents, 55
 - Entering Dates, 60
 - Export, 62
 - Keys, 54
 - Overview, 53
 - Page Down, 54
 - Page Up, 54
 - Paging down or up, 54
 - Printing, 63
 - Resize Column Width, 54
 - Resize Row Height, 54
 - Scroll bars, 53
 - Scrollbar, 54
 - Search for..., 61
 - Select data, 57
 - Sorting of Column Data, 61
 - Date
 - Cell Entry, 60
 - Format setting, 60
 - Promised, 206
 - Debit
 - Glossary, 303
 - Decimal
 - and displaying digits after, 249
 - Default
 - Glossary, 303
 - Default Product
 - Manufacturer, 121
 - Deleting
 - Classes and Products, 227

- an Item ID, 101
 - Department
 - Purchase Order, 216
 - Description
 - Printing overruns, 270
 - Details
 - of a Batch, 299
 - Dial-Up Networking
 - Glossary, 303
 - Digits
 - after the decimal point, 249
 - Discount
 - Glossary, 303
 - Terms, 148
 - for Costs & Net Postings to G/L, 116
 - Discount Amount
 - Purchase Order, 217
 - Purchase Order Detail, 213
 - Discount Date
 - Glossary, 303
 - Discount Percentage
 - Purchase Order Detail, 213
 - Purchase order, 217
 - Disk
 - Glossary, 303
 - Disk Space
 - Glossary, 303
 - Insufficient Free, 261
 - Do not
 - Uninstall, 38
 - Double Entry Accounting
 - Glossary, 304
 - Download
 - Error, 272
 - File not Found, 272
 - Glossary, 304
 - Link to module update, 272
 - Update problems, 274
 - Updates, 41
 - Updates & Upgrades, 41
 - Drive
 - Glossary, 304
 - Drop-down
 - Datasheet, 59
 - Lists, 57
 - Duplicate Line numbers
 - Cannot add to recordset, 268
-
- E**
- E-Mail
 - Glossary, 304
 - Support via, 6
 - Edit Cell Content
 - Function Key F2, 55
 - Editing
 - Cells, 55
 - Electrical
 - Database, 39
 - Electronic mail
 - Glossary, 304
 - Email Address
 - To be used for Technical Support, 287
 - Employee ID
 - Characters to use, 56
 - Enter
 - Purchase Orders, 49
 - Equity
 - Glossary, 305
 - Errors
 - After installation of update, 267
 - Cannot add to recordset, 267
 - Compatibility between modules, 267

- Downloading updates, 274
 - Invalid Access Keys or Company Name, 48
 - Invalid Password, 272
 - Latest Release, 272
 - Module compatibility, 267
 - Unable to Add Record, 276
 - Unable to Update Record, 276
 - Unable to locate the required data file, 274 and Blank ID, 269
 - Establish
 - Unit Measures, 72
 - Estimated Costs
 - Glossary, 305
 - Examples
 - of Unit Measures, 72
 - Expenses
 - Glossary, 305
 - Export
 - to CSV, 62
-
- F**
- FICA
 - Glossary, 305
 - FOB Point
 - Purchase Order, 216
 - Factor
 - To Calculate Shipping weight, 118
 - Favorite
 - Web browser, 260
 - Feedback, 11
 - File Name
 - Extensions, 254, 256
 - Filename Extensions
 - Show, 265
 - Files
 - Convert, 224, 267
 - Create, 224
 - Optimize, 224
 - Filter
 - Glossary, 305
 - Views, Report, Lists, 305
 - Filtering
 - Data, 194
 - Financial Statement
 - Glossary, 305
 - Find
 - Module's Release Number, 286
 - First Time Use
 - Common Problems, 276
 - Steps to follow, 46
 - First time use
 - Steps to follow, 45
 - Fiscal Period
 - Glossary, 306
 - Fiscal Year
 - Glossary, 307
 - Fixed Assets
 - Glossary, 308
 - Folder
 - Read/Write/Delete Access, 47
 - Form Format
 - Purchase Order, 218
 - Format
 - Date setting, 60
 - Function Keys
 - F2, 55
-
- G**
- General Ledger
 - Cost of Sales, Debit, 116
 - Glossary, 308
 - Inventory - Credit, 116

default for Accounts Payable, 144
General Ledger Account Number
Glossary, 308
General Ledger Account for...
Accrued Taxes #1, 91
Cost of Sales, 90
Inventory, 91
Revenue, 90
Revenue by State/Prov or Territory, 79
Global
Change Class ID, 226
Change Costs, 232
Change options, 225
Changing Costs, 229
Changing Prices , 229
Changing Pricing Levels, 228
Delete Class & Products, 227
Markup Selling Prices, 231
Graphic Images
Used as watermarks, 254, 256
Gross Margin
Glossary, 309
Group Line Spacing
Glossary, 309
SEE ALSOLine Spacing, Group Lines
Group Lines
Glossary, 309
SEE ALSOLine Spacing, Group Line Spacing

H

Hazardous
Material, 120
Help
? - Datasheet Help, 62, 63
F1 - Datasheet Help, 62, 63
File, 259

Holdback Percentage
Glossary, 309

Home Page
Glossary, 309

ID
Glossary, 309

IRS
Glossary, 311

Icon
Text describing function of Icon, 44

Income
Glossary, 309

Income Statement
Glossary, 310

Index
Glossary, 310

Initiate
a Share Connection, 273

Install
Optional Database, 39

Installation, 29
Administrator Logon is Required, 34
Multi-user, 31
Platinum, 30
Required steps, 29
Requirements, 31
Workstation and Server, 30
does not install all required files., 29
for Windows XP, 2003 and 2008, 34
for Windows8, 7 and Vista, 34
on the Server, 46
on the Workstation, 46

Installed
Release number, 286

- Integrated
 - Glossary, 310
 - Interfacing
 - with other modules, 23
 - Internet
 - Explorer, 260
 - Internet Explorer
 - Current Version Required, 31
 - Download (free from Microsoft), 260
 - Invalid
 - Access Keys, 48
 - Invalid Access Keys or Company Name, 276
 - Inventory
 - & Job Costing, 91
 - General Ledger, 116
 - General Ledger Account for, 91
 - Glossary, 310
 - Quantities, updating, 104
 - Stock, 104
 - Update, 220
 - Inventory Control
 - Glossary, 310
 - Posting to, 205
 - Invoice
 - SEE ALSOFormats
 - Glossary, 310
 - SEE ALSOInvoice Body Header
 - SEE ALSOInvoice Line Format
 - Message maintenance, 77
 - Invoice Body Header
 - Glossary, 311
 - Invoice Format
 - Glossary, 311
 - Invoice Line Format
 - Glossary, 311
 - Invoice Message
 - Maintenance of, 25, 75
 - Maximum Lines, 75
 - Invoiced Date
 - Customer Warranty, 122
 - Invoicing
 - Overhead & Profit, 80
 - Item
 - Changing Details, 100
 - Cost & Posting to G/L, 116
 - Deleting, 101
 - Description, 103
 - Group, 105
 - ID, 97
 - Last Changed, 125
 - Order Cost, Primary, 116
 - Selling Level, 97
 - Selling Level 0, 109
 - Selling Level 6, 109
 - Serial Number Tracking, 123
 - Unit Weight, 118
 - Item ID
 - Establishing, 103
 - Maximum Length, 97, 103
 - Minimum Length, 103
 - SEE ALSOSKU, UPC numbers
 - Item Message
 - Print, 118
 - on Invoices, 118
 - Item Order Cost
 - Alternate, 117
 - Net, Posting to G/L, 116
 - Primary, 116
-

J

- Job Cost
 - Glossary, 311

Job Costing
 & Inventory, 91
 Change Orders, 209
 Posting to, 205
 Update, 220
 Work Orders, 209

Job Number
 Purchase Order Detail, 214
 Purchase Orders, 208

Job Phase
 Examples, 187
 Posting to a, 208
 Purchase Order Detail, 214

Job phase
 Maintenance, 49

Journal
 Glossary, 312

K

Keeping
 Software Current, 9

Key Column
 ID, 56, 103

Key Column Information
 Characters to use, 56

Key ID
 Glossary, 312

Keys
 Alt + S , 57
 F2 , 55
 Arrow Down, 54
 Arrow Up, 54
 Enter Key, 58
 Page Down, 54
 Tab Key, 58

Kilobyte (K)
 Glossary, 312

Kits
 see Assemblies, 127

L

Labor Burden
 Glossary, 312

Landscape
 Glossary, 312

Last Check
 Amount, 150
 Date, 150
 Number, 150

Latest Release, 272

Ledger
 Glossary, 312

Liabilities
 Glossary, 312

License
 Multi-user, 31
 Required for workstations, 30

License Agreement
 Installation on a Local Area Network, 4
 Multi-User use, 4
 Ownership of Software, 3
 Termination, 4
 Update Policy, 4
 Use Restrictions, 3
 Warranty, 5

Line Format
 Purchase Order, 218

Line Formats
 Purchase Order, 242
 Quotation Request, 246
 Requisition, 244

Line Item
 Glossary, 312

- Line Numbers
 - Cannot add to recordset, 268
 - Purchase Order Detail, 210
 - Line Spacing
 - Glossary, 313
 - SEE ALSO Group Lines, Group Line Spacing
 - List ID, 286
 - Lists
 - Customer, 181, 183
 - Sorting, 183
 - by Area Code, 183
 - by Carrier Route, 183
 - by City, 183
 - by Customer ID, 183
 - by Customer Name, 183
 - by Salesperson, 183
 - by Territory, 183
 - by Type, 183
 - by Zip/Postal/Post Code, 183
 - Local
 - Taxes, 287
 - Local Area Network
 - License Agreement, 4
 - Logo
 - Print on Purchase Order, 253
 - Long Term Assets
 - Glossary, 313
 - Long Term Liabilities
 - Glossary, 313
 - Lot Number
 - Tracking, 97
-
- M**
- MSRP
 - Manufacturer's Suggested Retail Price, 121
 - Mail
 - Payment address, 137
 - Main Menu
 - Functions, 43
 - Maintenance
 - Changing Product's Class ID, 100, 101
 - Customers, 27, 157, 171
 - Glossary, 314
 - Manufacturer, 151
 - Type ID, 71
 - Unable to find Product, 101
 - Unit Measures, 72
 - Manufacturer
 - Alternate, 121
 - Catalog number, 122
 - Default for Product, 121
 - Suggested Retail Price, 122
 - Warranty - Number of days, 122
 - Manufacturer ID
 - Deleting, 152
 - Numbering, 153
 - Margin
 - Calculation, 116
 - Glossary, 314
 - Markup
 - Global, 231
 - Maximum Field Length
 - Product ID, 103
 - Measure
 - Twips, 323
 - Mechanical
 - Database, 39

Memory
 Insufficient Ram, 261
 Load, 261

Messages
 Invoice, 77
 Product, 78

Modem
 Glossary, 314

Module
 Glossary, 314

Module Installed
 Release number, 261

Modules
 Compatibility between..., 9

Move
 Data (order a current CD), 278
 Data (summary), 280
 Data to a new computer, 277
 Data. Steps N01...N08, 280

Multi-user
 MU01, 46
 MU02, 46
 MU03, 46
 MU04, 46
 MU05, 46
 Data access, 31
 Install same release..., 41
 Installation, 31
 License Agreement, 4
 License Keys, 46
 License key not saved., 276
 Licenses, 31
 Server Path Error, 273
 Setup, 48
 Shared Access Connection, 273
 Updating modules, 41

Multiple Modules
 When using..., 269

N

Network
 Error, 273
 Glossary, 314
 Technician, 287

Network Card
 Glossary, 314

Networking
 Program Installation, 30

New
 Computer, 277

Number of Digits
 Currency Format, 250
 Quantity Format, 249

Numbering of Customer Accounts, 161

Numeric
 Glossary, 314

O

Obtain
 Latest User Guide, 272

Open Item
 Glossary, 314

Operating System
 Glossary, 315

Optimize
 Data Files, 224

Optional
 Add-on modules, 97
 Database, 39

Order Entry
 Selling Levels, 108

Order Total

- Purchase Orders, 217
- Other Charges
 - Purchase Order, 217
- Out of Stock
 - Glossary, 315
- Overhead
 - Class, 80
 - Glossary, 315
- Overtime
 - Glossary, 315

P

- Packaging
 - Number of Units per..., 105
 - Unit Description, 105
- Packing
 - Glossary, 315
- Page Down
 - when not to use, 54
- Page Up
 - when not to use, 54
- Partial Shipments
 - Allowed, 216
- Password
 - Invalid, 272
 - Obtaining, 42
 - for Web Updates, 41
- Payment
 - Address, 137
 - Codes, 147
 - Days Due, 147
 - Discount Due Date, 148
 - Discount Due Days, 149
 - Due Type, 147
 - Group, 145
 - Term Days - Default, 147
 - Terms, 147

- Payment Group
 - ID - Maintenance of, 145
- Payment Terms
 - Purchase Orders, 207
- Period
 - Fiscal Year, 300
 - Glossary, 315
- Period-To-Date
 - Glossary, 315
- Portrait
 - Glossary, 316
- Post
 - Purchase Orders, 50
 - to a Job Phase, 208
 - to a Sub Phase, 208
- Posted
 - Details of Batch, 299
- Posting
 - Glossary, 315
 - Print Required before Posting, 268
 - Purchase Orders, 207
 - of Discount Amount, 219
 - of Other Charges, 219
 - of Shipping & Handling Charges, 219
 - to Base Contract, 209
 - to General Ledger, 116
 - to Inventory Control, 219, 239
 - to Job Costing, 219
 - to Job Costing (actual costs), 239
 - to Job Costing (committed costs), 239
 - to Jobs, 219
 - to a Change Order, 209
 - to a Work Order, 209
- Postings
 - to Future Periods, 307
- Preferences
 - Decimals, 249

- Preferred
 - Costs, 116, 212
 - Vendor, 115
- Pricing
 - Globally changing, 229
- Print
 - Company Name, 233
 - Customer List, 183
 - Lists, 181
 - Logo, 253
 - Overruns, 270
 - Purchase Order, 218
 - Purchase Orders, 218
 - Quotation Request, 218
 - Reports, 50
 - Requisition, 218
 - Second signature, 238
 - To File, 185
 - Total before taxes, 239
 - Total including taxes, 239
 - number of columns, 64
 - number of rows, 64
- Printing
 - Group Lines, 64
 - Group Spacing, 64
 - Line Spacing, 64
 - Print to File, 185
 - The User Guide, 33
- Product
 - Changing Class ID, 101
 - Costing Method, 114
 - Cross Reference (MFG's), 122
 - Cross Reference (Vendor's), 117
 - Message maintenance, 78
 - Selling Level, 111, 112
 - Selling Price 1, 111
 - Selling Price 2, 111
 - Selling Price 3, 111
 - Selling Price 4, 111
 - Selling Price 5, 112
 - Selling Price 6, 112
 - Selling Price 7, 112
 - Warranty - Customer Expiry date, 122
 - Warranty - Manufacturer, 122
- Product Class
 - Transaction Entry, 215
- Product ID
 - Characters to use, 56
- Product Maintenance
 - Alternate Manufacturers, 121
 - Alternate Vendors, 116
 - Change Product's Class, 100
 - Options, 98
 - Rate Class, 120
- Profile
 - Company or User, 233
- Profit
 - Class, 80
- Profit and Loss Statement
 - Glossary, 316
- Program
 - File Names, 36
 - Re-install, 29
 - Re-installing, 35
 - Upgrades, 41
- Program Directory
 - Glossary, 316
- Program Diskettes
 - Glossary, 316
- Program Location
 - Workstation, 276
- Program does not work
 - Technical Support, 285
- Province
 - Code, 233
- Purchase Journal

- Glossary, 317
- Purchase Order
 - Assemblies (using), 205
 - Buyer, 216
 - Control Number, 205
 - Create, 205
 - Customer's, 208, 213
 - Customer's Purchase Order Number, 208, 213
 - Date, 206
 - Department, 216
 - Discount Amount, 217
 - Discount Percentage, 217
 - FOB Point, 216
 - Form Format, 218
 - Glossary, 317
 - Line Format, 218, 242
 - Master Detail, 205
 - Message, 216
 - Options, 23
 - Partial Shipments, 216
 - Payment Terms, 207
 - Posting, 50, 207, 219
 - Printing, 218
 - Promised Date, 206
 - Reference, 206
 - Requested by, 216
 - Required Date, 206
 - Ship Via ID, 207
 - Ship to Address, 216
 - Shipping & Handling Charges, 217
 - Status, 206
 - Sub-Total, 217
 - Vendor ID, 207
- Purchase Order Detail
 - Line NUmbers, 210
 - Product Description, 211
 - Product ID, 210
- Purchase Orders
 - Create / Print, 205
 - Received Maintenance, 220

- Purge
 - Glossary, 317

Q

- Quantity
 - Decimals and Digits after, 249
 - Received Maintenance, 221
- Quantity Ordered
 - Purchase Order Detail, 211
- Quotation
 - Glossary, 317
 - Print Request, 218
 - Request, 218
- Quotation Request
 - Line Format, 246

R

- RAM
 - Glossary, 317
- Rate
 - Class, 120
- Re-installing
 - Program module, 29
 - Programs (modules), 35
- Reboot
 - Glossary, 318
- Receipt
 - Glossary, 318
- Receivable
 - Glossary, 318
- Received
 - Reference date, 221
 - Reference number, 221
- Record
 - Glossary, 318

- Recurring Batch
 - Glossary, 318
 - Recurring Invoice
 - Glossary, 318
 - Reference
 - Purchase Order, 206
 - Reinstalling the software
 - ... when not required., 48
 - Release
 - Glossary, 319
 - Number, 261, 286
 - Release Number
 - for the Module Installed, 261
 - Release Numbers
 - Current versions, 41
 - and compatibility between modules, 9, 29, 267
 - Remote System
 - Glossary, 319
 - Report ID, 286
 - Reporting
 - Problems, 285
 - Reports
 - Item List sample by Sorted by Item Class, 106
 - Item list sample sorted by Item Group, 107
 - Print Purchase Order History, 50
 - Requested by
 - Purchase Order, 216
 - Requests
 - for software changes, 115
 - Required
 - Date, 206
 - Internet Explorer, 260
 - Requirements
 - Windows versions, 31
 - Requires version...
 - Commission Type ID- L Platinum, 127, 132, 208, 210, 214
 - Requisition
 - Line Format, 244
 - Print, 218
 - Resize
 - Datasheet column widths, 54
 - Datasheet row heights, 54
 - Resolution
 - Recommended settings, 31
 - Restore
 - Glossary, 319
 - Retainage Percentage (or Holdback Percentage)
 - Glossary, 319
 - Retained Earnings
 - Glossary, 319
 - Retrieval
 - of Invoice, Serial numbers, 61
 - Revenue
 - & Job Costing, 90
 - General Ledger Account for, 90
 - Glossary, 319
 - Progress Billings, 90
 - Root Directory
 - Glossary, 320
 - Route
 - ID, 168
-
- S**
- SKU
 - Glossary, 320
 - numbers, 103
 - Sales Tax
 - Glossary, 320

- Salesperson
 - ID#, 168
- Save As
 - Downloads, 41
- Scroll Bar
 - Horizontal, 53
 - Vertical, 53
 - When to use..., 54
- Scroll Bars
 - Scrollbar, 54
- Scrollbar
 - Use in Datasheet, 54
- Searching
 - for values, 61
- Second
 - Signature, 238
- Selling Level
 - Global change, 228
 - Number of, 97
- Selling Price
 - Change Globally, 229
 - Markup from Costs, 231
- Sequence of Operation
 - First time use, 45
- Serial Numbers
 - Retrieval, 61
 - Tracking, 97
- Server
 - Data Path (identifying), 287
 - Glossary, 320
 - Release number, 41
- Set
 - Date Format, 60
- Set Preferences, 45
- Setup
 - Preferences, 237
 - User Profile, 233
- Share
 - Data, 273
- Ship To
 - Address Maintenance, 27, 171
 - ID, 171
 - Same as Customer address, 171
- Ship Via
 - ID, 207
- Ship to
 - Address, 216
- Shipping & Handling
 - Charges, 217
- Shortcut
 - Glossary, 320
- Soft Boot
 - Glossary, 321
- Software
 - Licensed to..., 233
- Software Changes
 - Requests for, 285
- Sorting
 - Alphanumeric, 296
 - Ascending, 219
 - Column contents, 61
 - Column data, 61
 - Columns, 219
 - Descending, 219
 - Options, 181
 - Output of printed reports, 203
- Source Document
 - Glossary, 321
- Source ID
 - Glossary, 321
- Spike
 - Glossary, 320

- Standalone
 - Glossary, 321
 - Starting
 - Equipment Maintenance module, 47
 - Starting Sales Analysis, 47
 - State
 - Code, 234
 - Globally changing tax rates, 230
 - Statement
 - Glossary, 321
 - Statement of Income
 - Glossary, 320
 - Statistics
 - Item Sales, 124
 - Status
 - Codes, 146
 - of Purchase Order, 206
 - Status Code
 - and Posting options, 220
 - Steps
 - First time use, 45
 - N01...N07, 283
 - N01...N08, 280
 - R1, 50
 - T1...T5, 49
 - U1...U19, 46
 - U1...U24, 46
 - V1, 50
 - Sub Phase
 - Examples, 187
 - Posting to a, 208
 - Purchase Order Detail, 214
 - Sub phase
 - Maintenance, 49
 - Sub-account
 - Glossary, 321
 - Sub-total
 - Calculate, 218
 - Purchase Order, 217
 - Suggestions, 11
 - Support, 5
 - Release number, 286
 - for Payroll, 23
 - via E-mail, 6
 - what is included, 6
 - what is not included, 8, 287
 - Surge
 - Glossary, 321
 - Surge Suppressor
 - Glossary, 321
 - Synchronize
 - Inventory, 101
 - System
 - Requirements, 31
 - System Information
 - Disk Space, 261
 - Memory Installed, 261
 - Memory load, 261
 - Requirements, 31
 - Windows Version, 261
-
- T**
- Tax
 - Exemption License, 81, 169
 - ID, 85
 - ID for Not charging Taxes, 85
 - Not Calculated, 87
 - Rates, Change Globally, 92
 - Tax ID
 - #1, 145
 - #2, 145
 - #3, 145

- Tax Rate
 - Global Change, 230
 - Taxes
 - Local. VAT, GST, PST, 287
 - Not Charging for by Customer, 81
 - Total before taxes, 239
 - Total including taxes, 239
 - Technical Support
 - Current Release, 285
 - Designated Person, 6
 - Duration of..., 5
 - Latest Release, 272
 - Obtaining, 285
 - Program does not work, 285
 - Release number required, 286
 - Requirements, 285
 - TS1, 285
 - TS2, 285
 - TS3, 285
 - TS4, 285
 - TS5, 285
 - TS6, 285
 - TS7, 285
 - TS8, 285
 - TS9, 286
 - TS10, 286
 - TS11, 286
 - TS12, 286
 - TS13, 286
 - TS14, 286
 - TS15, 286
 - What Technical support is NOT, 6
 - for 3rd Party Software, 285
 - for Payroll, 23
 - Terms
 - Credit Limit, 149
 - Discount, 148
 - Discount Cutoff Date, 148
 - Discount Due Type, 148
 - Discount number of Days, 149
 - Glossary, 322
 - Territory
 - ID, 168, 179
 - Toolbar
 - About Icon, 44
 - Help Icon, 44
 - Icons, 44
 - Maintenance Icons, 44
 - One-Click access from, 44
 - Print Icons, 44
 - Transaction Icons, 44
 - View Icons, 44
 - Total
 - Calculate, 218
 - Tracking
 - Cost of Sales by Department, 87
 - Inventory by Department, 87
 - Revenue by Department, 87
 - Serial Numbers, 123
 - Transaction Entry
 - Glossary, 322
 - Transactions
 - Cannot add to recordset, 268
 - Trial Balance
 - Glossary, 323
 - Twips
 - Glossary, 323
 - Type ID
 - Maintenance of, 71
-

U

- UPC
 - Glossary, 323
 - SEE ALSONumber, 123
 - numbers, 103
- UPS (uninterruptible power supply)
 - Glossary, 323

- Unit
 - Cost, 212
 - Description, 104, 131
 - Measure, 104, 130, 213, 221
 - Weight, 118
- Unit Cost
 - Purchase Order Detail, 212
- Unit Measure
 - Descriptions, 270
 - Examples, 72
- Unit of Measure
 - Twips, 323
- Units
 - per Package, 105
- Unsupported
 - Features, 63
- Update
 - P.O. Total, 218
 - Windows VISTA, 275
 - Windows XP, 274
- Update Notices
 - Check AccountPro Blog, 274
- Updates
 - Check Blog., 270
 - Downloading, 41
- Updates & Upgrades
 - Ordering, 9
- Updating
 - Inventory Quantities, 104
- Upgrades
 - Downloads, 41
- Upload
 - Glossary, 323
- User
 - Profile, 268
- User Guide
 - Chapters, 33
 - Version, 33
 - Version Number, 272, 287
- User Profile
 - Country Code, 233
 - Province, 233
 - Setup, 233
 - State, 233
 - Territory, 233
- Using
 - The User Guide, 33
 - a module for the first time, 268
- Using Purchase Orders - Step
 - U1, 46
 - U2, 46
 - U3, 47
 - U4, 47
 - U5, 47
 - U6, 47
 - U7, 47
 - U8, 47
 - U9, 47
 - U10, 47
 - U11, 48
 - U12, 48
 - U13, 48
 - U14, 48
 - U15, 48
 - U16, 48
 - U17, 49
 - U18, 49
 - U19, 49
 - U20, 49
 - U21, 49
 - U22, 49
 - U23, 49
 - U24, 49
 - U25, 49
 - U26, 49
- Using the Purchase Order Module

For the First Time, 46

Utilities

Files -> Convert, 224
Files -> Create, 224
Files -> Optimize, 224
Overview, 223

V

Valuation Method

Assembly Cost, 131

Vendor

Alternate, 115, 117
Glossary, 324
Head Office address, 137
Order Location, 137
Payment Group, 145
Payment address, 137
Preferred, 115
Primary, 115
Since Date, 146
Status, 146
Terms (Payment), 147
Territory, 145
Type, 145

Vendor Accounts

Changing Details, 136, 152
Deleting, 136
Numbering, 137, 138

Vendor ID

Characters to use, 56
Glossary, 324
Purchase Orders, 207

Vendor Maintenance

Options available, 26, 135, 151

View

Before printing, 185
Glossary, 324
List or Report on Screen, 185

Posted Purchase Orders, 50, 219

Posted batches, 299

Searching for..., 61

W

Warm Boot

Glossary, 324

Warranty

Customer Product Warranty, 122
by Manufacturer - number of days, 122
to Customer, 122

Watermark

APPROVED, 253
CHANGE ORDER, 253
CHARGE, 253
CREDIT, 253
DRAFT, 253
FOR AUTHORIZATION, 253
HAPPY HOLIDAYS, 253
HAPPY NEW YEAR, 253
INVOICE, 253
MERRY CHRISTMAS, 253
PURCHASE ORDER, 253, 254
QUOTATION, 253
QUOTE, 253
QUOTE REQUEST, 253
REJECTED, 253
REQUISITION, 253
THANK YOU, 253
THANK YOU FOR YOUR BUSINESS,
253
THANK YOU FOR YOUR CONTINUED
PATRONAGE, 253

Watermarks

NOT APPROVED, 253
QUOTATION REQUEST, 253

Web Browser

Favorite, 260
Internet Explorer 7.x, 260

- Weight
 - & Costing Method, 114, 115
 - Factor, 118
 - Shipping, 118
 - Unit, 119
- Where do I find
 - the Release number?, 261
- Window
 - Glossary, 325
- Windows
 - 8, 31
 - 8 Pro, 31
 - Currency Format, 250
 - Version, 261
- Windows 7
 - Operating System, 315
- Windows Vista
 - Operating System, 315
- Windows XP
 - Operating System, 315
- Workstation
 - Program Location, 276
 - Release number, 41

Z

- ZIP Files
 - PKWARE, 264
 - PKZip, 264

Blank Page.