DacEasy
Version 14

Installation and New Features Guide

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Welcome

Welcome to DacEasy Version 14. DacEasy offers a complete line of business software for the small to medium-size business in need of an affordable, yet powerful, business solution.

For more than two decades, we have listened to our customers' suggestions to develop a robust business system with the features needed to successfully grow a business. Version 14 continues this tradition by focusing on features designed to make you more productive.

This chapter gets you started using DacEasy. Review the system requirements prior to installing the program to ensure that your system can successfully run DacEasy. If your system meets the minimum requirements, you can proceed with the instructions on installing DacEasy and starting the program using the Business Center.

This chapter also includes a Conversion Preparation Checklist. If you are upgrading from a previous version, use this checklist to ensure that you have completed the preliminary steps required for a successful conversion. After completing the checklist you can follow the instructions for converting your data to Version 14.

You must set up at least one company profile to access the Business Center. The profile stores the paths to all of your data files for a single company so that you can seamlessly access your company data, regardless of the module in which the data is stored. This chapter includes the steps to perform to add company profiles.

This chapter also explains how to move data files, exit the Business Center, open company files and set up a security passport.files and set up a security passport.

Minimum System Requirements

The following system requirements are the recommended minimums for running DacEasy:

- Pentium® III or equivalent microprocessor running at a minimum of 1.5 GHz, Pentium IV or equivalent microprocessor at 3 GHz recommended

- 256 MB of free RAM minimum, 512 MB of free RAM recommended

- Windows® XP Professional, Windows 2000 Server/Professional,

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Note Windows 2000 Advanced Server and Windows Terminal Services are not supported. Windows XP fast user switching is not supported.

- Mouse or compatible pointing device

- Hard disk drive with 80 MB of hard disk space available for a single module, plus 50 MB for each additional module

- 4x CD-ROM drive

- VGA Display (256 or more colors) with at least 800 x 600 resolution, 1024 x 768 recommended (16 bit high color recommended for the Business Center)

- Microsoft® Internet Explorer 6 (included on CD)

Note Additional disk space is required if Microsoft Internet Explorer needs to be installed.

Optional System Requirements

- Windows-compatible printer

- 28800 or higher-baud modem for Phone Dialer and NPC Direct Deposit

- Internet Service Provider (ISP) for Online Tax Updates and WebStore

- Microsoft Word XP or 2003 for Word Mail Merge

- Microsoft Excel XP or 2003 to publish to Microsoft Excel

- Timeslips by Sage, Version 14 for Timeslips Link

- Adobe® Reader® Version 6 certain DacEasy Payroll forms (Acrobat Reader included on CD)

■ Crystal Reports® (Add-on module) if using the Crystal Reports Version 11 feature in the DacEasy Business Center

■ Simple MAPI compliant e-mail program to send e-mails.

■ Bar code scanner*

■ Credit card swiper*

■ Serial or parallel cash drawer**

■ 40- or 80-column receipt printer**

■ Pole display; two line 20-character serial display**

* Applicable to DacEasy Order Entry and DacEasy Point of Sale only

** Applicable to DacEasy Point of Sale only

Installing

Installing DacEasy

Important If you are installing on a network, do not install the program until you read Appendix A, "Networking." In addition, if you are upgrading from a previous version, read the "Upgrading From a Previous Version" section in this chapter before continuing with the following steps.

To Install DacEasy

1. Insert the CD in the appropriate drive. The Introduction screen automatically appears.

    Note Be sure to close all programs including the Pervasive Database engine before installing DacEasy.

    If the Introduction screen does not automatically appear, click the **Start** button, and then select **Run**. Open the **Msetup.exe** file on the CD. The Introduction screen appears.

2. Click **Install DacEasy**. The Setup program starts.

3. Follow the instructions on your screen to install DacEasy.

    Note If you are upgrading from a previous version of DacEasy, pay close attention to the Upgrade Modifications screen when it appears. This screen allows DacEasy to copy any necessary information to your new program folder and aids in converting any necessary data once you run the Version 14 program. Using the options on this screen also helps locate your existing companies when using the Add Module wizard in the DacEasy Business Center.

    Tip We recommend that you select the **View Readme File** check box during Setup. Read this file to familiarize yourself with the new features and learn about any last minute changes. After viewing this file, select **Close** from the **File** menu to exit the Readme file and return to Setup.

Adding and Removing Components

After you have installed DacEasy, you can run Setup again at any time to add or remove components.

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Note If you run Setup again, you also have the option to reinstall or remove the program. Select **Repair** from the Welcome screen to reinstall existing DacEasy files. Select **Remove** to remove all installed components from your computer.

To Add or Remove Components

1. Insert the CD in the appropriate drive. The Introduction screen automatically appears.

    If the Setup screen does not automatically appear, click the **Start** button, and then select **Run**. Open the **Msetup.exe** file on the CD. The Introduction screen appears.

2. Click **Install DacEasy**. The Setup program starts.

3. Select the **Modify** option, and then click **Next**.

4. Follow the instructions on your screen to add new components or remove existing components.

Starting DacEasy

The DacEasy Business Center provides a single entry point for all DacEasy programs. Fast and easy access to your program is only one of the many benefits gained when you use the Business Center to access DacEasy. You can use any of the following methods to start the Business Center:

Note Starting the Business Center is usually the preferred method of accessing company data; however, if you want to start DacEasy independent of the Business Center, refer to the Chapter 2, "Getting Started" in the *User's Guide*.

> **From the Programs folder**—Click the **Start** button, point to **Programs**, point to **DacEasy**, and then click **Business Center**.
>
> **From the desktop**—DacEasy adds an icon to the desktop if you select this option during the Setup routine. If you selected this option, double-click the **DacEasy Business Center** icon on your desktop to start the program.
>
> **From the Start menu**—DacEasy adds an entry to the Start menu if you select this option during the Setup routine. If you selected this option, click the **Start** button, and then select **DacEasy Business Center**.

After you start the Business Center, the next step depends on the type of user you are.

> **New Users**—If you are a new user of the program, you have to add a company profile. The first time you access the Business Center the **Welcome to DacEasy** dialog box appears. Select an option from the screen. Refer to the section titled "Adding New Company Profiles" later in this chapter if you select to create a new profile. Refer to the section titled "Opening Company Files" later in this chapter if you select to add an existing profile. When the **Create New Profile User** dialog box appears, enter a user name and password. The password is optional. For more information on your profile user name, refer to the section titled "Setting Up a Security Passport."
>
> **Upgrade Users**—If you are upgrading from a previous version, refer to the following section titled "Upgrading From a Previous Version."

If you are not using the Business Center, you can access a DacEasy module using the **Programs** folder on the **Start** menu. To access a DacEasy module, click the **Start** button, point to **Programs**, point to **DacEasy**, point to **Modules**, and then click the modules you want to access.

Tip For steps on creating a shortcut to each DacEasy module on your desktop, refer to the DacEasy module's Help system.

If you are using the Business Center, the first time you select a task for a particular DacEasy module, you are asked to register that module. If you are not using the Business Center, the first time you access a DacEasy module, you are asked to register that module. If you choose **Yes**, the **Serial Number** dialog box appears. Type your serial number and activation key using all capital letters, and then click **OK**. Choose **No** if you want to register at a later time. You will continue to receive this message each day when you access a module for the first time until you register; however, you are not required to register until the trial period expires.

Tip The serial number appears on the *User's Guide* for each module. Read the **Serial Number** dialog box for instructions on obtaining the activation key.

Installing

Upgrading From a Previous Version

If you are upgrading from a previous version of DacEasy, you must convert your data files to reflect the new file structure. When you add a company profile with existing Version 11 or later data files, DacEasy converts the data files to Version 14.

If you include multiple DacEasy modules in the company profile, converting your data files from the Business Center helps ensure a successful conversion. DacEasy converts the data files in the proper order after confirming that all steps required to successfully convert your data have been performed.

Note If you are upgrading from a version prior to DacEasy Version 11, you cannot convert directly to Version 14. The files needed to convert to Version 14 are included on the DacEasy Version 14 CD. To view the instructions, browse to the \\Utility\Convert folder and view the Readme.doc file in each of the applicable program subfolders. Follow the instructions in the Readme.doc file to convert to Version 11, and then complete the following steps to convert to Version 14.

Before installing Version 14, complete the following checklist to prepare your data files for conversion.

Conversion Preparation Checklist

❑ Post all transactions, in all DacEasy programs, for each company.

❑ Run the Recover and Verify file utilities on all files, in all DacEasy programs, for each company.

❑ Back up all companies in all DacEasy programs.

❑ Print all reports that are useful in verifying a successful conversion. For example, the Aging Reports for Accounts Receivable and Accounts Payable, Product History Report and Trial Balance are useful for verifying a successful DacEasy Accounting conversion.

❑ Install DacEasy Version 14.

After preparing your existing data files to be converted, you can begin the conversion process. When you add existing Version 11 or later data to your company profile, the Add Module wizard includes a Convert Files screen. From this screen, you have the option to delete previous data files after conversion. This conserves space on your hard disk drive. If you have a good backup of your data files, you do not need to keep these files. If you choose to keep the files on your hard disk drive, the data files remain in the same folder with new extensions, V11, V12 or V13 depending on the version you are upgrading.

As DacEasy converts your files, a status of the current file and record appears. After converting your files, the Recover process is automatically performed to convert the files to the correct file format. The length of time it takes to convert your files depends on the number of records in your data. The process normally only takes a few minutes, but expect longer times for large data files.

After converting your data, print your usual reports to verify a successful transfer of data. If your data appears as it should, you are ready to use your new software to process your daily entries. If your data is incomplete, contact Customer Support Services.

For more information on adding the data to a company profile, refer to the following section. If you would like to move your data folders to a new location after converting, refer to the section titled "Moving Your Data Files" in this chapter.

Important We strongly recommend that you use the DacEasy Business Center to convert your data. If you do not use the Business Center, DacEasy converts your files when you open the company in the Version 14 module. If you are not using the Business Center and you are interfacing DacEasy add-on modules with DacEasy Accounting, it is imperative that you convert DacEasy Accounting data files prior to converting your add-on module data files.

Adding New Company Profiles

You must add a company profile for each company you want to access through the Business Center. Company profiles identify all data files for a particular company.

You can include existing data or create new data when setting up company profiles. If you are upgrading from a previous version, refer to the section titled "Upgrading From a Previous Version" in this chapter prior to adding your profile. Complete the following steps to add a new company profile.

To Add a New Company Profile

1. Start the Business Center. Enter your user name and password on the **Company Profile Logon** dialog box.

2. Select **New** from the **Profile** menu. The **New Company Profile** dialog box appears.
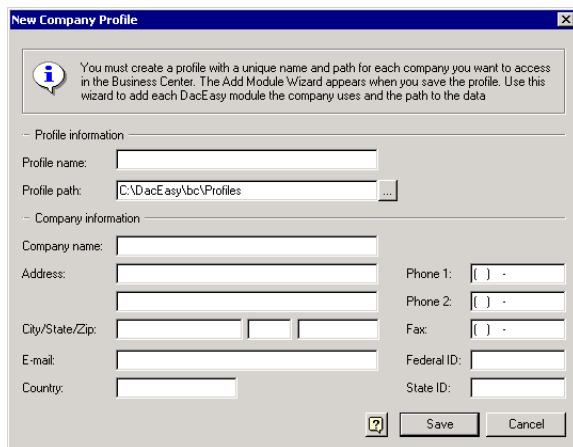
Figure 3-1: Add new company profiles using the New Company Profile dialog box.

Note If the Business Center is unable to locate an existing company profile, the **Welcome to DacEasy** dialog box appears. Select the **Create New Profile** option, and then the **New Company Profile** dialog box appears.

3. Type a unique name to identify the company profile. This name is used to identify the company when opening your company profile and appears on the Business Center status bar.

4. Type the path where the new company profile is to be located. This folder stores information specific to the company profile; therefore, each profile must be located in a different folder.

    When you add new data, the data files are stored in a subfolder in the profile's folder unless you change the default. For example, assume you type C:\DacEasy\BC\Profiles\MyData as the profile path. If you add new accounting data, the default path is C:\DacEasy\BC\Profiles\MyData\AC. We recommend that you accept the default structure to help organize your data files.

5. Complete all applicable fields in the Company Information area.

6. Click **Save**. The **Create New Profile User** dialog box appears.

7. Confirm your password, and then click **OK**. The **Add Module Wizard** appears.

    Note If you are a new user, you have to set up your user name and password.

8. Follow the instructions on the screen to add the data files to the company profile. Use the **Back** and **Next** buttons to navigate through the wizard. Click **Finish** when you have completed the wizard.

    Tip You can browse for an existing company when you add your company data files. Click **Browse**, and then click **Existing companies** to locate existing DacEasy company folders or click **Windows folders** to search all folders.

A Summary screen lists each module that will be added to the company profile. If you add existing data for multiple modules, you have the option to update the company information in each module with the company information entered for the profile. In addition, you must interface all modules in the profile with your DacEasy Accounting data files.

A Complete screen appears when the selected modules have been added to the profile.

9. Click **OK**. DacEasy opens the profile and returns you to the Business Center main menu.

Moving Your Data Files

Each DacEasy module installs into a subfolder in the destination folder selected during Setup. The default destination folder is labeled DacEasy. If you converted existing DacEasy data files to Version 14, you might decide to move your data files to a folder in your program folder. This allows you to keep all of your DacEasy files in one central location.

The following steps explain how to move your files to a new location if you are using the Business Center. If you have not already set up a company profile, create a profile before completing these steps. Refer to the "Adding New Company Profiles" section earlier in this chapter for more information on adding company profiles.

Note If you are not using the Business Center, it is important that you first copy (not move) your data files to the new location, and then add the company in DacEasy with the new path. If you have moved accounting data that is interfaced with DacEasy add-on modules, you must update the interface path in the add-on modules. Afterwards, you can remove the company with the old path from DacEasy, and then delete the files in the old folder from your hard disk drive. Refer to the *User's Guide* if you need assistance with adding or deleting companies.

To Move Your Data Files

1. Copy the data files from the existing folder to the new location. For example, if your accounting data files were located in C:\Dea4\Files, you will to copy them to C:\DacEasy\BC\Profiles\Furniture\AC.

   Note If you are not familiar the procedure of moving files, refer to the documentation included with your operating system for assistance.

2.   Select **Open** from the **Profile** menu in the Business Center, and then open the company profile that contains the data files you moved. An error appears, "Unable to locate Version 14 data files."

3.   Select the check box at the bottom of the screen to remove the modules from the company profile and click **Continue**.

> **Note** If the check box is unavailable, you have to remove the profile, and then add the profile back to the Business Center with the correct paths to the module data. Refer to the "Removing Company Profiles" section in Chapter 5, "Working With the Business Center" for more information on removing a profile.

4.   Select **Edit** from the **Profile** menu, and then select **Add Module**. The **Add Module Wizard** appears. Select all modules for which the data files were moved and add the path to the new location.

5.   Select **Edit** from the **Profile** menu, and then select **Company Information**. Click the **Paths** tab and confirm that each module is accessing the data files in the new location.

Exiting the Business Center

To exit the Business Center, choose **Exit** from the **Profile** menu. You can also exit the DacEasy Business Center by clicking the **Close** button located on the DacEasy Business Center title bar.

Note Any open windows remain open when you exit the Business Center. You can leave each DacEasy module window open as needed. Close each window individually when you are done with the task by clicking the **Close** button.

Using the Sample Company

The sample company is data provided by DacEasy to help you become familiar with the program. The sample data is stored in a Sampdata folder in each program folder unless you run a custom setup and do not select the Sample Company component. For example, the path to the accounting sample data is C:\DacEasy\AC\Sampdata if you accepted the default path.

Tip If you did not install the sample data but want to use it now, run the Setup routine again and select the **Modify** option. Select the **Sample Company** component for each module. Then, set up a profile for the sample company.

Opening the Sample Company

The first time you start the Business Center the **Welcome to DacEasy** dialog box appears. To open the sample company profile, select the **Open sample profile** option. This automatically opens the sample company for you. Afterwards, select **Open** from the **Profile** menu, and then select **Sample Company** to open the sample company.

If you are an existing user of the Business Center and want to add the sample company, create a new profile pointing to the sample data for each module you want to use.

To set up the sample company if you are not using the Business Center, add a new company in the appropriate DacEasy module. In the Path field, type the path to the sample company.

Setting Up a Security Passport

You are prompted for a user name and password the first time you open a company profile. The user name and password you add are stored as your *passport*.

The passport includes a *ticket* for each module in the company profile. The ticket can store the User ID and password for each module. Tickets are useful if you activated the Security feature in the modules. If you choose to store this information in your passport, you only have to enter a single user name and password when opening a company profile. When you select a DacEasy function, DacEasy applies the appropriate ticket. DacEasy confirms that the user ID and password are valid, and that you have rights to the selected function.

Figure 3-2: If you are using the Security feature, you must provide a ticket to access each module. You can include the ticket with your passport or provide the ticket when you access the module.

3.   Click **Save** to save your passport tickets.

The User Name and Password provided when you open a company profile are stored in your passport.

A ticket is added to your passport for each module in the profile. If you choose to add the User ID and password to the ticket, you do not have to provide this information when you access the module.

Installing
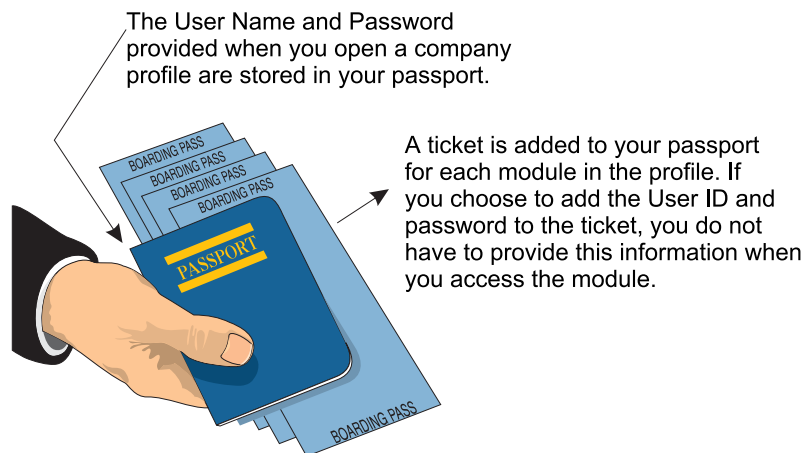
Setting Up Passport Tickets

The following steps explain how to set up passport tickets. You are not required to set up passport tickets. However, if you choose not to set up passport tickets, the **Enter Ticket** dialog box appears the first time you access a module using the Security feature (during the current session of the profile). If you select the Update Passport check box on the **Enter Ticket** dialog box, the Passport is updated with the ticket information. If you clear the Update Passport check box, the **Enter Ticket** dialog box continues to appear the first time you access the module after opening the profile.

Note You do not need to set up your passport if you added existing company data files to the profile and the company is using the Security feature. The Add Module wizard prompts you for your passport information before adding the company to the profile.

To Set Up Passport Tickets

1. Select **Edit** from the **Profile** menu, and then select **Passport**. The **Edit Passport** dialog box appears.

Figure 3-3: Speed entry into each module by adding your user name and password for each module to your passport.

2. Type your User ID in the User Name field and password for each module in this company profile.

    Note Payroll's Security feature does not use User IDs; therefore, the User Name field is unavailable for Payroll.

3. Click **Save** to save your passport tickets.

Changing the Business Center Password

You assign a password to your passport the first time you add yourself as a new user. Complete the following steps if you want to change the password assigned to your passport.

Note If you want to add a new user to an existing profile, type the new user name in the User Name field on the **Open Company Profile** dialog box, select the profile, and then click **Open**. You are prompted for the new user's password.

To Change the Business Center Password

1. Select **Edit** from the **Profile** menu, and then select **Passport**. The **Edit Passport** dialog box appears.

2. Type a new password in the Business Center area, and then confirm the entry.

3. Click **Save** to update your passport with your new password.

Setting the Controller Password

The controller is the only user that has access to the **Company Profile User List** dialog box. From this dialog box, you can view users, remove users, update a user's full name and add comments. Refer to Chapter 5, "Working With the Business Center" for more information on modifying user information.

To Set the Controller Password

1. Select **Edit** from the **Profile** menu, and then select **Users**. The **Company Profile User List** dialog box appears.

    Note If the controller password has been saved, a password prompt appears. Type the controller password and click **OK** to continue.
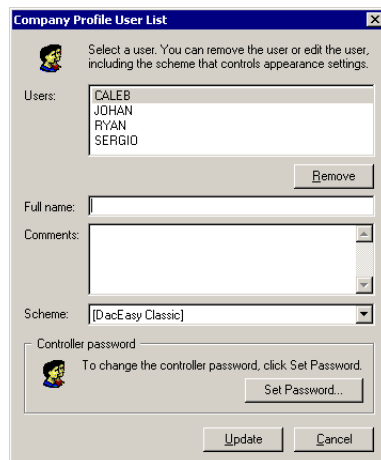
Figure 3-4: Edit User information and set the controller password from the Company Profile User List dialog box.

2. Click **Set Password** in the Controller Password area. The **Set Password** dialog box appears.

3. Type the password, and then confirm the password.

4. Click **OK** to save your new password. The **Company Profile User List** dialog box appears.

5. Click **Cancel** to return to the Business Center.

Opening Company Files

One advantage of using the Business Center is that you do not have to close a profile before opening a different profile. If you have windows open for the current profile, and then open a different company profile, all new selections are for the most recently opened profile; however, you can still view windows opened from the previous profiles. The following steps explain how to open a different company profile.

Tip The most recently opened company profiles are listed on the Profile menu. You can click any profile listed to quickly open the company.

To Open a Company Profile

1. Select **Open** from the **Profile** menu. The **Open Company Profile** dialog box appears.
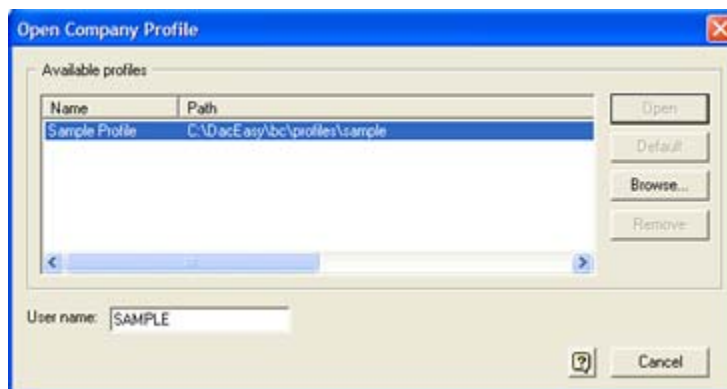
Figure 3-5: Access the Open Company Profile dialog box to open a new profile or log on as a different user.

2. Select the profile you want to open. If the profile is not listed, you can click **Browse** to locate the profile.

    Tip Click a column heading to sort on the corresponding column.

3. If you do not want to open the profile with the current user name, type a different user name in the User Name field.

    Tip If you want this profile to open each time you start the Business Center, click **Default**.

4. Click **Open**. The Business Center opens the selected profile.

    Note If you opened the profile with a different User Name, you are prompted for your password information.

Chapter 2

Software Conventions

Assistance

DacEasy is designed to use standard Windows guidelines. If you are familiar with other Windows applications, you will find DacEasy easy to use. If you are unfamiliar with using Windows-based software, please refer to the documentation included with your operating system to familiarize yourself with the conventions that are used in the program.

Most options in DacEasy can be accessed with the mouse or with the keyboard. Function key equivalents are the same as in earlier versions. When you point to a button on the toolbar, the function key equivalent, when available, appears as a ToolTip. Either click the button with the mouse or press the specified function key.

Tip If you prefer to use the keyboard instead of the mouse, press the **Alt** key to make the main menu active.

Click this icon to display
the system menu, which
includes options to resize,
move and close the window.
You can also use this icon to
hide or show the application
toolbar.

Click the **How do I?** button to
display commonly asked
questions. Select a question
from the list to view the answer.

Click the **Browse** button
to locate a folder or file.

Add Company   ▼ How do I? ✕

Identification name: _____   ✏ OK

Path: C:\DACEASY\AC\   ...   ✗ Close

Use DacEasy Easy Setup: ☐   ▼ Options

Chart of accounts type: Accounting Company   ▼   ? Help

Equity type: Sole Proprietorship   ▼

Departmentalization method: ○ None ○ Customer ⦿ Inventory

Disk space needed: 1,348,227

Disk space available: 2,622,300,160

Fields that cannot be edited
do not appear in a box.

Click the **Options** button
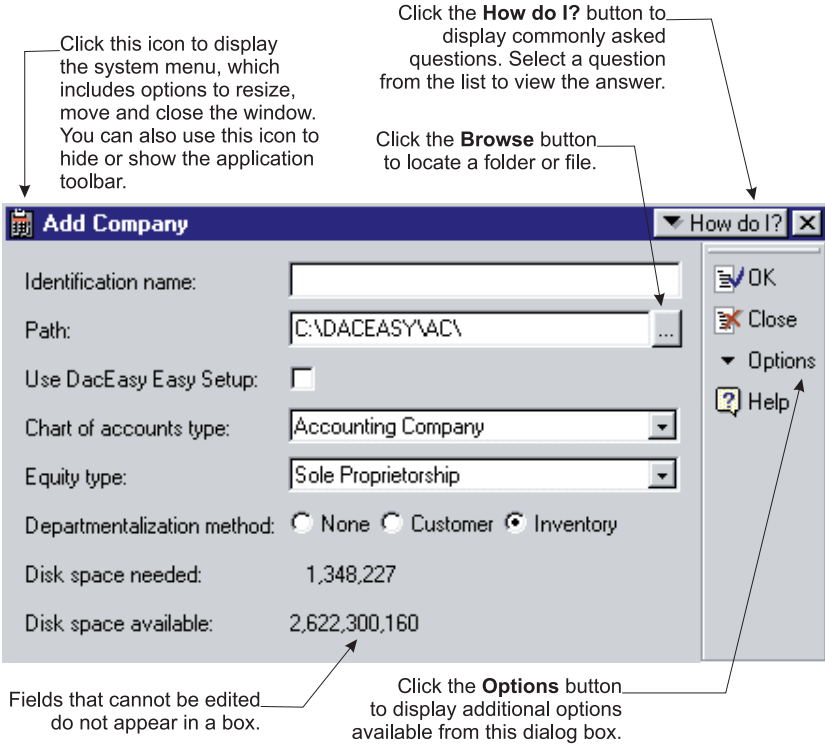to display additional options
available from this dialog box.

Figure 1-1: This graphic highlights some of the features available on dialog boxes throughout DacEasy.

User Assistance

At DacEasy, we want you to get the most out of your new software. We understand that different people have different needs and that is why we offer a number of resources to assist you in using our product. The *Installation and New Features manual* assists you with installing the program, converting your data if necessary, and features that are common to all DacEasy programs. The *User's Guide*, in combination with the Help system in the program, provides you with the answers to your questions and is always available. If you prefer more one-on-one assistance, you can contact Customer Support Services. For more personal assistance, you can contact a Certified Consultant and arrange for on-site support or classroom training.

This chapter explains each option in detail. Choose the resource that is best suited to your needs.

Documentation

The documentation set includes online Help, a *Installation & New Features Guide* and a *User's Guide*. Use these resources to discover the power of DacEasy.

Online Help

The most powerful resource available is also the easiest to use and access. The Help included in DacEasy can be used for context sensitive help or procedural help. *Context sensitive help* allows you to click **Help** (or press **F1**) from any field in DacEasy programs, such as Accounting or Payroll, to view information about the field or dialog box. *Procedural help* details the steps involved in a process or answers a question you might have about the software. To access procedural help; select **Contents and Index** from the **Help** menu (or press **Shift+F1**). Three tabs appear: **Contents**, **Index** and **Find** (or **Search**). A fourth tab, the **Favorites** tab, appears if you are viewing the Business Center Help. Locate the answers to your questions using any tab. Following is an explanation of each tab.

Using the Contents Tab

Use the **Contents** tab as you would use the table of contents in a book. Related Help topics are grouped together and appear as a book. Double-click a book to "open" the book and view its contents. Double-click a topic to view the information associated with the topic.

Using the Index Tab

Use the **Index** tab as you would use the index in a book. Type a topic description or use the scroll bar to search the list. The index is designed to be as thorough as possible. Double-click a topic to view the information. If multiple topics exist, select a topic from the list that appears.

Using the Find or Search Tab

Click the **Find** tab to locate each Help topic associated with a particular subject. This tab is labeled **Search** in the DacEasy Business Center Help. DacEasy searches the entire Help system and displays each topic that contains the keywords you specify.

Using the Favorites Tab

Click the **Favorites** tab to add frequently used Help topics to your Favorites list. This tab is only available in the DacEasy Business Center Help. When you find Help topics that you like, you can keep track of them using the Favorites list, so it's easy to open them in the future. To add a Help topic to the Favorites list, view the Help topic, and then click the **Favorites** tab. The title of the Help topic appears as the Current Topic. Click **Add** and the topic appears in the Favorites list

How Do I?

Another valuable Help tool is the How do I? button available on the title bar of certain dialog boxes throughout the program. Click **How do I?** and a menu appears listing commonly asked questions about the current dialog box. Select any question from the list to view a Help topic that answers the question.

Documentation Conventions

Documentation provided with your DacEasy products uses several standard conventions to help quickly identify the actions you need to take to perform an operation. As much as possible, these conventions are used consistently in all DacEasy documentation.

- Actual keys or buttons you press appear in bold type. For example, if you need to click the **OK** button to save a transaction, **OK** appears in bold type as shown in this sentence.

- Menu names and commands that you need to select appear in bold type. For example, if you need to open a new company by accessing the Open command from the File menu, the instructions read as follows: Select **Open** from the **File** menu.

- Often, you can use either the keyboard or your mouse to perform an action. If this is the case, a generic word, such as choose or select, is used to instruct you to perform the action. For example, the above instruction "Select **Open** from the **File** menu" uses "select." This indicates you can use the mouse to click on **File**, and then **Open** or you can use your keyboard. To use the keyboard, press **Alt+F** to view the File menu, and then use the down arrow key to select **Open** on the File menu. Press **Enter** to access the **Open Company** dialog box.

- "Click" means to quickly click the left mouse button once.

- "Double-click" means to quickly click the left mouse button twice.

- "Point" means to position the mouse pointer on a field or button.

- Procedures with steps appear as numbered lists. A heavy line that appears above the title easily distinguishes these steps.

- Most screens have multiple fields in which you can enter information. The manuals are designed to work hand-in-hand with the Help system. Click **Help** from a field to get an explanation of the field.

- Underscores within text indicate you should type spaces. For example, if you need to place a space within text, it would be printed as follows: **Copy_A:**.

■ A plus sign (+) between two keys indicates you need to press the first key and hold it down while you press the second key. For example, to access the File menu from the keyboard, you might see **Alt+F**. To perform this action, press the **Alt** key. While holding down the Alt key, press the **F** key.

■ "Keypad" refers to the numeric keys on the right side of most keyboards. These keys are directional or movement keys when the NumLock feature is off.

Additional Resources

In addition to the documentation provided with the software, there are a number of additional resources you can look to for assistance.

On-Site Support and Classroom Training

Certified Consultants are independent business specialists, trained and certified by DacEasy to help you determine your business needs. Certified Consultants can tailor DacEasy programs to fit your exact needs.

Many Certified Consultants offer both on-site and classroom training, and many are skilled in setting up and maintaining local area networks.

Call (800) 305-2556 or visit our Web site at www.daceasy.com to obtain a list of Certified Consultants in your area.

Online Support

If you have access to the World Wide Web, you can get e-mail support by accessing our home page at www.daceasy.com. Include your credit card number, or customer ID if you have a support plan, with your question to receive a response via e-mail. Responses are usually sent within 24 hours, during regular business hours.

Telephone Support

DacEasy understands that your time is valuable. For fast answers to your questions, contact our Customer Support Services team. Customer Support Services has developed various resources to provide solutions for our customers. A description of DacEasy telephone support options follows. Choose the option that best meets your needs.

Support Options*

DacEasy has several support options available to benefit our customers whose preferred method of assistance is telephone support. Support plans provide our customers with an economical method of technical support along with additional benefits.

The support brochure included in the package details each support option. Please take a minute to review this brochure and discover the many benefits available to you. For more information, call our Sales Department at (800) 987-5212.

*Note Prices, conditions and hours of operation are subject to change without notification.

Preparing for a Support Call

When you place a call to DacEasy Customer Support Services, please help us make our support as efficient as possible by following these guidelines:

- Please be at your computer when you call for support. It is usually necessary to recreate the incident or walk through a series of steps to solve technical problems.
- If an error occurred during a posting or periodic routine, it is necessary to restore the backup, and then correct the error. Please have the data restored before you call the support lines.
- If you received an error message, it is important that you have the exact wording of the message and the area of the program in which it occurred.
- Gather information specific to your system. For steps on gathering system information, refer to the Help topic "Preparing for a Support Call."

Chapter 3

DacEasy V14 Features

This chapter highlights each of the new powerful features available in DacEasy V14. It also describes detailed procedures that are necessary to start using these new features.

In addition to this information, the on-line help provides detailed descriptions of each field in DacEasy. The help system also includes procedural Help topics to guide you through the steps involved in completing each process. This includes advanced features not covered in the printed documentation. For more information on the documentation, refer to chapter 2, "User Assistance."

This chapter contains descriptions of new features that have been added or areas that have been updated in DacEasy V14. The features are listed by modules.

Business Center

AC ☑ OE ☑
PY ☐ PS ☑
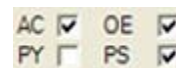
Transaction Register with Drill Down

Instant Reports provide quick access to key reports in **DacEasy** modules and the ability to view the associated detail by drilling-down on vital information. In Version 14, this popular feature has been improved with printable views of reports and more drill-down reports on Customer, Vendor, and Inventory directories. Locate the information quickly and easily with the ability to navigate from a summarized view of data to more detail such as customer purchase history. In addition, the new **Printer Friendly View** allows **Instant Reports** to be redirected to the printer, Excel or html, or exported to ASCII comma delimited or text.

Instant Reports Printer Friendly View

1. Click **Instant Reports** on the Navigation bar in the Business Center workspace. The **Accounting Instant Reports** page appears in the Contents area. To select a different module, click the appropriate module on the Contents bar.

   Tip Point to a report name to view a description of the report with a sample. You can click the sample report to enlarge the image, and then click the **Back** button on the Explorer toolbar after viewing the sample to return to the Instant Reports page.

2. Click the report name. The report appears in the workspace.

Note If the report name appears dimmed, the module is either not installed or is
not included in the company profile.

---

3. Click on the Printer Friendly icon on the report footer and the **Report Layout**
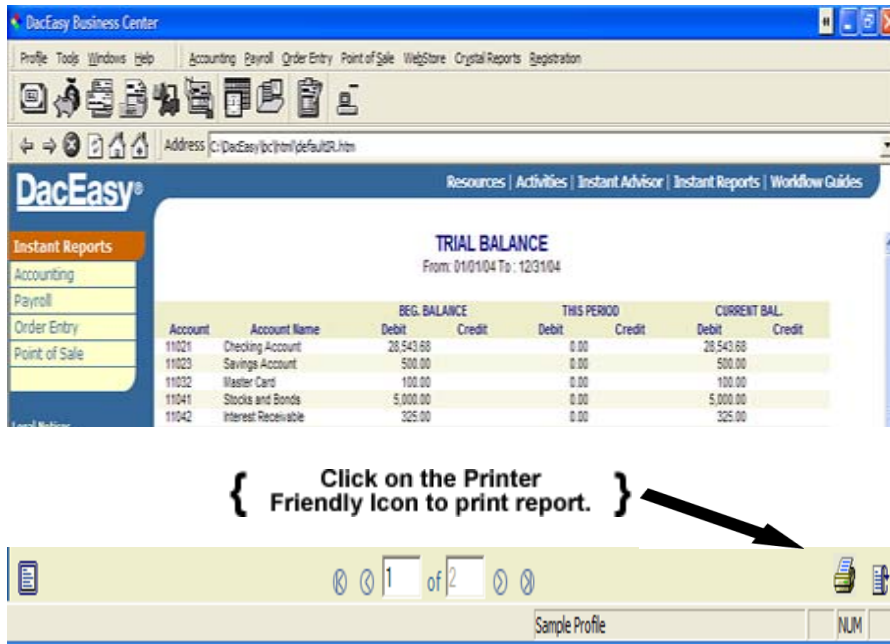dialog appears.

Figure 3-1:   Instant Report with Printer Friendly Icon.

4. Select the Target Disposition in the **Report Layout** Dialog and click OK to view
the report.

Tip Change the options in the Report Layout Dialog to modify the report layout
if necessary.

---

5. If necessary, exit the Target Disposition to return to the **Instant Reports**.

Viewing the Customer Directory

1. Click **Instant Reports** on the Navigation bar in the Business Center workspace. The **Accounting Instant Reports** page appears in the Contents area.

2. Click on **Customer Directory** and the report will appear in the workspace area of the Business Center.

   Note Click on the icon to the left of the report name to view and modify the available report options.

   Tip For more information on the available report options Click on help or press F1 from the options dialog.

Drill down to the Customer Directory detail

1. Click on any Customer Code in the **Customer Directory** to drill down to the **Edit Customer** Dialog. Use the Edit Customer Dialog to view or edit detail information for that customer.

   Tip Use the toolbar options in Edit Customer to enter an invoice or view and print the customer's transaction history.

2. Click on any Account Number in the **Customer Directory** to drill down to the **Edit Account** Dialog.

3. Click on any Customer Name in the **Customer Directory** to drill down to the **Purchase History** report for that customer.

4. Click on the Balance for any customer to drill down to the customer aging information. The customer aging appears in the Business Center Workspace.

Viewing the Vendor Directory

1. Click **Instant Reports** on the Navigation bar in the Business Center workspace. The **Accounting Instant Reports** page appears in the Contents area.

2. Click on **Vendor Directory** and the report will appear in the workspace area of the Business Center.

    Note Click on the icon to the left of the report name to view and modify the available report options.

    Tip For more information on the available report options click on help or press F1 from the **Options** dialog.

Drill down to the Vendor Directory detail

1. Click on any Vendor Code or Vendor Name in the **Vendor Directory** to drill down to the **Edit Vendor** Dialog. Use the Edit Vendor Dialog to view or edit detail information for that vendor.

    Tip Use the toolbar options in Edit Vendor to create notes or view historical information for that vendor.

2. Click on any Account Number in the **Vendor Directory** to drill down to the **Edit Account** Dialog.

3. Click on the Balance for any vendor to drill down to the vendors aging information. The vendor aging appears in the Business Center Workspace.

4. Use the Business Center navigation arrows to return to the **Vendor Directory**.

Viewing the Product Catalog

1. Click **Instant Reports** on the Navigation bar in the Business Center workspace. The **Accounting Instant Reports** page appears in the Contents area.

2. Click on **Product Catalog** and the report will appear in the workspace area of the Business Center.

Note Click on the icon to the left of the report name to view and modify the available report options.

Tip For more information on the available report options Click on help or press F1 from the options dialog.

Drill down to the Product Catalog detail

1. Click on any Item Code or Item Name in the **Product Catalog** to drill down to the **Edit Product** Dialog. Use the Edit Product Dialog to view or edit detail information for that item.

Tip Drill down to the Edit Product Dialog to view that product's image or to create notes for that product.

---

2. Click on the average or standard cost for any item to drill down to the item's **Activity Detail Report**.

Note The **Track Product Transaction History** option must be enabled in **System Preferences** to obtain the **Activity Detail Report**.

Accounting, Payroll, Order Entry, Point-of-Sale

Audit Trail
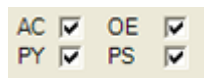
Improve auditing and defend against potential fraud. With this feature, you have a register of user activity in the system. **Audit Trail** records insertions, deletions, and modifications of the most relevant master and transaction tables in DacEasy. This important enhancement to the security system maintains a record of who modified the information in your system, as well as what information was modified and when. The log is available to print as you desire. You can also keep a record of the date and time of all changes to the Payroll Employee file and the Tax Tables.

Note To activate the **Audit Trail Log** in the Accounting, Order Entry and Point-of-Sale modules, enable the **Activate User Access Rights** option in **System Preferences.** To activate the **Audit Trail Log** in the Payroll module enable the **Generate Audit Trail** check box in **Preferences**.

The **Audit Trail Log** Report gives a detailed listing of the Audit Trail records that exist for any of the DacEasy modules where this feature is activated. You can filter this report by any of the Sort and Rank options available, which include **Date**, **User ID**, and **Entity ID**. This allows you to print a report showing for any entity all the activity in DacEasy for a range of Dates and User ID's. You may also choose the specific functions for which you want to monitor this activity.

Note Since Payroll uses a different security system, the User ID is omitted from its audit trail sorting and ranking options.

Turning ON User Access Rights

1. Select **Defaults** from the **Edit** menu, and then select **Passwords**. The **Edit Password** dialog box appears.

2. Type the password to be used each time you log in as the Controller.

    Tip This is a Master password that allows access to every function in the system. It is important to remember this password or write it down and store it in a secure place.

3. Type the password again in the **Confirm Password** field.

    Tip For more detailed information on creating users on the refer to the User's Guide for each module or to the on-line help system.

4. Select **Defaults** from the **Edit** menu, and then select **User Access Rights**. The **Edit User Access** dialog box appears.

5. Type a User ID and Password, and then confirm the password. If you are editing an existing user, Click **LookUp** to select the user.

6. Select the **Limit Warehouse** check box if you have multiple warehouses and want to limit the one for which the user can purchase or sell inventory. If you have set up your warehouses and you selected to **Limit Warehouses**, click on **Options** and then select **Edit Warehouse Permits** to tag the warehouses that are available to this user.

7. Click on **Edit User Permits** and the **User Access Rights** dialog box appears. Select a function and click on **Tag/Untag** to give or remove access to the highlighted function. You may use **Tag/Untag All** to assign or remove access to all the listed functions.

8. Click **OK** to save the user, and exit this function when you have completed creating your users.

9. Select **Defaults** from the **Edit** menu, and then select **System Preferences**. The **Edit System Preferences** dialog box appears.

10. Select the **Activate User Access Rights** check box to enable the Security System and press **OK** to save the system preferences.

Turning ON the Audit Trail Log

1. Select Defaults from the **Edit** menu, and then select **System Preferences**.

2. Click on the **Generate Audit Trail Log** check box to enable this option.

3. Click **OK** to save the new preference settings or **Close** to exit without saving.

Creating the Audit Trail Log

DacEasy creates an **Audit Trail** record every time users perform certain types of actions such as Inserting, Updating or Deleting information, using any of DacEasy's Transaction Entry or Table Maintenance functions. The **Audit Trail** record includes the date and time of the action, the ID of the User who performed the action, the ID and description of the entity affected by the action, the type of action performed (**Insert**, **Update**, **Delete**), and a reference to the source transaction.

Note Entities refer to the Transaction Entry or Table Maintenance functions available in DacEasy. Examples of entities are General Ledger, Accounts Receivable and Accounts Payable transaction entry. Since Payroll uses a different security system, the User ID is omitted from its audit trail.

The following list describes the entities and activities that generate an Audit Trail, and the modules that include them. Interfaced modules that share an entity only maintain one **Audit Trail log**. Example, Customer Entity when Point-of-Sale and Accounting modules are interfaced.

Module	Entity ID	Description	Reference
ACCTG	Account	Edit Accounts	Account Number
ACCTG,POS,OE	Customer	Edit Customers	Customer Code
ACCTG,POS,OE	Vendor	Edit Vendors	Vendor Code
ACCTG,POS,OE	Product	Edit Products	Item Code
ACCTG,POS,OE	Service	Edit Services	Service Code
ACCTG,POS,OE	Master Item	Edit Master Items	Master Item Code
ACCTG	Fixed Asset	Edit Fixed Assets	Fix Asset Code
ACCTG	Purchasing Code	Edit Purchasing Codes	Purchase Code
ACCTG,POS,OE	Billing Code	Edit Billing Codes	Billing Code
ACCTG,POS,OE	Salespeople	Edit Salespeople	Salespeople Code
ACCTG,POS,OE	Message	Edit Messages	Message Code
ACCTG,POS,OE	Price Break	Edit Price Breaks	Price Break Code
ACCTG,POS,OE	Shipping Method	Edit Shipping Methods	Shipping Method Code.
ACCTG,POS,OE	Term	Edit Terms	Term Code
ACCTG,POS,OE	Tax	Edit Taxes	Tax Code
ACCTG,POS,OE	Warehouse	Edit Warehouses	Warehouse Code
ACCTG,POS,OE	Weight Unit	Edit Weight Units	Weight Unit Code
ACCTG	General Ledger	GL Transactions	GL-<Transaction #>.
ACCTG	Accounts Receivable	AR Transactions	AR-<Transaction #>
ACCTG	Accounts Payable	AP Transactions	AP-<Transaction #>
ACCTG	Cash Receipt	Receipts Transactions	<Transaction #>
ACCTG	Cash Autopay	Autopay Generate	<Transaction #>
ACCTG	Cash Payment	Payment Transaction	<Transaction #>
ACCTG	Cash Adjustment	Cash Adjustments	<Transaction #>
ACCTG	Reconciliation	Bank Reconciliation	RECON-<MM-DD-YYYY>
ACCTG	Void Checks	Cash Void Checks	<Transaction #>
ACCTG	Merchandise Receipt	Purchase Receipts Entry	<MR Number>
ACCTG	Merchandise Return	Purchase Returns Entry	<PR Number>
ACCTG,OE	Invoice	Invoices Entry	<Invoice #>
ACCTG	Sales Return	Sales Return Entry	<SR Number>
ACCTG,POS,OE	Inventory	Inventory Adjustments	<Transaction #>
ACCTG,POS,OE	Assembly	Assembly Transactions	<Transaction #>
ACCTG	Physical Inventory	Physical Inventory	<Transaction #>
POS	Sales Register	Sales Register Entry	<Receipt #>
OE	Orders	Orders Entry	<Order #>
PAYROLL	Employee	Edit Employees	Employee Code
PAYROLL	Federal Tax	Edit Federal Tax Table	Tax code
PAYROLL	Local Tax	Edit Local Tax Table	Tax Code
PAYROLL	State Tax	Edit State Tax	Tax Code

Printing the Audit Trail Log

1. Choose **Audit Trail Log** from the Reports menu for the Accounting, Point-of-Sale or Order Entry modules.

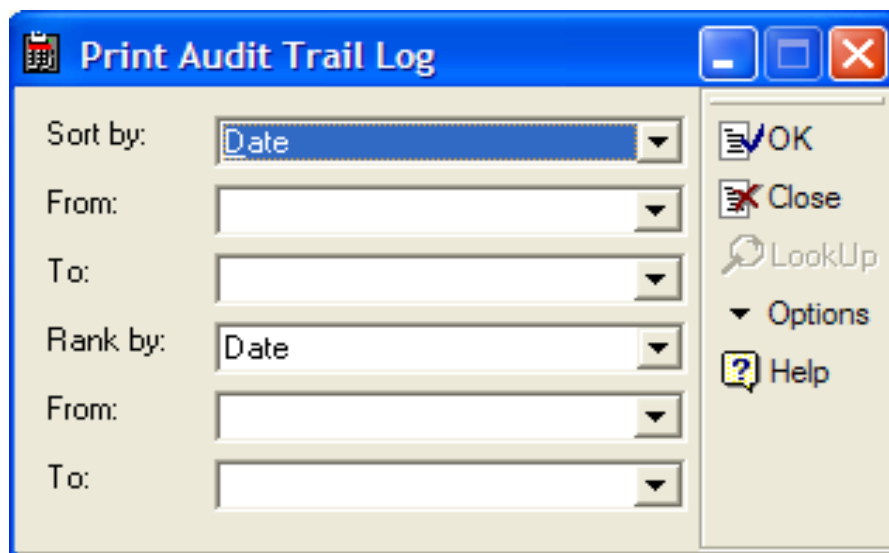2. Enter the Sort by and Rank by options.

Figure 3-2: Audit Trail Log Report options dialog.

3. Click **OK**. The **Report Layout** dialog box appears.

4. Select the target disposition, edit the layout if necessary, and then click **OK** to begin printing.

Figure 3-3: Audit Trail Log Report.

Purging the Audit Trail Log

1. Select Purge from the **Periodic** menu and the Purge dialog box appears.

2. Open the **File** dropdown and choose **Audit Trail Log**.

3. Enter the 'purge to' date.

    Note This function purges Audit Trail records with a date equal to or earlier than the 'purge to.'

4. Press **OK** to start purging.

    Note Purging physically removes records from your company data. You must make sure this is what you want to do before performing this task.

Accounting, Order Entry, Point-of-Sale
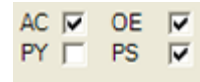
Active/Inactive Status

Reduce the time that it takes you to lookup vendors, customers, services, and more. When you set records as inactive, these records are omitted from reports, lookups, and may not be used when making transactions. Set the status of **Accounts**, **Customers**, **Vendors**, **Products**, or **Services** to **Inactive** when you want DacEasy to ignore these records without physically removing them from the company database. You may change the status of **Inactive** to **Active** when you are ready to start using these records again.

Changing the Status of Accounts

1. Select Customers from the **Edit** menu and the **Edit Accounts** dialog box appears.

2. Click on **LookUp** to select the customer to edit.

3. Click on the **Inactive** check box field to set the status of that account to **Inactive**. An unmarked check box means that the status is set to **Active**.

Note DacEasy verifies that it can change the status of an account to **Inactive** without causing integrity problems to your company's database. If the account does not meet this validation criteria DacEasy displays an error message.

---

4. Click **OK** to save the account or Click **CLOSE** to exit without saving.

Purging Inactive Accounts

1. Select Accounts from the **Edit** menu and the **Edit Accounts** dialog box appears.

2. Click on **Options** in the **Edit Accounts** toolbar and then Click on **Purge Inactive**.

Note The **Purge Inactive** function removes all Inactive accounts from the Chart of Accounts. You must be sure that this is what you want to do before running the **Purge Inactive** option.

---

3. Click on **Continue** to delete **Inactive** accounts or **Cancel** to stop this process and return to the **Edit Accounts** dialog.
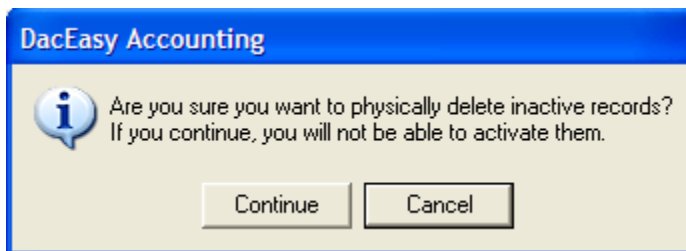
*Figure 3-4: Purge **Inactive** confirmation dialog*

Changing the Status of Customers

1. Select Customers from the **Edit** menu and the **Edit Customers** dialog box
    appears.

2. Click on **LookUp** to select the customer to edit.

3. Click on the **Inactive** check box field to set the status of that customer to
    Inactive. An unmarked check box means that the customer is set to **Active**.

Note DacEasy verifies that it can change the status of a customer to **Inactive**
without causing integrity problems to your company's database. If the customer
does not meet this validation criteria DacEasy displays an error message.

---

4. Click **OK** to save the customer or click **CLOSE** to exit without saving.

Purging Inactive Customers

1. Select Customers from the **Edit** menu and the **Edit Customers** dialog box
    appears.

2. Click on **Options** in the **Edit Customers** toolbar and then Click on **Purge
    Inactive**.

Note The **Purge Inactive** function removes all Inactive customers from the
Customers table. You must be sure that this is what you want to do before
running the **Purge Inactive** option.

---

3. Click on **Continue** to delete **Inactive** customers or **Cancel** to stop this process
    and return to the **Edit Customers** dialog.

DacEasy V14 Features

Changing the Status of Vendors

1. Select Vendors from the **Edit** menu and the **Edit Vendors** dialog box appears.

2. Click on **LookUp** to select the vendor to edit.

3. Click on the **Inactive** check box field to set the status of that vendor to **Inactive**. An unmarked check box means that the status is set to Active.

Note DacEasy verifies that it can change the status of a vendor to **Inactive** without causing integrity problems to your company's database. If the vendor does not meet this validation criteria DacEasy displays an error message.

---

4. Click **OK** to save the vendor or Click **CLOSE** to exit without saving.

Purging Inactive Vendors

1. Select Vendors from the **Edit** menu and the **Edit Vendors** dialog box appears.

2. Click on **Options** in the **Edit Vendors** toolbar and then Click on **Purge Inactive**.

Note The **Purge Inactive** function removes all **Inactive** Vendors from the Vendors table. You must be sure that this is what you want to do before running the **Purge Inactive** option.

---

3. Click on **Continue** to delete **Inactive** Vendors or **Cancel** to stop this process and return to the **Edit Vendors** dialog.

Changing the Status of Products

1. Select Products from the **Edit** menu and the **Edit Products** dialog box appears.

2. Click on **LookUp** to select the Product to edit.

3. Click on the **Inactive** check box field to set the status of that Product to **Inactive**.
    An unmarked check box means that the status is set to Active.

Note DacEasy verifies that it can change the status of a Product to **Inactive**
without causing integrity problems to your company's database. If the Product
does not meet this validation criteria DacEasy displays an error message.

---

4. Click **OK** to save the Product or click **CLOSE** to exit without saving.

Purging Inactive Products

1. Select Vendors from the **Edit** menu and the **Edit Products** dialog box appears.

2. Click on **Options** in the **Edit Products** toolbar and then Click on **Purge Inactive**.

Note The **Purge Inactive** function removes all Inactive Products from the
Products table. You must be sure that this is what you want to do before running
the **Purge Inactive** option.

---

3. Click on **Continue** to delete **Inactive** Products or **Cancel** to stop this process and
    return to the **Edit Products** dialog.

Changing the Status of Services

1. Select Services from the **Edit** menu and the **Edit Services** dialog box appears.

2. Click on **LookUp** to select the Service to edit.

3. Click on the **Inactive** check box field to set the status of that Service to **Inactive.**
    An unmarked check box means that the service is set to active.

DacEasy V14 Features

> **Note** DacEasy verifies that it can change the status of a Service to **Inactive** without causing integrity problems to your company's database. If the Service does not meet this validation criteria DacEasy displays an error message.

4. Click **OK** to save the Product or click **CLOSE** to exit without saving.

Purging Inactive Services

1. Select Services from the **Edit** menu and the **Edit Services** dialog box appears.

2. Click on **Options** in the **Edit Services** toolbar and then Click on **Purge Inactive**.

> **Note** The **Purge Inactive** function removes all **Inactive** services from the Services table. You must be sure that this is what you want to do before running the **Purge Inactive** option.

3. Click on **Continue** to delete **Inactive** Services or **Cancel** to stop this process and return to the **Edit Services** dialog.

AC ☑	OE ☑
PY ☑	PS ☑
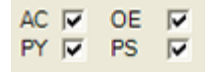
Incorporate Images to Reports and Forms

Strengthen your company's image and branding with more professional looking forms and reports. Now you may include your company logo on reports and forms. In addition, this feature may reduce your company's expense of purchasing forms with your company logo pre-preinted. Simply setup a bitmap image of your company Logo on the Company Information Dialog of each DacEasy Module and indicate that you want this image to be printed in the header of all reports. You can also print the logo in your forms by adding the variable {LOGO} to your form templates. DacEasy V14 supports .bmp, .jpg, and .gif bitmap extensions.

Setting the Company Logo

1. Select **Defaults** from the **Edit** menu and then select **Company Information**. The **Company Information** dialog box appears.
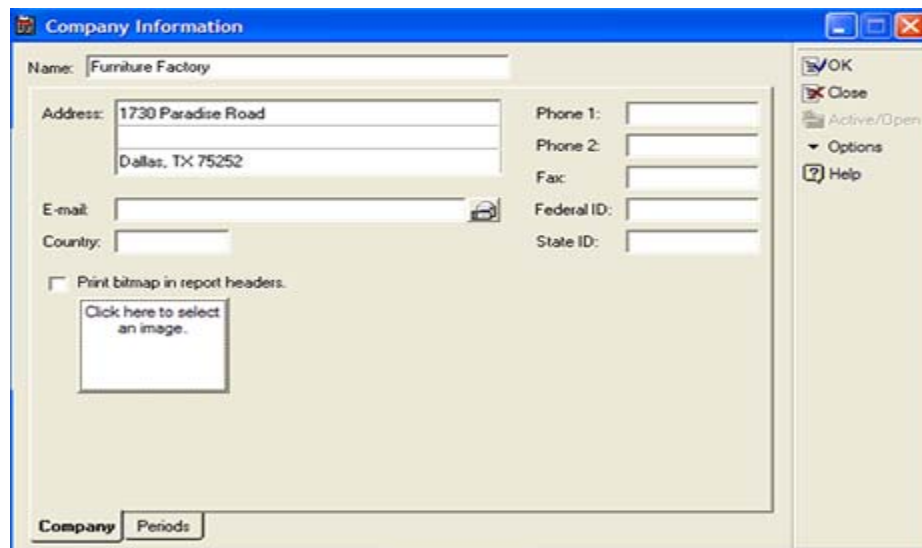
Figure 3-5: Company Information dialog.

Note The blank placeholder for the Company logo bitmap displays the message "Click here to select an image."

---

2.   Click on the bitmap placeholder and the bitmap selection dialog box appears.

Figure 3-6: Bitmap Selection Dialog Box

Note DacEasy copies Bitmaps into an Images folder located inside the company's data folder when doing a company backup, this folder is included. This folder is the default when the bitmap selection dialog box appears. You may locate the bitmap in other folders in your desktop or network or click **OK** to copy it to the Images folder.

---

3.   Enter the path of the folder where the bitmap is located. If necessary, click on the button to the right of the folder field to find the bitmap in your desktop or network. The bitmap appears in the dialog box image placeholder.

4.   Click **OK** to associate the bitmap to the **Company Information**. The bitmap appears as a thumbnail in the **Company Information** dialog box.

5.   Click **Remove Image** to disassociate an exiting bitmap from the **Company Information**, or **Cancel** to stop this operation and exit the bitmap selection dialog. (in the Figure 3-6 screen reads Without Image, not Remove Image)

6.   Click on the **Print bitmap on reports** check box if you want the company logo to appear in all report headers.

Note The **Print bitmap on reports** check box must be marked to have the logo print on report headers.

7.   Click **OK** to save the **Company Information**.

Adding LOGO variable to form templates

In addition to the report header, DacEasy V14 allows you to print your company logo on the header of your customized forms. You can position the company logo horizontally across the form header.

Note The LOGO will always print at the top of the form positioned horizontally on the same column where the variable is placed in the template.

1.   Select **Defaults** from the **Edit** menu and then select **Forms Setup**. The **Forms Setup** dialog box appears.

2.   Select the form that you want to place the logo on from the form dropdown box.

3.   Click on **Edit** and the template editor will appear with the default template for the form you selected.

4. Position the cursor on the first row of your form template and Click on **LookUp** and then click on **Control.** A **LookUp** of the Control variables appears.

5. Select the variable LOGO from the LookUp and press ENTER to paste it unto the form template.

6. Click **OK** to save the template and **Close** to return to the menu.

Printing Forms with Company Logo

Printing any form containing the LOGO variable in its template will print the Company Logo image setup in the **Company Information** dialog.

Note It is not necessary to enable the **Print bitmap on reports** check box in **Company Information** to have the LOGO display in your forms.

Figure 3-7: Invoice with Company Logo

Field Level Security
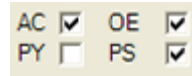
This feature improves the security of your data and reduces employee mistakes. Keep unauthorized employees from modifying sensitive fields such as pricing and line item discounts on Billing and Purchasing WIndows. Use this feature for fields that are pre-filled with a logical default that users should not be modify, or for toolbar options that require a higher level of security. Examples of these are the **Price** field or the **Delete Invoices** option in the Invoice form.

In addition, this feature closes known security violations by disallowing indirect unauthorized user access to certain functions. In previous versions, once a user entered into certain option for which the user has access, he or she may invoke other functions for which he or she does not have access.

Note User rights to these fields and toolbar options default to **ON** when a company is converted from previous versions of DacEasy.

Assigning Field Level Security

1. Select **Defaults** from the **Edit** menu and then select User Access Rights. **The Edit User Access** dialog appears.

2. Click on **LookUp** to select the User you are assigning rights to.

3. Click on **Edit User Permits** and the **User Access Rights** dialog box appears. Find the function or field level security you want and Click on **Tag/Untag** to give or remove access to the user.

Tip All new protected functions and fields were added to the end of the list in the **Edit User Permits** dialog.

DacEasy V14 adds field level security to the following fields and toolbar options:

Module	Form	Type	Description
Accounting	Invoices	Toolbar Option	Delete Invoices
Accounting	Invoices	Toolbar Option	Edit Bank Account
Accounting	Invoices	Toolbar Option	Edit Deposit
Accounting	Invoices	Field	Billing Price
Accounting	Invoices	Field	Line Discount
Accounting	Invoices	Field	Tax Code
Accounting	Invoice	Field	Total Tax
Accounting	Purchasing	Field	Purchase Price
Accounting	Purchasing	Field	Line Discount
Accounting	Purchasing	Field	Tax Code
Accounting	Purchasing	Field	Delete MR
Accounting	Edit Accounts	Field	GL Account Status
Accounting	Edit Customers	Field	Customer Status
Accounting	Edit Vendors	Field	Vendor Status
Accounting	Edit Services	Field	Service Status
Accounting	Edit Product	Field	Product Status
Point-of-Sale	Edit Customers	Field	Customer Status
Point-of-Sale	Edit Products	Field	Product Status
Point-of-Sale	Edit Services	Field	Service Status
Order Entry	Edit Customers	Field	Customer Status
Order Entry	Edit Products	Field	Product Status
Order Entry	Edit Services	Field	Service Status

User Access Rights Security
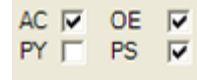
Increase the level of control for current user access rights by assigning add, edit, or delete rights for defined functions of the application. This feature allows you to determine which users can perform certain tasks within Account, Customer, Vendor, Product, and Services functions. The following table describes these rights and the permits they include:
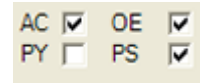
User Rights	*Permissions*
Edit <Table>	View, Insert
Modify <Table>	View, Change
Delete <Table>	View, Delete

Note <Table> refers to the supported edit functions. These the following: Accounts, Customers, Vendors, Master Items, Products, Services, Fixed Assets, Terms, Taxes, Billing Codes and Purchase Codes. The **Edit User Permits LookUp** includes new entries to modify and delete each of these tables. The right to edit a table, found also in previous versions of DacEasy, allows users to insert new records or view existing records only.

Assigning Access Rights to Edit, Modify or Delete Tables

1. Select **Defaults** from the **Edit** menu and then select User Access Rights. **The Edit User Access** dialog appears.

2. Click on **LookUp** to select the User you are assigning rights to.

3. Click on **Edit User Permits** and the **User Access Rights** dialog box appears. Find the Edit, Modify or Delete entry for the table you want and Click on **Tag/**

    Untag to give or remove access to the user.

Tip Rights to modify and delete were added to the end of the list in the **Edit User Permits** dialog. Rights to Edit retained their original position from previous versions of DacEasy.

Product Illustration

This feature allows you to incorporate illustrations of products in the Products Maintenance dialog in order to easily identify items when needed. Now you can view an image of each product which can reduce mistakes when ordering or selling products that have similar descriptions and price. With this powerful improvement your employees can visually identify a product when they are making changes to that product's attributes.

1. Select **Products** from the **Edit** menu and the **Edit Products dialog appears.**

2. Click on **LookUp** to select the Product to edit or enter a new Product code to add a new one.

3. Click on the image placeholder and the bitmap selection dialog appears.

Figure 3-8: Edit Product bitmap selection dialog.

Note The blank placeholder for the product image displays the message "Click here to select an image." DacEasy copies Bitmaps to the Images folder that it creates inside the company's data folder. The **Backup** function in all modules includes this folder when doing a company backup. This folder is the default when the bitmap selection dialog box appears. You may locate the bitmap in other folders in your desktop or network and Click **OK** to copy it to the Images folder.

4. Enter the path of the folder where the bitmap is located. If necessary, click on the button to the right of the folder field to find the bitmap in your desktop or network. The bitmap appears in the dialog box image placeholder.

5. Click **OK** to associate the bitmap to the **Product**. The bitmap appears as a thumbnail in the **Edit Product** dialog.

Figure 3-9: Edit Product Dialog Box with Associated image.

6. Click **Remove Image** to disassociate an exiting bitmap from the **Product Information**, or **Cancel** to stop this operation and exit the bitmap selection dialog.

7. Click **OK** to save the **Product Information**.

Promotional Pricing

This popular feature found in DacEasy Point of Sale and Order Entry is now being brought to the Accounting module. Now you may set up special promotional pricing for specific items based on a price override, a flat discount, or a percentage discount. Plus you can create customized price lists for certain customers.

The promotional price feature lets you enter special sales prices that are valid for a certain range of dates. If you are offering a sale on specific items for one week, enter the sales price you want for that week on the promotional price transaction dialog. The promotional price appears on the sales transaction when the transaction date is within the date entered on the promotional price. Furthermore, you can specify the customers to which the special promotion applies.

Note The promotional price feature in V14 allows you to specify whether a promotional price transaction applies to one customer, a range of customers, or all customers.

Entering a Promotional Price

1.   Choose **Promotional Price** from the **Edit** menu. The **Edit Promotional Price** dialog box appears.

Figure 3-10: Edit Promotional Prices

2. Press **Enter** and DacEasy assigns the transaction number. Enter the dates the sale begins and ends in the appropriate fields.

3. Select how you want your products to be grouped when assigning the promotional prices in the Group By field. If you select **Product**, **Vendor**, or **Dept.**, enter the range in the From Code and To Code fields.

4. Enter a description of the promotional price transaction in the Description field. This is usually the name of the sale, for example, White sale.

5. Select a method of discounting the product's normal sale price in the Discount field.

6. Enter the flat dollar amount you want discounted off the product's normal sale price in the Amount/Percentage field if you selected **Flat** in the Discount field.

   Enter the percentage you want deducted from the product's normal sale price in the Amount/Percentage field if you selected **Percent** in the discount field.

7. Select the Default to Lowest Price check box if you want DacEasy to check for quantity price breaks. If a customer eligible for a price break can get a lower price due to the price break discount, the customer is charged the lower price rather than the promotional price amount.

8. Access the **Product Detail** grid in the body of the **Edit Promotional Price** dialog box. All selected products appear.

   Tip Click **Options** and then select Alt 1 to move to the **Product Detail Grid**. Click Options and then select Alt 2 to move to the Customer Detail Grid.

9. If you selected Price in the discount field, enter the sales price you want during the promotional price period in the Promo Price column.

   If you selected **Flat** or **Discount** in the Discount field, DacEasy automatically calculates the new price and displays it in the Promo Price column. You can edit the Promo Price if necessary.

   Tip Click **Help** for more information on the Edit Promotional Price dialog box.

10. Select the **Apply to all customers** check box if you want the promotional price to apply to all customers.

11. Select how you want your customers to be grouped when assigning the promotional prices in the Group By field. If you select **Customer**, **Billing Group**, **Department, City, or State.** Enter the range in the From Code and To Code fields.

> **Note** Use the **Group By**, **From Code**, and **To Code** fields to filter the customers that populate the **Customer Detail Grid**. Select **None** in the Group By check box if you want to enter customers one by one.

12. Access the **Customer Detail** grid in the body of the **Edit Promotional Price** dialog box. All selected customers appear.

13. You can add new customers into the **Customer Detail Grid** by entering the customer code in the **Customer Code** column. Click on **LookUp** to select form a list of customers.

14. Select **Options** and then select **Line Delete**, or press **SHIFT F6** to delete a customer from the Customer Detail Grid.

Printing the Promotional Prices Report

The promotional price listing gives you a list of the transactions entered using the **Edit Promotional Prices** dialog box. All items entered with a promotional price stay in the file until purged using the purge routine.

1. Choose **Promotional Price** from the **Reports** menu, or while in the **Edit Promotional Price** Click on **Report**. The **Promotional Price Report** dialog box appears.

Figure 3-11: Promotional Price Report Dialog Box.

2. Enter the Sort by and Rank by information.

Tip Click **Help** from the Promotional Price Report dialog box for a detailed description of each field.

---

3. Click **OK**. The **Report Layout** dialog box appears.

4. Select the target, edit the layout if necessary, and then click **OK** to begin printing.

Figure 3-12: Promotional Price Report.

Accounting, Payroll

Customizable Checks

Customize checks to your company's needs by positioning information based on your bank's suggestions. You may print checks based on templates defined by you the same way as invoices, purchase orders and other forms. To use customized checks in DacEasy Accounting, setup **Custom** as the check printing option in **Edit Forms Setup**, and define the check template to use. You can override the use of the custom template for any individual bank account.

To use customized checks in DacEasy Payroll setup **Custom** as the check printing option in **Preferences** and define the check templates to use. DacEasy Payroll allows you to use a template for your employee payroll checks and a different template for your Tax Deposit checks.

DacEasy V14 stores check templates in a separate file in the data file folder. These files have an extension of .fmt. When you create a new company or convert from a previous version, DacEasy assigns a default template automatically. You can edit the default template or create your own template file, if necessary.

Tip Use the default templates when you want to do minor customizations to your current DacEasy checks.

Setting up Customizable Checks in DacEasy Accounting

1. Select **Defaults** from the Edit menu and then select Forms Setup. The **Edit Forms Setup** dialog appears.

2. Select **Checks** from the **Form** dropdown box.

3. Click on the **Check Type** dropdown box and select **Custom** as your check printing option.

Figure 3-13: Edit Forms Setup dialog box

4. Select the **Print Comments on Check Stub** check box if you want detail line comments on your payment transaction to print on the check stub.

Note For more information on detail line comments go to the **Detail Line Commenting** section of the **Installation and New Features Guide**. You can change these options at anytime.
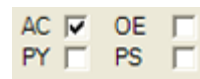
5. Click on Names and the **Format File Names** dialog appears. Enter the name of your check template in the **Checks** field. Click on **LookUp** to select from a list of available templates.

Figure 3-14: Format File Names dialog

6. To create a new template type the template name in the Checks field. To select an existing template, type the template name or click on **LookUp** and select the template.

Tip Select **Options** and select Copy Format to make a copy of an existing template.

7. Click on **OK** to save the Format File Names and return to the **Edit Forms Setup** dialog.

8. Click on Edit to work on your check template. Click **OK** when you finish designing or editing your template.

9. Click **OK** to save your check form settings.

Note Refer to the "Editing templates" and "Template Variables" topic in Help for more information on how to create or edit form templates.

Overriding Check printing options for each Bank Account

With DacEasy Accounting V14 you can define the check printing options for each of your bank accounts. To do this you edit the bank account and select **Check Forms** from the toolbar.

When DacEasy prints checks, it looks for the check printing options in the bank account record. If it does not find any options set up, DacEasy prints checks using the default configuration setup in **Edit Forms Setup**.

1. Select Accounts from the Edit menu and the **Edit Accounts** dialog appears.

2. Click on **LookUp** to select the account to edit.

3. Click on **Options** and then select **Check Forms**. The **Edit Check Options** dialog appears.

3-13: Edit Check Options Dialog

4.   Select the check printing option in the **Check Type** dropdown box.

5.   If you selected **Custom** as your **Check Type**, enter the name of the check template to use for this bank account. Click on **LookUp** from the **Check Template Name** field to select an existing template.

6.   If you selected Custom as your Check Type, Select **Edit Form** from the **Check Template Name** field to work on the check template. Click on OK when you finish creating or editing your template.

7.   Select the **Print Comments on Check Stub** if you want detail line comments on your payment transaction to print on the check stub.

Note For more information on detail line comments go to the **Detail Line Commenting** section of the **Installation and New Features Guide**.

---

8.   Click **OK** to save the check printing settings.

Setting up Customizable Checks in DacEasy Payroll

1. Select **Defaults** from the Edit menu and then select Preferences. The **Preferences** dialog appears.

2. Click on the **Payment Settings** tab to move to that section in the dialog box.

3-14: Payroll Preferences Dialog – Payment Settings Tab

3. Select **Custom** from the **Check Type** dropdown box.

4. Enter the name of your check template in the **Employee Check Form** field, or click on **LookUp** to select from a list of available templates.

5. From the **Employee Check Form** field select Edit Forms to edit the employee check template.

6. Enter the name of your Tax Deposit check template in the **Tax Deposit Check Form** field. Click on **LookUp** to select from a list of available templates.

7. From the **Tax Deposit Check Form** field select Edit Forms to edit the tax deposit template.

8. To create an employee check template, type a new name in the **Employee Check Form** field. To select an existing template, type the template name or select **LookUp** and select the template.

9. To create a tax deposit template, type a new name in the Tax **Deposit Check Form** field. To select an existing template, type the template name or select **LookUp** and select the template.

Note Refer to the "Editing templates" and "Template Variables" topic in Help for more information on how to create or edit form templates.

Tip Select **Options** and select Copy Format to make a copy of an existing template.

10. Click on **OK** to save the **Preferences** and return to the menu.

Accounting

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PY ☐ PS ☐

Filter Audit Report by Past Due Days

With this feature you can manage your Accounts Receivable and Accounts Payable better and more efficiently. Never before has it been this easy to identify delinquent customers. This feature provides you the ability to print a list of past due invoices that fall within a specific range of days determined by you.

In DacEasy V14 you can filter your aging report by **Days Past Due** for each invoice. You can enter a range of past due days and only invoices that have past due days in that range print.

Tip You can use this feature when you want to analyze the overall performance of customers with excessive past due days in their invoices.

---

1. Select **Receivables** from the **Reports** menu, and then select **Aging**. The **Receivable Aging Report** dialog box appears.

Figure 3-15: Accounts Receivable Aging Report

2. Edit the default report criteria, if necessary. If you want to filter the report by
    Days Past Due, select the **Filter by Days Past Due** check box. Enter the range of
    days past due in the From Days and To Days fields.

Tip To print the aging schedule for customers with invoices that are between 60
and 90 days past due, enter 60 in the From Days field and 90 in the To Days field.

---

3. Select **OK** to access the **Report Layout** dialog box.

4. Select the target, edit the layout if necessary, and then select **OK** to print the
    report.

Detail Line Commenting

Avoid errors, improve auditing - enter virtually unlimited number of detail lines comments or add ample notes for reasoning General Ledger, Accounts Receivable, Payable, Cash Receipts, and Payment transactions. You enter comments in the detail grid for each transaction as description type detail lines. Description type detail lines are entered as free form text in the description column of the grid. Use them to enter additional information about the detail of the transaction.

Entering Comments on General Ledger Transactions

1. Select **General Ledger** from the **Transactions** menu. The **General Ledger Transaction Entry** dialog box appears.

2. Type the journal code or select **LookUp** and select the journal code.

3. Press **Enter** in the Number field and the next available transaction number is assigned.

4. Complete the remaining fields. Select the **Reverse** check box if you want to automatically reverse the entry at the close of the accounting period.

5. Enter each account and the amount to debit or credit in the detail portion of the transaction. You can affect as many accounts as necessary; however, the total debits and total credits must be equal before you can save the transaction.

6. Enter **C** in the **Account** column and enter your comment in the description field.

Note You can enter one comment per detail line and as many comment lines as you need.

Figure 3-16: General Ledger Transaction Entry Dialog box.

7.   Click **OK** to save the transaction.

Entering Comments on Payables Ledger Transaction

1.   Select **Payables Ledger** from the **Transactions** menu. The **Payables Ledger Transaction Entry** dialog box appears.

2.   Press **Enter** in the Number field and the next available transaction number is assigned.

3. Type a vendor code or select **LookUp** to select a vendor.

Note You cannot select a Cash-type vendor for payables ledger transactions. Cash-type vendors can only be selected for Cash module transactions.

4. Complete the remaining fields in the header or select **OK** to advance to the detail area of the transaction.

Tip Go to the DacEasy Accounting Users' guide for more information on working with the Payables Ledger transactions.

5. Enter each account and the amount to debit or credit in the detail portion of the transaction. You can affect as many accounts as necessary; however, the total debits and total credits must be equal before you can save the transaction.

6. Enter **C** in the **Account** column and enter your comment in the description field.

Note You can enter one comment per detail line and as many comment lines as you need.

7. Click **OK** to save the transaction.

Entering Comments on Receivables Ledger Transaction

1. Select **Receivables Ledger** from the **Transactions** menu. The **Receivables Ledger Transaction Entry** dialog box appears.

2. Press **Enter** in the Number field and the next available transaction number is assigned.

3. Type a customer code or select **LookUp** to select a customer.

Note You cannot select a Cash-type customer for receivables ledger transactions. Cash-type customers can only be selected for Cash module transactions.

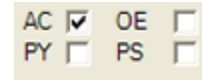4. Complete the remaining fields in the header or select **OK** to advance to the detail area of the transaction.

Tip Go to the DacEasy Accounting Users' guide for more information on working with the Receivables Ledger transactions.

5. Enter each account and the amount to debit or credit in the detail portion of the transaction. You can affect as many accounts as necessary; however, the total debits and total credits must be equal before you can save the transaction.

6. Enter **C** in the **Account** column and enter your comment in the description field.

Note You can enter one comment per detail line and as many comment lines as you need.

7. Click **OK** to save the transaction.

Entering Comments on Cash Receipt Transactions

Use the **Receipts** dialog box to enter receipts you deposited into your bank account. When you enter a cash receipt, the detail of the transaction depends on the type of

receipt you enter. You select the type of receipt by entering **Customer**, **Vendor** or **GL** in the **Paid from** dropdown box. A list of open invoices appears when you record a receipt from an open-invoice or balance forward-type customer or vendor, or when you select **Customer** or **Vendor** in the **Paid From** field. When you select **GL** in the **Paid From** field, you must enter one or more general ledger accounts in the detail of the transaction.

With DacEasy V14 you can enter an unlimited number of detail line comments when the **Paid From** field is set to **GL**. Detail line comments do not apply when **Customer** or **Vendor** is selected in the **Paid From** field.

1. Select **Cash Entry** from the **Transactions** menu, and then select **Receipts**. The **Receipts** dialog box appears.

2. Press **Enter** in the Number field and the next available transaction number is assigned.

3. Complete each field in the header area of the transaction. The account entered in the Banking field on the **Account Interface** dialog box appears in the Bank field; however, you can type a different account number or select **LookUp** from the field and select a different account. Select GL in the **Paid From** field.

    Tip When GL is selected in the **Paid From** field, you can select a cash type customer or vendor in the Code field to reference the source of the receipt; however, the receipt does not affect the customer or vendor account.

4. Complete the remaining fields in the header or select **OK** to advance to the detail area of the transaction.

    Tip Go to the DacEasy Accounting Users' guide for more information on **Entering Cash Receipts**.

5. Enter each account and the amount to credit in the detail portion of the transaction.

6.   Enter **C** in the **Account** column and enter your comment in the description field.

Note You can enter one comment per detail line and as many comment lines as you need.

Entering Comments on Cash Payment Transactions

Use the **Payments** dialog box to enter payments made from your bank account. When you enter a cash payment, the detail of the transaction depends on the type of payment you enter. You select the type of payment by entering **Customer**, **Vendor** or **GL** in the **Paid to** dropdown box. A list of open invoices appears when you record a payment from an open-invoice or balance forward-type customer or vendor, or when you select **Customer** or **Vendor** in the **Paid To** field. When you select **GL** in the **Paid To** field, you must enter one or more general ledger accounts in the detail of the transaction.

With DacEasy V14 you can enter an unlimited number of detail line comments when the **Paid To** field is set to **GL**. Detail line comments do not apply when **Customer** or **Vendor** is selected in the **Paid To** field.

Note Select the **Print Comments on Check Stub** check box in **Edit Forms Setup** if you want detail line comments to print on the check stub. Leave the check box un-selected if you do not want detail line comments to print on the check stub.

---

1.   Select **Cash Entry** from the **Transactions** menu, and then select **Payments**. The **Payments** dialog box appears.

2.   Press **Enter** in the Number field and the next available transaction number is assigned.

3.   Complete each field in the header area of the transaction. The account entered in the Banking field on the **Account Interface** dialog box appears in

the Bank field; however, you can type a different account number or select **LookUp** from the field and select a different account. Select GL in the **Paid To** field.

Tip When GL is selected in the **Paid To** field, you can select a cash type customer or vendor in the Code field to reference the payee; however, the payment does not affect the customer or vendor account.

---

4. Complete the remaining fields in the header or select **OK** to advance to the detail area of the transaction.

Tip Go to the DacEasy Accounting Users' guide for more information on **Entering Cash Payments**.

---

5. Enter each account and the amount to credit in the detail portion of the transaction.

6. Enter **C** in the **Account** column and enter your comment in the description field.

Note You can enter one comment per detail line and as many comment lines as you need.

7. Click **OK** to save the transaction.

Attach Notes to Transactions

Improve auditing with ample amount of space to capture important information for easy reference when reasoning a General Ledger, Accounts Receivable, Accounts Payable, and Cash transactions. Using the DacEasy notes editor you can type free form text with information pertaining to the transaction being entered. This information is associated to the transaction and it can be printed in the Transaction Journal.

To Add Notes to Transactions

1. Select the transaction entry option you want from the **Transactions menu**. You can enter notes for General Ledger, Payables Ledger, Receivables Ledger, Cash Receipts, and Cash Payment transactions.

    Note For more information on entering transactions refer to the DacEasy Accounting User's guide.

2. Select an existing transaction from the **LookUp** or press enter in the **Transaction Number** field to create a new transaction.

3. Click Options, and then click Edit Note to display the Note Editor.

4. Type the note.

    Tip You can click Date Stamp to insert the current program date or Time Stamp to insert the current time.

5. Click Print if you want a printed copy of the note.

    Tip Click Help from the Note Editor for additional assistance on editing the note.

6. Click OK to save the note.

Note DacEasy uses the Journal Code plus the transaction number and the .ext extension for the note name. All notes are stored in the NOTES folder created inside the company data folder.

To Print Transaction Notes

1. Select the Journal option you want from the **Journals** menu. You can print notes for General Ledger, Payables Ledger, Receivables Ledger, Cash Receipts, and Cash Payment journals.

Note For more information on printing journals refer to the DacEasy Accounting User's guide.

---

2. Select the Print Transaction Notes check box if you want the notes to show on the journal or listing report. Leave this field un-checked if you do not want notes to show on the report.

Figure 3-17: Payables Journal dialog box.

3. Select **OK** to access the **Report Layout** dialog box.

4. Select the target, edit the layout if necessary, and then select **OK** to print the report.

Quotes

This feature provides you with the ability to create, save, and print sales quotes for prospective or existing customers. Plus upon realizing a sale, customers can convert the stored quote to an invoice which will save you time from re-entering the information. Quotes are simply a means for you to provide a printed copy of your prices, without entering an invoice.

DacEasy V14 uses a template to print quotes. You can customize this template to meet your needs. A default template, **QUOTES.FMT**, is setup when you install version 14.

To Enter a Quote

1. Select **Sales Quotes** from the **Transactions, Billing Entry** menu. The **Sales Quotes** dialog box appears.

Figure 3-18: Sales Quotes dialog box.

2. Press **Enter** in the **Quote Number** field and the next available quote number is assigned. To edit an existing quote, click on **LookUp** and select one from the list.

3. Complete each field in the quote header and click OK to move to the detail section of the quote.

Tip Enter the correct information on each of the header fields if you have it. Quotes are converted to invoices using this information.

4. Complete the fields in the detail of the quote as if entering an invoice. Refer to "Entering Invoices" in the Accounting User's guide for more information.

5. Click on **Print Quote** to print the quote and the **Report Layout** appears.

Note The **Print Quote** option appears on the toolbar when you move to the detail section of the quotes dialog box.

---

6. Edit the layout if necessary, and click OK to print.

7. Click OK to save the quote.

Editing the Quotes Template

1. Select **Defaults** from the Edit menu and then select Forms Setup. The **Edit Forms Setup** dialog appears.

2. Select **Sales Quotes** from the **Form** dropdown box.

Figure 3-19: Select Sales Quotes in the Edit Forms Setup dialog box.

3. Click on Names and the **Format File Names** dialog appears. Enter the name of your check template in the **Quotes** field. Click on **LookUp** to select from a list of available templates.

4. To create a new template type the template name in the Quotes field. To select an existing template, type the template name or click on **LookUp** and select the template.

Tip Select **Options** and select Copy Format to make a copy of an existing template.

---

5. Click on **OK** to save the Format File Names and return to the **Edit Forms Setup** dialog.

6. Click on Edit to work on your quote template. Click **OK** when you finish designing or editing your template.

7. Click **OK** to save your quote form settings.

> **Note** Refer to the "Editing templates" and "Template Variables" topic in Help for more information on how to create or edit form templates.

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PY ☐ PS ☐

Transaction Voucher Document

Maintain more control over General Ledger, Accounts Receivable, and Accounts Payable transactions. If your company requires approval or signatures for certain transactions, this feature allows you to print a document for approval to keep for auditing purposes.

Printing a **Transaction Voucher Document** is an optional feature in DacEasy Accounting V14. You can activate printing of transaction vouchers for each ledger separately by accessing the settings for that ledger in **System Preferences**.

To Activate Transaction Voucher Documents

1. Select **Defaults** from the **Edit** menu, and then select **System Preferences**. The **Edit System Preferences** dialog box appears.

2. Click on the **Ledgers** tab and select **General** from the **Ledger** dropdown box.

Figure 3-20: System Preferences dialog box – Ledgers options.

3. Select the **Print Voucher** check box to print a voucher document when you save a **General Ledger Transaction**.

4. Select **Pause before Printing** if you want DacEasy to prompt you before printing the voucher document.

Tip Select this option if you do not want to print a voucher document for all the transaction you enter. With this option selected, DacEasy asks you for confirmation before printing each document.

---

5. Select the **One Trans. Per Page** if you want each Voucher Document to print on a new page. DacEasy sends a form feed after printing each transaction.

Tip Select this option if you want to want to create a paper file for each transaction you enter into your ledgers.

---

6. Select **Receivables** from the **Ledger** dropdown box.

7. Select the **Print Voucher** check box to print a voucher document when you save a **Receivables Ledger Transaction**.

8. Select **Pause before Printing** if you want DacEasy to prompt you before printing the voucher document.

9. Select **Payables** from the **Ledger** dropdown box.

10. Select the **Print Voucher** check box to print a voucher document when you save a **Payables Ledger Transaction**.

11. Select **Pause before Printing** if you want DacEasy to prompt you before printing the voucher document.

To Print Transaction Voucher Documents

Voucher Documents print automatically when you activate the option for the Ledger in which you are entering transactions. If you selected the **Pause to Print Voucher** check box in system preferences, DacEasy will prompt you before printing each voucher.

Figure 3-21: Confirmation of Voucher Document Printing.

1. Answer **Yes** and the **Report Layout** dialog appears.

2. Edit the layout, if necessary, and Click **OK** to print the document.

Figure 3-22: Transaction Voucher Document

Print OCR Ready Checks

This feature provides you the option to select whether you want to use an OCR Ready check format or a standard format. You may be able to save your company money by using OCR check formats because some banks offer discounts to customers when processing with this check format. This format which is available in the Payroll module is now available in your Accounting module.

To make OCR Ready the check printing option for all bank accounts, setup **OCR Checks** as the check type in **Edit Forms Setup**. You can **OCR Checks** as the check type for specific bank accounts. To do this, use the **Check Form** option in **Edit Accounts**.

To Print OCR Checks

1. Select **Defaults** from the **Edit** menu and then select Forms Setup. The **Edit Forms Setup** dialog appears.

2. Select **Checks** from the **Form** dropdown box.

3. Click on the **Check Type** dropdown box and select **OCR Checks** as your check printing option.

Figure 3-23: Edit Forms Setup dialog box

4. Select the **Print Comments on Check Stub** check box if you want detail line comments on your payment transaction to print on the check stub.

Note For more information on detail line comments go to the **Detail Line Commenting** section of the **Installation and New Features Guide**. You can change these options at anytime.

---

5. Click **OK** to save your check form settings.

To setup OCR Checks for a specific bank account

AC ☑   OE ☐
PY ☐   PS ☐

1. Select Accounts from the Edit menu and the **Edit Accounts** dialog appears.

2. Click on **LookUp** to select the bank account to edit.

3. Click on **Options** and then select **Check Forms**. The **Edit Check Options** dialog appears.

3-24: Edit Check Options Dialog

4. Select **OCR Checks** as the printing option in the **Check Type** dropdown box.

6. Select the **Print Comments on Check Stub** if you want detail line comments on your payment transaction to print on the check stub.

Note For more information on detail line comments go to the **Detail Line Commenting** section of the **Installation and New Features Guide**.

---

5.   Click **OK** to save the check printing settings.

Format Financial Statements

DacEasy V14 improves the presentation of the General Ledger Financial Reports by giving you the option to use standard currency format for number columns in the Trial Balance, Income Statement, and Balance Sheet Reports. The Statement of Cash Flows prints with formatted numbers by default. You may also customize the title of the report.

Modifying the Trial Balance Report

1.   Select **General Ledger** from the **Reports** menu, and then select **Trial Balance**. The Trial Balance dialog box appears.

Figure 3-24: Trial Balance Report Dialog

2. Select **Format** in the **Amount Format** dropdown box if you want numbers to be formatted with commas. Select **Normal** in the **Amount Format** dropdown box to print amounts without commas.

Date : 02/26/2006
Time : 3:13 PM

Furniture Factory
1730 Paradise Road
Dallas, TX 75252

Page no. 1

TRIAL BALANCE
From: 01/01/04 To : 12/31/04

Account	Account Name	BEG. BALANCE Debit	Credit	THIS PERIOD Debit	Credit	CURRENT BAL. Debit	Credit
11021	Checking Account	28543.68		8197.00		36740.68	
11023	Savings Account	500.00		0.00		500.00	
11032	Master Card	100.00		0.00		100.00	
11041	Stocks and Bonds	5000.00		0.00		5000.00	
11042	Interest Receivable	325.00		0.00		325.00	
11051	Accounts Receiv. Module	45889.96		757.74		46647.70	
11052	Allow. For Doubtful Acct.		7700.00	0.00			7700.00
11071	Inventory Module	56883.69			300.00	56583.69	
11072	Damage/Obsol. Allowance	5600.00		0.00		5600.00	
12011	Van-Original Value	10000.00		0.00		10000.00	
12012	Accumulated Deprec.- Van		361.11	0.00			361.11
12021	Computer-Original Value	375.00		0.00		375.00	

Figure 3-25: Trial balance Report with Format option.

3. Modify the report title in the **Report Title** field, if necessary.

4. Click **OK** and the **Report Layout** dialog appears.

5. Select the target disposition, modify the layout if necessary, and click **OK** to view the report.

Note Select **Income Statements** or **Balance Sheet** from the **Reports** menu and follow the same steps to modify format those reports.

Payroll

Payroll Processing with Groups

More flexible payroll processing! Now you may classify your payroll runs into groups defined by you. For example, you may want to run payroll for a group of employees that contain both hourly and salaried employees. **Payroll Groups** consist of one or more salaried or hourly employees that are processed in the same payroll run. Use **Payroll Groups** when you want to have payroll processing cycles segregated by groups of employees with similar characteristics.

To Create Payroll Groups

1.   Select Payroll Groups from the **Edit** menu. The Edit Payroll Groups dialog box appears.

Figure 3-26: Edit Payroll Groups dialog box.

2. To create a new group, enter a unique identifier in the **Group Code** field. i.e., HOUR_SHFT1, SAL_EXEC1, etc.

3. Enter a descriptive description in the **Description** field.

4. Click **OK** to save the payroll group.

To Assign Payroll Groups to Employees

1. Select **Employee Information** from the **Edit** menu. The **Edit Employee Information** dialog box appears.

2. Click on **LookUp** to select the employee you want to assign the payroll group to.

3. Select the **Dates and Pay** tab to move to that section of the dialog box.

4. Enter the payroll group code in the **Pay Group** field. Click on **LookUp** to select from existing payroll groups.

5. Click **OK** to save the employee.

Figure 3-27: Edit Employee Information – Dates and Pay Tab.

6. Click **OK** to save the employee information.

To Process Payroll Groups

1. Select **Calculate Payroll** from the **Process** menu. The **Pay Frequency** dialog box appears.

2. Fill in the pay frequency information and click **OK** to continue. The **Automatic Payroll Calculation** dialog box appears.

3. Select the Payroll Group you want to process from the **Include Pay Type** dropdown box.

Note The Include Pay Type dropdown box includes Salaried, Hourly, All, and all the payroll group codes from the Payroll Groups table.

4. Fill in the rest of the information in the Automatic Payroll Calculation dialog box.

5. Click **OK** to process your payroll.

Note For more information on **Calculate Payroll** refer to the Payroll User's Guide.

To Print Payroll Checks for Payroll Groups

1. Select **Checks** from the **Process** menu. The **Print Checks** dialog box appears.

2. Select the Payroll Group you want to process from the **Employee Type** dropdown box.

Note The employee type dropdown box includes Salaried, Hourly, All, and all the payroll group codes from the Payroll Groups table.

3. Fill in the rest of the information in the Print Checks dialog box.

4. Click **OK** to print your checks.

Note For more information on printing checks refer to the Payroll User's Guide.

Point of Sale

Print Receipts through Windows Printer Drivers

DacEasy Point of Sale V14 extends receipt printing options to use Microsoft Windows Printer drivers. Printing through the system's printer drivers allows you to connect to any printer supported by Windows, including laser and ink jet printers. Older versions of DacEasy Point of Sale print sales receipts directly through the printer ports attached to your systems. This option is still available in V14 to accommodate older receipt printers. If you choose this option, you need to setup your receipt printers in **Edit Receipt Printers**.

If you selecting to print through the Windows drivers, DacEasy prints through the printer drivers setup in your computer or network. These are the same drivers used to print other reports in DacEasy. You can redirect receipts to multiple printers by selecting the target printer from the Report Layout dialog box. DacEasy remembers the last option selected on each station and presents it as default the next time you print.

To Setup the Receipt Printing Option

1. Select **Defaults** from the **Edit** menu, and then select **System Preferences**. The **System Preferences** dialog box appears.

2. Select Windows drivers in the **Receipt Printing Engine** dropdown box.

Figure 3-28: Point of Sales System Preferences Dialog

3. Click **OK** to save your system preferences.

Working With DacEasy

Now that you have set up your company profile and passport, you are ready to start using the program. Use this chapter to familiarize yourself with the features common to all DacEasy programs. This includes information on viewing your data, creating presentation quality reports, using the Date Selector button, Calculator, AutoComplete and LookUps, sending e-mails, and working with toolbars.

Note Refer to each program's *User's Guide* for information on features specific to the module.

Viewing Your Data

When you choose to print information in DacEasy, you can view the output on the screen, send it to your printer or export the information. You can also publish the data directly to HTML and to Microsoft Excel. The **Report Layout** dialog box appears each time you choose to print information in DacEasy and allows you to select your output target and customize the report layout.

The default report layout is based on the printer information supplied on the **Edit Default Printer** dialog box. You can customize each section of a report, which includes font attributes such as font type (including variable pitch fonts), color, size and style. You can also customize the page layout information.

If you customize the report layout for the current report, these settings are saved and are used the next time you print the report. You can select different printer preferences for each report in DacEasy.

Note The Plain Paper check box that appears on the **Report Layout** dialog box is only available in DacEasy Payroll. This feature is available when printing certain payroll forms on plain paper and requires Adobe Reader. For more information on the Plain Paper features, refer to the DacEasy Payroll Help system.

Figure 4-1: Use the Report Layout dialog box to select the output format for the information.

Using the Report Viewer

If you select screen as your target, the information appears in an easy-to-view format on your screen using the Report Viewer. You can copy information in the Report Viewer to the Clipboard, and then paste the information into a different application if you choose. To copy information in the Report Viewer to your Clipboard, select the text with your mouse, right-click, and then select **Copy**.

To view the output as it appears on paper, click **Preview**. From the Preview, you can scroll up and down the pages, and zoom in and out for more or less detail. After you have viewed the information, you can send the report to the printer or exit the view.

Note When viewing information in the Report Viewer, the toolbar is in a fixed position and cannot be moved.

Exporting Information From DacEasy

You can export information from the **Report Layout** dialog box using the Export or Publish option. The Export option allows you to export the information to a text, delimited ASCII, Excel 5 or HTML file. The Publish option allows you to publish your information with the current formatting to HTML or Microsoft Excel 97, 2000 or XP. To automatically view your information in a Web browser or Excel worksheet, select **Publish** as the target, the **Publish** tab appears. Select the type, and then select the **Launch Application** check box.

The Export option is available for all reports. The Publish option is available for all reports; however, publishing to Excel is only available for certain reports. If a report does not already exist with the information you want to export, create a query in DacAccess and export the information from the query. Refer to your *User's Guide* for more information on creating a query in DacAccess.

Note You cannot export forms that use templates. This includes billing, purchasing, order and sales receipt forms as well as labels.

Working With

To View Data

1. View the **Report Layout** dialog box by clicking **Print** or **OK** from a report or form dialog box.

2. Select the target. The following options are available:

    Note Refer to the "Changing the Report Layout" section for more information.

    Screen—Select this option to view the information on the screen. Edit the report layout if necessary.

    Note You can redirect the information from the screen to the printer if needed.

    Printer—Select this option to print the information on paper. Edit the report layout if necessary.

    Tip A Test Page option is included when printing forms. To check the form alignment, click **Test Page** and a test page prints based on your report layout settings, with "X's" in place of your data. If the form does not print properly, adjust your report layout or form placement, and then print another test page.

    Note The Plain Paper check box that appears on the **Report Layout** dialog box is only available in DacEasy Payroll. This feature is available when printing certain payroll forms on plain paper and requires Adobe Reader. For more information on the Plain Paper feature, refer to the DacEasy Payroll Help system.

    Export—Select this option to export the information to a text, delimited ASCII, Excel 5 or HTML file. Type the path and file name where you want to create the file, and then select the File Format. If you selected **Export**, select the Export type. If you selected **ASCII** as the Export type, enter the Text and Field Delimiters.

    Publish—Select this option to publish the file in a format that can be read by a third party application. You can publish all reports to HTML, the file format that can be used by Web browsers. You can publish many reports to Excel. Type the path and file name where you want to create the file, select whether or not you want to automatically launch the application to view the data, and then edit the **Fonts** tab if necessary.

3. Click **OK** to view the report or create the export file.

Changing the Report Layout

DacEasy allows you to easily create customized presentation quality reports. Each report initially uses the report settings on the **Edit Default Printer** dialog box; however, you can customize each individual report as needed. These customized settings are saved for each report so you can select a different layout for each report.

Note Refer to Chapter 4, "Setting Up," in the *User's Guide* for information on setting up your default printer.

To Change the Report Layout

1. Access the **Report Layout** dialog box.

2. Select the printer in the Name box on the **Printer** tab.

   Tip Click **Restore Default** to restore the default printer settings, which are set on the **Edit Default Printer** dialog box.

3. Click the **Fonts** tab. Use this tab to select your font preferences for each section of the report. Select a section, and then select your preferences for the section.

   Repeat this process for each section of the report.

4. Click the **Page** tab. Select your preferences for the page setup.

   Note The Width and Height boxes only apply when you select a custom paper size.

5. Click **OK** to save your printing preferences and print the report.

   Tip Click **Set as Default** to update the default printer settings on the **Edit Default Printer** dialog box with the current report layout settings.

Using the Date Selector Button

A built-in calendar is available in the program when selecting a date. A Date Selector button appears next to all editable date fields. Click the Date Selector button next to a date field and a pop-up calendar appears. For more information on changing the date, refer to the section titled "Changing the Date" in Chapter 5, "Working With the Business Center."

Figure 4-2: Use the Calendar to select a date for the current field.

Selecting a Date

To select a specific date while viewing the calendar, click the date you want and the selected date appears in the current field. You can also use the Up arrow, Down arrow, Left arrow and Right arrow to change the selected date and press **Enter** to paste the date in the current field.

Changing the Month

To change the month you are viewing, click the right arrow or left arrow to change the next month forwards or backwards. Click the name of the month and a list of months appears. Select the month you want from the list. You can also press the Page Up or Page Down button to change the month forwards or backwards.

Changing the Year

To change the year you are viewing, click the year. The Year box appears. Click the appropriate arrow to change the year accordingly. You can also use the Up arrow and Down arrow keys to change the year while viewing the Year box.

Using the Calculator

A built-in calculator is available in the program. View the Calculator by clicking **Options**, and then choosing **Calculator**. The calculator performs basic mathematical functions such as addition, subtraction, division and multiplication. Furthermore, you can paste a value from the calculator into any numeric field in DacEasy by pressing **P**.

Figure 4-3: Use the Calculator to perform mathematical equations and paste the result into a numeric field.

The calculator works just like a hand-held calculator. Press the number or first letter of the key you want to use. If you are using a mouse, click the left mouse button to activate keys on the calculator. The following table lists the keys available on the calculator, along with their functions:

Access key	*Button*	*Calculator functions*
S	Sqr	Displays the square root of a value.
E	Exp	Allows you to use exponential notation. After pressing **E**, the next value you type raises a number to that power. For example, the key combination **2E3=** displays the number 2^3, which is 8.
M	Mem	Stores the current value into memory. You can recall this value later by pressing **M** again.
C	Clr	Clears the current value and resets all arithmetic operations.
P	Paste	Pastes a value into the current field. After pressing **P**, the calculator closes and the cursor returns to the active field. You can only paste values from the calculator into numeric fields.
B	Back	Clears the last digit entered.
F	Fmt	Toggles the displayed value between floating and fixed notation.

Using the LookUp

LookUp is the term DacEasy uses to describe a list of records that are available from a field. When a LookUp is available from a field, the LookUp button is available. If a LookUp is not available for the active field, the button does not appear on the toolbar or appears dimmed. Click the **LookUp** button to view the list of available records. Select a record to paste it in the current field or click **Close** to exit the LookUp without selecting a record.

Figure 4-4: Use the LookUp to select a record for the current field.

When you initially view a LookUp, the selection bar highlights the first record in the file. When you return to a LookUp during the same DacEasy session, the selection bar remains positioned on the record previously selected. This feature can be very handy if you need to access records in a file sequentially. When you exit and reenter DacEasy, the selection bar returns to the top of every LookUp. When you close and reopen a screen through the Business Center, the selection bar returns to the top of each LookUp on the screen.

Selecting the Sort Columns

Most LookUps allow you to sort on any column and add an optional secondary sort. To sort the LookUp on a single column, click the column header. To add a secondary sort, hold down the **Ctrl** key and click the column header you want as the secondary sort.

An arrow appears to the right of the column header to indicate that the LookUp is sorted by the information in the column. If the LookUp has a secondary sort, a 1 appears to the right of the arrow in the primary sort column header and a 2 appears to the right of the arrow in the secondary sort column header.

Selecting the Sort Order

You can view the information in the sort columns in ascending or descending order. The sort defaults to ascending. An up arrow to the right of the column header indicates the column is in ascending order. A down arrow to the right of the column header indicates the column is in descending order.

If the LookUp is sorted on a single column, click the column header to switch the sorting order. If the LookUp has a secondary sort, hold down the **Ctrl** key and click either sort column to switch the sort order.

Note The primary and secondary sorts always have the same sort order.

Resizing Columns

You can change the width of each column in a LookUp. To change the column width, place the mouse on the right border of the column header. When the pointer changes to a +‖+ (double-headed arrow), click the mouse and drag the edge of the box to change its width.

Locating a Record

You can locate a record with the mouse, arrow keys or the Search feature.

Using the Mouse

A vertical scroll bar appears when all rows in the LookUp are not visible. A horizontal scroll bar appears when all columns in the LookUp are not visible.

Click above the scroll box on the vertical scroll bar to page up. Click below the scroll box on the vertical scroll bar to page down. Click the arrows on the vertical scroll bar to move up or down one record at a time. Click the scroll box and drag it up or down to quickly access a different area in the LookUp.

Click the horizontal scroll bar to view the column relative to your position on the scroll bar. Click the arrows on the horizontal scroll bar to move one character at a time.

To select a record with the mouse, double-click the record.

Using the Keyboard

Press the **Up Arrow** and **Down Arrow** keys to move through the LookUp one record at a time. Press the **Page Up** and **Page Down** keys to page through the LookUp. Press **Ctrl+Home** to locate the first record. Press **Ctrl+End** to locate the last record.

To select a record with the keyboard, press **Enter**.

Using the Search Feature

The Search feature allows you to quickly locate a record within the primary sort. You can type the record you want to view and the LookUp scrolls to the closest match when you press **Enter**. For example, if your customer codes are based on the customer's name and you have a customer named Jim Smythe, but are unsure of the spelling, click **LookUp** from the Customer Code field to view the LookUp. Type **J** and the selection bar moves to the first code beginning with J. Locate the desired record, and then select it.

DacEasy incorporates smart searches in all entry fields allowing a LookUp. To perform a smart search, type any text in the entry field. After entering the text, click **LookUp** to view a list of available records. DacEasy automatically selects the record that most closely matches the text you entered.

For example, assume your customer codes always begin with the first letter of the customer's last name and you need to locate Edwin Simmon's customer record. Type **S** in the Customer Code field, and then click **LookUp**. The Customer LookUp appears with the first customer code beginning with the letter S selected. Now, you can scroll to the appropriate record.

Adding and Editing Records From a LookUp

DacEasy gives you the ability to add and edit records "on-the-fly" from certain LookUps. When this feature is available, an Add button and Edit button appear on the toolbar. If you discover a record does not exist, click **Add** to add the record to the list. To edit a particular record in a LookUp, select the record and click **Edit**.

Using AutoComplete

Use the AutoComplete feature to quickly enter information into DacEasy. This feature remembers information you have previously entered into a field or quickly pulls information from your LookUps. As you type characters into a field, DacEasy matches the information to entries stored in your LookUps or information you have previously entered. A list of suggestions appears based on these matches. You can select one of the suggested choices or continue to type additional characters to narrow the list of suggestions. If a single possible match is found, the value can be inserted in the current field if you selected this option when setting the AutoComplete preferences. The value you typed appears normal and the information inserted by the AutoComplete feature appears highlighted. For more information on setting the AutoComplete preferences, refer to Chapter 5, "Working With the Business Center."

Figure 4-5: The AutoComplete list matches the information you are typing with information in your LookUp lists or information you have previously entered into the current field and offers a list of suggested choices.

Sending an E-mail

Use the Instant Correspondence feature to keep in close communication with your customers, vendors and employees. Each customer, vendor, salesperson, warehouse and employee record has an E-mail field. Click the **E-mail** button attached to the field to launch your e-mail program. A new e-mail message appears with the **To** box completed with the recipient's e-mail address. For more information on sending a batch of e-mails using the Mail Merge feature, refer to the *User's Guide* for each module.

Note This feature is also available when using the Business Alerts feature. While setting your alert rules, you can compose an e-mail message to send to select recipients when the alert is detected. For more information on the Business Alerts feature, refer to Chapter 6, "Working With Business Center Pages."

Note You must have a simple MAPI compliant e-mail system to use the Instant Correspondence feature to send an e-mail.

E-mail:

Figure 4-6: Use the E-mail button to send an e-mail to a customer, vendor, salesperson, warehouse or employee.

Using the Toolbars

DacEasy has three types of toolbars: (1) the main DacEasy application toolbar, (2) the DacEasy Modules toolbar and (3) the toolbar that appears when you access a dialog box in a DacEasy module. Point to a button on any toolbar to view a ToolTip. The ToolTip includes the button label if it is not included on the button and the shortcut key when applicable. You can click the button to carry out the action, or press the shortcut key if available.

If you are using the Business Center, refer to the section titled "Modifying the Business Center Appearance" for more information on customizing the Modules toolbar that appears in the Business Center.

If you are not using the Business Center, the default main application toolbar in each DacEasy module includes the most commonly used features. You can customize the toolbar per station ID, which allows you to customize the program to meet your specific needs. For information on customizing the toolbar in the individual DacEasy modules, refer to the individual program's Help topic titled "Customizing the toolbar."

Each DacEasy module dialog box has a toolbar with the commands that apply to the current dialog box. Some toolbars include an Options button that displays a menu when clicked. Select a command from the menu or press the shortcut key associated with the menu command. If an option is not available from the current field, the button appears dimmed. You cannot customize the commands that appear on a toolbar associated with a dialog box.

Setting Button Label Preferences

You can display the main application toolbar in each DacEasy module or the Business Center Modules toolbar with or without button labels. To change the current status in the DacEasy modules, right-click on the toolbar (not on a button), and then select **Hide Label** to display the buttons without descriptive text labels or **Show Label** to display the buttons with descriptive text labels. You can also select the label preferences on dialog box toolbars.

To change the current status in the DacEasy Business Center, right-click on the toolbar, and then select **Customize**. The **Appearance** dialog box appears with the **Toolbars** tab available. Select the appropriate label setting and then click **OK**.

Note Button labels always appear for toolbar buttons without an image. For more information on the Show Labels setting in the Business Center, refer to the Help topic titled "Customizing the toolbar" in the Business Center Help.

The button label appears below the image on the main DacEasy application toolbars in the modules and to the right of the image on the DacEasy Modules toolbar in the Business Center and the dialog box toolbars.

Positioning Toolbars

You can float, dock or hide most DacEasy dialog box toolbars and the main application toolbar except the Business Center Modules toolbar and the Explorer bar.

A *docked* toolbar does not move. If you are not running the DacEasy modules through the DacEasy Business Center, the main application toolbar can be docked to any edge of the DacEasy desktop. The dialog box toolbar can be docked to any edge of the dialog box. You can also float either of these two toolbars. A *floated* toolbar can be moved anywhere on the desktop.

Tip You can drag and drop the toolbar to any position needed, floated or docked. You can also resize the toolbar to adjust the orientation.

Note When viewing information in the Report Viewer, the toolbar is in a fixed position and cannot be moved.

To float a toolbar—Right-click on the toolbar (not on a button), and then select **Float** or double-click the toolbar (not on a button).

To dock a toolbar—Right-click on the toolbar (not on a button), and then select **Dock** or double-click the toolbar (not on a button).

To hide a toolbar—To hide a toolbar in the DacEasy modules, right-click on the toolbar (not on a button), and then click **Hide Toolbar**. To hide a toolbar in the DacEasy Business Center, right-click on the Modules toolbar and a list of available toolbars appears. Select the toolbar you want to hide. The check mark is removed for the selected toolbar indicating it does not appear in the Business Center. You can also make this selection using the **Toolbars** tab on the **Appearance** dialog box in the Business Center.

To show a hidden toolbar—To show a toolbar in the DacEasy modules, click the system menu icon located in the top left corner of the dialog box, and then select **Show Toolbar**. To show a toolbar in the DacEasy Business Center, right-click on the Modules toolbar and a list of available toolbars appears. Select the toolbar you want to show. A check mark appears next to the toolbar indicating it appears in the Business Center. If no toolbars appear in the Business Center, select **Toolbars** on the **Windows** menu and select the toolbar you want to show. You can also make this selection using the **Toolbars** tab on the **Appearance** dialog box in the Business Center.

Working With the Business Center

The Business Center provides a single entry point for all DacEasy programs and includes a number of features designed to increase productivity. This includes the ability to view multiple windows concurrently, update company information for all DacEasy modules, and back up or restore data without exiting the Business Center. In addition, you get quick access to your data, the Internet and other helpful resources.

This chapter provides you with information that is helpful when using the Business Center. The first section gives a description of each component in the Business Center. The other sections explain how to work with your company profiles, edit your company information, use the Business Center tools and manage multiple windows.

Understanding the Business Center

Use this section to familiarize yourself with the different areas in the Business Center. The following diagram labels each area in the Business Center. A description of each area follows.

Figure 5-1: Use this diagram to familiarize yourself with the Business Center.

Business Center Title Bar

The title bar is located at the top of the Business Center window. It includes the system menu icon and name of the program on the left side and four buttons on the right side. A brief description of each button follows.

The first button is the **Workspace** button. Use this button to hide or show the Business Center workspace. If the workspace is visible, click this button to hide the workspace. If the workspace is hidden, click this button to show the workspace.

The next button is the **Minimize** button. Click this button to reduce the program to a button on the taskbar.

This is the **Maximize** button. If this is the next button to appear on the title bar, you are currently viewing the Business Center in Restored view. Click this button to expand the view of the Business Center to cover your entire desktop area.

This is the **Restore** button. If this is the next button to appear on the title bar, you are currently viewing the Business Center Maximized (over your entire desktop area). Click this button to restore the view to its previous size.

This is the **Close** button. Click the **Close** button to exit the program.

Business Center Menu Bar

The Business Center menu bar is located below the title bar by default. This menu bar can be moved to fit your preference. It includes the menus relevant to the Business Center.

The Profile menu includes commands applicable to company profiles. You can add profiles, open profiles or edit profiles. In addition, you can choose **Exit** from the **Profile** menu to close all profiles and exit the Business Center.

The Tools menu includes commands to backup and restore company data, change the date, set alert rules, schedule tasks and set workspace preferences and appearance.

The Windows menu lists all DacEasy windows that are currently open. Select a window in the menu to make the window active. This menu also allows you to view or hide the Business Center workspace, Modules menu bar and Modules toolbars.

The Help menu includes access to the Help files and the About DacEasy Business Center information.

Business Center

DacEasy Modules Menu Bar

The DacEasy Modules menu bar is located next to the Business Center menu bar by default. It can be moved to fit your preference. Use the DacEasy Modules menu bar to access the menu commands available in the individual DacEasy programs. For more information on changing the DacEasy Modules menu bar, refer to the section titled "Modifying the Business Center Appearance."

Note If you try to access a menu command from the DacEasy Modules menu bar for a module that is not in the current company profile, an error appears.

DacEasy Modules Toolbar

The standard DacEasy Modules toolbar is located below the Business Center and Modules menu bar by default. It can be moved to fit your preference. The standard Modules toolbar is created based on your scheme selection. You can create additional Modules toolbars to fit your needs. For more information on adding and changing the DacEasy Modules toolbars, refer to the section titled "Modifying the Business Center Appearance."

Explorer Bar

The DacEasy Business Center includes a browser, Internet Explorer, that allows you to view HTML pages. This includes HTML pages accessed via the Internet and HTML pages specific to the Business Center that are located on your computer. Use the Explorer bar to select the page to view or refresh the page. For more information on each button that appears on the Explorer bar, refer to the section titled "Using the Explorer Bar" later in this chapter.

Business Center Workspace

The Business Center workspace is the area where you view Business Center and HTML pages. The Business Center pages typically consist of three distinct areas, the Navigation bar, the Contents bar and the Contents area. The Navigation bar includes links to different features available in the Business Center workspace. The Contents bar includes links to different pages related to the current page. The Contents area is where the page appears.

Note To hide or show the Business Center workspace, click the **Workspace** button located on the title bar or select **Workspace** on the **Windows** menu.

Business Center Status Bar

The status bar shows the name of the current company profile. This can be especially useful if you access data in multiple company profiles.

Working With Profiles

If you want to use the Business Center, you must add a company profile for each company you track in DacEasy. Use the commands on the Profile menu to add new company profiles and open existing profiles. In addition, you can edit the profile by adding and removing modules, editing the password information, editing the company information and editing users. There is also an Exit command that closes all profiles and closes the Business Center.

For more information on adding profiles, opening profiles or editing passwords, refer to Chapter 1, "Installing DacEasy."

Adding Modules to a Company Profile

When you add your company profile, you have the option to add a single module or multiple modules. You can always use the Add Module wizard to add additional modules after setting up the company profile.

To Add a Module to a Company Profile

1. Select **Edit** from the **Profile** menu, and then select **Add Module**. The **Add Module Wizard** appears.

Figure 5-2: Use the Add Module wizard to link data files from other DacEasy modules to the company profile.

2. Follow the instructions on the screen to complete the wizard. Use the **Back** and **Next** buttons to navigate through the wizard. Click **Finish** when you have completed the wizard. A Complete screen appears when the process is done.

Tip You can browse for an existing folder when you add a module to a company profile. Click **Browse**, and then click **Existing companies** to locate existing DacEasy company folders or click **Windows folders** to search all folders.

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3. Click **OK** to return to the Business Center.

Removing Modules From a Company Profile

You can use the Remove Module wizard to remove modules from a company profile at any time. If the company profile consists of multiple modules, you cannot remove Accounting until all other modules have been removed.

To Remove a Module From a Company Profile

1. Select **Edit** from the **Profile** menu, and then select **Remove Module**. The **Remove Module Wizard** appears.

Figure 5-3: Use the Remove Module wizard to remove modules from the company profile.

2. Select the modules to remove, and then click **Next**. A Summary screen appears.

3. Click **Finish** to remove each module listed. A Complete screen appears when the process is complete.

4. Click **OK** to return to the Business Center.

Removing Company Profiles

You can track information for multiple companies in the Business Center. Use the following steps if you need to remove a company profile.

Tip When removing a company profile from the Business Center, DacEasy only removes the link between the program and the data files. You have to manually delete the data files for each module from your hard disk drive.

Note You must have at least one company profile to operate the Business Center. DacEasy does not allow you to remove the last company profile.

To Remove a Company Profile

1. Select **Open** from the **Profile** menu. The **Open Company Profile** dialog box appears.

2. Select the profile you want to delete.

3. Click **Remove** to remove the company profile.

   Note If the Remove button is unavailable, you are attempting to remove the open profile. Open a different profile. If only one company profile appears in the list, you cannot remove the profile.

4. Select a company profile from the list and click **Open**.

Business Center

Editing Company Information

You can enter your company address, phone and tax ID information when you set up a new profile. You can also update the module data files with this information. Use the **Edit Company Information** dialog box to edit the company information for the company profile. Use the Update Modules option on the dialog box to update the company information in all the modules at once.

To Edit Company Information

1. Select **Edit** from the **Profile** menu, and then select **Company Information**. The **Edit Company Information** dialog box appears.

Figure 5-4: Use the Edit Company Information dialog box to update the company address information for your company profile. Select the Update Modules check box to also update the company address information for all modules in the profile.

2. Edit each field as necessary.

3. Select the **Update Modules** check box if you want to update each module included in the company profile with your changes.

    Tip Click the **Paths** tab to view each module included in the profile.

4. Click **Save** to save your changes.

Modifying User Information

Use the **Company Profile User List** dialog box to add additional information for your users. The Controller is the only user that has access to this dialog box. For more information on setting the controller password, refer to the section titled "Setting the Controller Password" in Chapter 1, "Installing DacEasy." From this dialog box, you can view users, remove users, update a user's full name and add comments.

To Modify User Information

1. Select **Edit** from the **Profile** menu, and then select **Users**. The **Company Profile User List** dialog box appears.

   Note If the controller password has been saved, a password prompt appears. Type the controller password and click **OK** to continue.

Figure 5-5: Edit User information and set the controller password from the Company Profile User List dialog box.

2. Select the user you want to edit from the Users list. Type the full name of the user, add any comments, and then select a scheme for the user.

3. Click **Update** to save your changes.

4. Click **Cancel** to return to the Business Center.

Using the Business Center Tools

Access the commands on the Tools menu to back up and restore company data files, set Business Alert rules, schedule tasks, change the program date and set preferences for the workspace.

Protecting Your Data

One of the most important functions in DacEasy is the Backup function. In the event of a hard disk drive failure or excessive data corruption, you must restore a backup. Without a backup, you have to enter all your data again. It is very important that you take the steps required to have a current backup at all times.

A comprehensive guide to making backup copies of your data follows. These steps require you to retain 10 sets of backup disks. With these 10 sets, you will have three months of data in the event you need it. Backup disks are divided into three groups of individual sets: four individual sets for daily backups (labeled Day 1, Day 2, Day 3 and Day 4), three individual sets for weekly backups (labeled Week 1, Week 2, Week 3), and three individual sets for monthly backups (labeled Month 1, Month 2, Month 3).

To Store a Complete Data Library

1. Perform a full backup of all your DacEasy data files onto the Week 1 set of backup disks. We recommend you perform this operation on a Friday night.

2. Each day, Monday through Thursday, back up onto the Day 1-Day 4 set of backup disks.

3. On Friday, back up onto the Week 2 set of disks.

4. Each day, Monday through Thursday, back up onto the Day 1-Day 4 set of backup disks.

5. On Friday, back up onto the Week 3 set of disks.

6. Each day, Monday through Thursday, back up onto the Day 1-Day 4 set of backup disks.

7. On Friday, back up onto the Month 1 set of disks before running end-of-month routines.

8. Repeat steps 1–7 two times, substituting the Month 2 and Month 3 sets of backup disks for the Month 1 set of disks. Replace the daily disks after the third monthly backup.

Backing Up Company Data

Each DacEasy module includes a Backup function; however, if you have multiple DacEasy modules in a single company profile you can save time by backing up from the Business Center. If you have multiple DacEasy modules, it is important that you back up all data files at the same time. Select the Profile option to include user defined Crystal Reports, alert rules and associated files, and profile information such as your passport and tickets in the backup.

Note You can schedule to create backups using the Scheduled Tasks feature. For more information, refer to the section titled "Scheduling Tasks" later in this chapter.

To Back Up Company Data

1. Select **Back Up Company Data** from the **Tools** menu. The **Backup Wizard** appears.

Figure 5-6: Use the Backup wizard in the Business Center to back up your company data files and profile information. This keeps all your data synchronized.

2. Select the profile and modules you want to back up, and then click **Next**. The default location where each backup is stored appears.

   Tip Back up all modules in a company profile at the same time. This ensures that your data files stay synchronized.

3. Edit the location if necessary, and then click **Next**. A Confirmation screen appears.

4. Click **Finish** to make the backups.

Restoring Company Data

Each DacEasy module includes a Restore function; however, if you have multiple DacEasy modules in a single company profile you can save time by restoring from the Business Center. If you have multiple DacEasy modules, it is important that you restore all modules at the same time to keep your data synchronized. Be sure the backups you are restoring into each module were all created at the same time.

To Restore Company Data

1. Select **Restore Company Data** from the **Tools** menu. The **Restore Wizard** appears.

Figure 5-7: Use the Restore wizard in the Business Center to restore backups for each module and the profile information.

2. Select the profile and modules you want to restore, and then click **Next**. The default backup location appears.

   Tip Be sure the backups you are restoring into each module were created at the same time. This ensures that all your data files stay synchronized.

3. Edit the location if necessary, and then click **Next**. A Confirmation screen appears.

4. Select the **Enable Rollback** check box protect your data integrity. This option allows you to return your data to its previous state should you experience a failure during the Restore routine. Click **Finish** to restore the backups.

Changing the Date

DacEasy defaults to the computer's current system date; however, you can change the default date in DacEasy if you need to enter activity for a different date. Changes made to the DacEasy date do not affect the computer's system date.

Note You can also change the date from any DacEasy module. To change the date within a DacEasy module, click **Options**, and then select **Date** (or press **F4**). If you are running the DacEasy module independent of the Business Center, the new date is used for all activity until you close the program. If you change the date from a module accessed through the Business Center, the change only applies to the current screen until that screen is closed. When you access the screen again, the date defaults to the Business Center date.

To Change the Program Date

1. Select **Program Date** from the **Tools** menu. The **Enter Program Date** dialog box appears.

2. Select the date.

3. Click **OK**.

Business Center

Modifying the Business Center Appearance

You can modify the appearance of the Business Center by selecting a scheme and customizing module toolbars. You can select a scheme to modify the appearance of the Business Center to meet your needs. You can also create as many customizable module toolbars necessary to fit your business needs.

Selecting a Scheme

Each scheme includes the layouts for the standard Modules toolbar, Modules menu bar, Activities pages and Workflow Guides. The DacEasy Classic scheme, includes tasks from all DacEasy modules. You can also select schemes for a specific DacEasy module.

To Select a Scheme

1. Select **Appearance** from the **Tools** menu. The **Appearance** dialog box appears with the **Scheme** tab open.

Figure 5-8: Use the Scheme tab on the Appearance dialog box to change the appearance of the standard Modules toolbar, Modules menu bar, Activities pages and Workflow Guides.

2. Select a scheme or click **Use Default** to use the default scheme, which is based on the modules in your profile.

    Note The DacEasy Classic scheme consists of all DacEasy modules. Select this scheme if you use more than one DacEasy module. If you use a single DacEasy module, you can select a scheme that contains only options for the module you use.

3. Click **OK**. A prompt confirming the scheme selection appears.

4. Click **Yes**. The Business Center is updated with your changes and your default home page appears in the workspace.

Customizing Business Center Module Toolbars

Customizing the Modules toolbars allows you to customize the toolbars in the Business Center to work the way you do. You can create and customize as many toolbars as necessary pulling tasks from DacEasy or any application you want to access from the Business Center. You can create toolbars for daily and periodic processes such as Year End. You can hide the Year End toolbar for most of the year and only view it when it is needed.

To Add and Edit a Module Toolbar

1. Select **Appearance** from the **Tools** menu. The **Appearance** dialog box appears with the **Scheme** tab open.

2. Click the **Toolbars** tab.

Figure 5-9: Use the Toolbars tab of the Appearance dialog box to add and edit module toolbars.

3. Select **New** to create a new toolbar. Type the name of the toolbar if you are creating a new toolbar when it appears in the Available Toolbars list. If you are editing an existing toolbar proceed to the next step.

4. Select the toolbars you want to appear using the Available Toolbars list. A check mark appears next to each toolbar indicating the toolbar appears in the Business Center.

5.   Select the **Show Labels** check box if you want the button labels to appear. There are three options when selecting the Show Labels check box.

Select the **Show Labels** check box and the button labels appear for all toolbar buttons.

Clear the **Show Labels** check box and the button labels do not appear for toolbar buttons unless no image is selected for the button.

Select the **Show Labels** check box until it is dimmed and the button labels only appear when the same image is selected for multiple toolbars buttons, regardless of the toolbar. For example, if both the Year End and Accounting toolbar are using the same image for a button, the button label appears for both buttons.

6.   Select the **Show ToolTips** check box if you want the button ToolTips to appear.

7.   Select the **With Hot Keys** check box if you want to use hot keys to activate the associated task for a toolbar button. The hot keys are assigned using the **Properties** dialog box.

Tip When using the With Hot Keys option, try to assign unique hot keys because hot keys assigned to a toolbar button in the Business Center override original hot keys while the Business Center is running. For example, Ctrl + C copies information to the clipboard. If you assign this hot key to a toolbar button, this hot key launches the task assigned in the Business Center and no longer copies text to the clipboard while the Business Center is running. Close the Business Center and the hot key returns to the original task.

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8. Select the toolbar you want to edit, and then select **Customize** to add, edit or delete buttons on the toolbar. The **Customize Toobar** dialog box appears.

> **Note** You cannot customize the standard Module toolbar. The tasks that appear on the standard Modules toolbar are defined by the scheme selected for the current user.

Figure 5-10: Use the Customize Toolbar dialog box to add, edit or delete buttons on the toolbar.

9. Select a task from the Available Toolbar Buttons list and select **Add** or double-click the task. Once the task appears in the Current Toolbar Buttons list, use Move Up or Move Down to change the order the task appears on the toolbar. Continue this step until all tasks you need are in the Current Toolbar Buttons list.

> **Note** You can also add tasks not associated with DacEasy to the toolbar. For example, you can drag and drop a shortcut from your desktop to the Current Toolbar Buttons list. You can also use the **Properties** dialog box to assign a button to a specific tasks. For example, a Microsoft Word document you want to view, or executable file you want to run.

To edit the properties of a task, click **Properties** or double-click the task in the Current Toolbar Buttons list. The **Properties** dialog box appears.

Figure 5-11: Use the Properties dialog box to change the details of each task. You can change the target, label, hot key and ToolTip for the task.

10. Make any necessary changes to the properties available. Type a Hot Key to quickly access the task from any application while the Business Center is running. Select **Change Image** to change the icon image associated with the current task. The **Change Image** dialog box appears.

Figure 5-12: Use the Change Image dialog box to change the icon image associated with a task. You can navigate to another icon image, or pull images from other files containing icons.

11. Click **OK** to save your changes and return to the **Properties** dialog box. Click **OK** again to save the property settings and return to the **Customize Toolbar** dialog box. Click **OK** to save the toolbar settings. Click **OK** to save the appearance settings.

Setting the Business Center Options

Use the **Options** dialog box in the Business Center to set preferences for various features. These preferences include selecting the Home page, backup and restore defaults and AutoComplete settings.

To Change the Home Page

The home page automatically appears in the Business Center workspace each time you start the Business Center. If you are viewing a different page, you can quickly load the home page at any time by clicking the Home Page button on the Explorer bar.

1. Select **Options** on the **Tools** menu. The **Options** dialog box appears with the **Workspace** tab open.

Figure 5-13: Use the Workspace tab of the Options dialog box to select the Home page that appears when you first open the Business Center.

Business Center

2. Select the address of the home page using any of the following methods:

   Use Current—Click this button to use the page that currently appears in your workspace as the home page.

   Use Default—Click this button to use the Business Center's default home page, which is the Resources page, as your home page.

   Use Blank—Click this button to use Internet Explorer's default blank page. Your workspace will have a white background.

   Tip If you prefer the background to be a solid color other than white, DacEasy includes additional pages you can use as your default. These pages are located in the \Bc\Html\Bkgnd subfolder in the Business Center application folder. For example, if you installed the program into the default folder, type C:\DacEasy\BC\HTML\Bkgnd\Blueblank.htm to use a solid blue page in the workspace.

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3. Click **OK** to save your change.

To Select the Default Backup Location

1. Select **Options** on the **Tools** menu. The **Options** dialog box appears. Click the **Backup** tab.

2. Type the default backup location in the Destination area or use the following buttons to select the path.

    Click the arrow button next to the Default Backup Location field to select a system variable. The variable, which is enclosed in angle brackets, is inserted where the cursor is located. You can use any combination of variables and combine variables with text as long as the combination results in a valid path.

    A description of each variable follows:

    Profile Folder—The folder where the profile is located. You can view this path on the **Paths** tab of the **Edit Company Information** dialog box.

    Module Data Folder—The folder where the data is located for the current module data being backed up. You can view this path on the **Paths** tab of the **Edit Company Information** dialog box.

    Today's Date—The computer's current system date using the YYYYMMDD format.

    Day of Week—The current day of the week based on the computer's current system date.

    Click the **Browse** button next to the Default Backup Location field to browse for the folder.

    Tip Click the **Use Default** button to use to the default path, which is <PROFILEDIR>\Backups\<TODAY>.

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3. Click **OK** to save your changes.

To View the Backup/Restore History

1. Select **Options** on the **Tools** menu. The **Options** dialog box appears. Click the **Backup** tab.

2. Click **History**. The **Backup/Restore History** dialog box appears.

    Note If you entered a controller password on the **Company Profile User List** dialog box, you must enter this password on the **Enter Controller Password** dialog box that appears.

    Note If you want to remove entries from the activity log, select the activity, and then click **Remove**.

3. Click **Close** to exit this dialog box.

To Set AutoComplete Preferences

Before you use the AutoComplete feature, you can select certain preferences to fit your needs. For more information on the AutoComplete feature, refer to Chapter 4, Working With DacEasy."

1. Select **Options** on the **Tools** menu. The **Options** dialog box appears. Click the **Edit** tab. The **Edit** tab appears.

2. Select the settings you want to use for the AutoComplete feature. The settings you select on the **Edit** tab are specific to the current user logged on to the Business Center and apply to each DacEasy module you have installed.

    Tip Click **Help** from the **Options** dialog box for a detailed description of each option.

3. Click **Close** to exit this dialog box.

Setting Business Alert Rules

Before you can use the Business Alerts routine in the Instant Advisor, you need to determine which alerts you need and set the appropriate rules. For example, if you want to be alerted that an account has exceeded your budgeted amount, you would set up an Alert Rule for that account. For more information on the Business Alert feature, refer to Chapter 6, "Working With Business Center Pages."

To Set Business Alerts

1. Select **Business Alert Rules** on the **Tools** menu. The **Alert Rules** dialog box appears.

2. Click **New** to add a new Alert Rule. If you want to edit an existing Alert Rule, select the rule in the Alert Rule list and click **Modify**. The Alert Rule Wizard appears.

    Follow the instructions on the screen to set the Alert Rule. Use the **Back** and **Next** buttons to navigate through the wizard. Click **Finish** when you have completed the wizard.

    Once you have added the Business Alert Rules, view the rules on the **Alert Rules** dialog box. The Business Alerts feature does not allow duplicate Alerts for a single item to appear in the Business Alerts list. Use the order of the rules in the **Alert Rules** dialog box to determine which rule should appear in the list should DacEasy detect a duplicate alert.

3. Click **OK** to save the changes.

    If the Business Alerts page is in current view, a message appears asking if you would like to regenerate the Business Alerts list to include the recent changes to the rules.

    If the Business Alert page is not in current view, you must view the Business Alerts page and click the **Regenerate Items** button. This updates the Business Alerts list to include the changes to the rules.

Business Center

Scheduling Tasks

The DacEasy Business Center provides a Schedule Task wizard that allows Windows to run a DacEasy task automatically. This wizard is available from the **Tools** menu on the Business Center menu bar or from the Instant Advisor page in the Business Center workspace. This feature allows you to schedule recurring backups and Business Alerts using integration between DacEasy and the Windows Task Scheduler. With this integration, your Windows operating system runs and maintains the scheduled task, while DacEasy performs the scheduled task such as running a backup of your data files or generating a Business Alert.

To Schedule a Task

1. Select **Schedule Tasks** from the **Tools** menu. The **Schedule Task List** dialog box appears. You can also access the **Scheduled Task List** dialog box by selecting **Instant Advisor** from the Business Center Workspace, selecting **Scheduled Tasks**, and then selecting **New**.

Figure 5-14: Use the Schedule Task List to identify the computer from which you want to run the scheduled task and select the type of task you want to schedule.

2. Select the Target Computer and the type of task you want to schedule. Click **OK** and the **Schedule Task Wizard** appears. You have two options when selecting the target computer. You can schedule a task on the local machine (this computer) or the server (gateway).

A gateway machine is defined as the "permanent gateway" as identified by Pervasive, or the computer where the profile data actually resides. The local machine or "this computer" is defined as the client machine where DacEasy is being run, if this machine is the same as the gateway, the local machine is suppressed.

Note   A user must have access rights to the Windows Task Scheduler routine to schedule a task in DacEasy

Note   We recommend you schedule all tasks on the gateway computer. Since the gateway computer is the physical computer that serves the data or contains the data, the gateway computer should always be accessible.

If you are accessing a profile on a network and select your local machine (this computer) as the target computer, the following warning appears. "Scheduling a task on the local computer using a network profile is not recommended. If you select to continue, the scheduled task will not be available from other workstations or server."

3. The next pages of the wizard that appear are specific to the type of task you are scheduling. For more information scheduling a specific task, refer to the Business Center Help. After selecting the settings specific for the task you are scheduling, select **Next** to continue. The Frequency page of the wizard appears.

Figure 5-15: Select the frequency to determine how often you want the scheduled task performed.

4. Select the frequency you want and select **Next** to continue. The next page to appear depends on the frequency you selected.

    Note Refer to the Business Center Help for more detailed information on each frequency option.

5. Select your frequency settings. Select **Next** to continue. The Windows Authentication page of the Wizard appears if the target computer requires user authentication. If the target computer does not require user authentication, the Summary page appears. Proceed to step 7 if the Summary page appears.

Figure 5-16: Use the Windows Authentication page to enter your Windows user name and password.

6. Type the Windows user name and password for the user you want to assign to run the scheduled task. The current user name logged in automatically appears. Change the user name, if necessary. If you choose to change the user name be sure to enter a valid user name that is recognized by your operating system and has the appropriate access to run the scheduled task. This information is not confirmed until the scheduled tasks is performed. When saving the Scheduled Task, DacEasy fails if it attempts to write information to the Windows Task Scheduler and the user name is not valid. Select **Next** to continue. The Summary page of the wizard appears.

Figure 5-17: Use the Summary page to name the task you are scheduling and review the scheduled task settings.

7. Type a name for the task you are scheduling and review the settings. Select **Back** to correct a schedule task setting. Select **Finish** to complete the Schedule Task Wizard

Managing Windows

You can only have one Business Center window open at a time; however, you can have multiple DacEasy module windows open at the same time. To open a DacEasy module window, select a command from a menu on the Modules menu bar, click a button on the Modules toolbar or use the Activities or Workflow Guide Business Center pages.

Selecting the Active Window

Use any of the following methods to select the active window.

> **Windows menu**—Each open window appears on the Windows menu. The windows are listed in order of the most recently opened window. Select a window to make it active. If the window is open but does not appear on the Windows menu, select **Windows...** and a list of all open windows appears. To open a window, select the window, and then click **Activate**.

> **Task bar**—Each open window appears on the Windows taskbar. Click the button on the taskbar to make the window active.

> **Select the window**—If a window is visible on the desktop, you can click anywhere on the window to make it the active window.

Managing the Workspace

The Business Center workspace uses Internet Explorer. Internet Explorer is a browser that allows you to view HTML pages. The Business Center workspace is designed to display HTML pages located on your computer. These pages access the various activities using the DacEasy modules in the company profile. You can also use the Business Center workspace to view HTML pages on the Internet.

Viewing the Workspace

The first time you start the Business Center, the workspace includes a default Business Center Home page. If you do not want to view the workspace in the Business Center, you can click the **Workspace** button on the Business Center title bar or use the **Windows** menu to hide the workspace. If the workspace is hidden, click the **Workspace** button or use the **Windows** menu to show the workspace. Refer to the section titled "Business Center Title Bar" earlier in this chapter for help identifying the **Workspace** button. Refer to Chapter 6, "Working With Business Center Pages" for more information on the pages that appear in the Business Center workspace.

Using the Explorer Bar

The Business Center Explorer bar consists of an Explorer toolbar and an Explorer Address bar. To load a specific page, type the address in the Address bar, and then press **Enter**. A description of each button on the Explorer toolbar follows.

Back—Returns you to the last page you viewed.

Forward—Returns you to the page you viewed before you clicked **Back**.

Stop—Stops loading the current page.

Refresh—Reloads the current page.

Home Page—Loads the page specified as the default home page.

Tip You can specify a different home page. For more information on changing the home page, refer the to the section titled "To Change the Home Page" earlier in the chapter.

Business Center Home Page—Loads the original default home page.

Working With Business Center Pages

Chapter 5 gave you a basic understanding of the Business Center. One of the most powerful components of the Business Center is the ability to view HTML pages in the workspace.

Many powerful features are available from the HTML pages that DacEasy installs on your hard disk drive. This chapter is dedicated to explaining how to use these pages and the benefits derived from these pages.

You are likely to use the pages in the Business Center workspace on a daily basis. The workspace provides access to the Resources page, Activities pages, Instant Advisor, Instant Reports and Workflow Guides. These pages provide quick access to helpful information, the Internet and your company data files.

Accessing Additional Resources

The Resources feature includes a collection of links to helpful pages on the Internet. Using these links, you can quickly do things like take a tour of the new features, access the DacEasy Web site, get online support, register your software, find a consultant in your area and view the readme. To view the Resources page, click **Resources** on the Navigation bar, or click the **Business Center Home Page** button on the Explorer bar.

When you are done viewing a page on the Internet, click the Business Center Home Page button to return to the Resources page.

Click a link on the Contents bar to access additional resources on the Internet.

The Tip Center displays helpful information about the many features available in all the DacEasy products. Click Previous and Next to view more tips.

Figure 6-1: Use the Resources page to access additional resources on the Internet. This includes viewing the New Features Tour and online support, registering your software, viewing the DacEasy Web site and ordering products. You can also view helpful tips in the Tip Center on this page.

Using the Resources Links

The Resources links are found on the Contents bar. Most of these links take you to pages on the DacEasy Web site. Use these links to register your software, find out the latest information about the DacEasy products or find a Certified Consultant in your area.

There are also links to the many support options provided by DacEasy's award-winning Customer Support Services division. These options include downloading the latest patches and utilities. Being able to quickly access the support options is especially helpful when you need an answer to your question right away. You no longer need to view another browser, remember the Web address, and then type it in. Some of the online support options require a Support plan. For more information on support options, refer to the section titled "Additional Resources" in Chapter 2, "User Assistance."

Use the link to the New Features Tour to familiarize yourself with the many powerful new features in DacEasy. Each new feature is presented in an easy-to-follow format that includes a feature overview along with steps and procedures. Once you are familiar with the feature, you can click the **Take Me There** button to go directly to that feature.

Use the links to DacEasy's secured store to order checks and forms guaranteed to be compatible with DacEasy. You can also use these links to order DacEasy products. You can install and use any of the DacEasy products available on the CD for a trial period. By ordering online, you can continue to use the new products without any interruption.

Using the Tip Center

The Resources page also includes a Tip Center. The Tip Center appears in the Contents area and provides you with useful tips on the many features found in all the DacEasy products. Some of the tips are daily reminders that appear on certain days throughout the year. Each time you access the Business Center; a new tip appears in the Tip Center. To view more tips, click **Next**. To view the previous tip, click **Previous**.

Workspace

Selecting Activities

The Activities feature includes a collection of pages that organize related features, regardless of the DacEasy module, into logical groupings. The links on the Activities pages provide quick access to your data. With the click of a mouse, you quickly access a feature in DacEasy without using the menu or toolbar. For example, you can access the Inventory Activities page to enter Promotional Prices in Point of Sale, view the Production Schedule in Order Entry and use the Price Assignment feature in DacEasy Accounting.

The Contents bar lists each
Activities page. Click the
page you want to view.

Click Activities on the
Navigation bar to access
the Activities feature.

Click an activity in
this list to launch
the activity.
If the activity appears
dimmed, the module
is not in your profile.

Click an area in this list
to view the activities related
to the area.

Figure 6-2: Use the links on the Activities pages to quickly launch DacEasy activities.

You can access the following Activities pages: Customer, Vendor, Banking, Inventory, General Ledger, Company, Payroll and Your WebStore. When you click Activities on the Navigation bar, the Customer Activities page appears as the default. You can select a different Activities page from the Contents bar.

Each Activities page includes areas related to the selected Activity page. When you click an area, the individual activities associated with that area appear. If you did not install a particular DacEasy module or include a module in the company profile, the activities for the module are not available. The activities listed may also include pages available in the Business Center. For example, if you select the Customers area from the Customer Activities page, a Setup Guide option is included in the list of activities. If you click this option, the Setup Workflow Guide appears in the Business Center workspace. For more information on using workflow guides, refer to the "Using Workflow Guides" section in this chapter.

To Launch an Activity

1. Click **Activities** on the Navigation bar in the Business Center workspace. The **Customer Activities** page appears in the Contents area.

    To select a different **Activities** page, click the appropriate page on the Contents bar.

2. Click the area that contains the activity you want to access. A list of activities related to that area appears.

    Note If an activity appears dimmed, the module is either not installed or not included in the company profile.

3. Click the activity. The appropriate dialog box or page appears.

Workspace

Working With the Instant Advisor

The Instant Advisor feature includes three unique features that help you keep up to date with your company's data. These features are the Payables Reminder, Business Alerts and Scheduled Tasks. Use these three routines to find out information about your company's status quickly.

The Contents bar lists each feature available in the Instant Advisor. Click the feature you want to view.

Click Instant Advisor from the Navigation bar to access the feature.

Figure 6-3: The Instant Advisor quickly shows you the invoices you have due on the Payables Reminder page, alerts you of specific activity going on in your business, like low inventory levels, on the Business Alerts page and allows you to view and schedule recurring backups and Business Alerts on the Scheduled Tasks page.

Viewing the Business Alerts

Being in touch with your company's status helps you make good business decisions. Set up the Business Center to alert you when certain conditions are met. For example, you can set up an alert so you are notified when the inventory level of an item reaches a minimum. Once you get the alert, you know immediately that you need to order more of that item from your vendor. In addition to viewing the alert in the Instant Advisor, you can use the Business Center's Instant Correspondence feature to send an e-mail to you or your staff so they are aware of the alert.

Before you can use the Business Alerts routine in the Instant Advisor, you need to determine which alerts you need and set the appropriate rules. For example, if you want to be alerted that an account has exceeded your budgeted amount, you would set up an Alert Rule for that account. For more information on setting Business Alert rules, refer to Chapter 5, "Working With the Business Center."

Note You can set Business Alert Rules for general ledger accounts, customers, vendors, inventory items and employees.

Note You can schedule to generate a Business Alert as a recurring task using the Scheduled Tasks feature. For more information on this feature, refer to the section titled "Scheduling Tasks" in Chapter 5, "Working With the Business Center."

The Business Alert list includes the following information for each alert, the status, alert name, the item for which the alert is concerning, the date the alert was last updated and the date the alert was last detected. To quickly view specific information regarding the alert, place the mouse cursor over an alert in the Business Alert list and the information appears as a ToolTip. Select an alert and right-click to view the shortcut menu. Use the shortcut menu from the Business Alert list to quickly perform other routines such as, changing the status of an alert, opening or sending e-mails, deleting an alert and viewing an alert's properties.

When you generate the Business Alert list, the status of the alert is updated automatically if the following conditions apply:

- If the status of an alert is Closed, and the alert is detected again, the status of the alert is changed to Open.
- If the status of an alert is Open, and you send an e-mail from the Business Alerts page, the status of the alert is changed to Pending.

Each of these actions is recorded in the alert's history, which can be viewed on the **History** tab of the Business Alert's **Properties** dialog box.

To View Business Alerts

1. Click **Instant Advisor** on the Navigation bar in the Business Center
    workspace. The **Instant Advisor** page appears in the Contents area with
    the Business Alerts list in view

    Note Duplicate alerts do not appear in the Business Alert list. If you set
    Business Alert rules that are similar and a duplicate alert would be
    generated, the alert is only generated once for the rule with the highest
    priority. For more information, refer to the section titled, "Setting Business
    Alert Rules" in Chapter 5, "Working With the Business Center."

2. Click **Regenerate Items** to update the Business Alerts list if necessary.
    The Business Alerts are not updated online. To update the Business
    Alerts list, you must click the Regenerate Items button.

    Tip To speed generating the Business Alerts list, post all transactions in
    all modules before clicking the **Regenerate Items** button.

3. Select an alert or group of alerts in the list.

    Click **Rules** to view the **Alert Rules** dialog box. Use this feature to add,
    modify and delete Alert Rules.

    Click **Properties** to view detailed information about the alert. This
    information includes dates regarding the alert, conditions met, details
    about the conditions, and the Alert history. Use the Properties feature to
    change the Alert status.

    Click **E-mail** to send the composed e-mail to the specified e-mail addresses
    set on the Business Alert rule.

    Click **Delete** to delete the selected alerts.

    Note If you delete an alert and the conditions still apply based on an
    Alert Rule, the alert will appear in the list again when you regenerate the
    list.

Related Help Topics

- Changing the status of an alert
- Deleting alerts
- Changing the Business Alerts View

Viewing the Payables Reminder

Use the Payables Reminder to keep up with the bills you have to pay. The Payables Reminder is automatically set up to notify you of all invoices you have coming due. This feature saves you time and money, by reminding you to pay your bills in a timely manner. The Payables Reminder shows you all the bills you need to pay within a certain period of time automatically. You no longer need to print reports to find out when invoices are due, wasting your time and paper. You can also launch the DacEasy Accounting AutoPay feature from the Payables Reminder and pay your invoices with a few clicks of a button.

Note This feature is only available if DacEasy Accounting is in the company profile.

Related Help Topics

■   Changing the Payables Reminder View

To View the Payables Reminder

1. Click **Instant Advisor** on the Navigation bar in the Business Center workspace. The **Instant Advisor** page appears in the Contents area.

2. Click **Payables Reminder** in the Contents bar. The Payables Reminder appears in the Contents area. The due date, vendor's name and a summary total of the amount you have due to the vendor appears in the Summary area (or top portion) of the Payables Reminder.

    Note The information that appears in the Payables Reminders is not updated online. To view updated reminders, you must generate the Payables Reminder by viewing the Instant Advisor and clicking the **Refresh** button on the Explorer bar.

3. Click the vendor's name in the top portion of the Payables Reminder and the individual invoices that are due for that vendor appear in the Invoices area (or bottom portion) of the Payable's Reminder.

4.   Click the **Pay All** option in the Invoice Area (at the bottom of the Payables
Reminder) to use the AutoPay feature in DacEasy Accounting to pay all
invoices that appear in the Payables Reminder. Select an invoice or a
group of invoices in the Payables Reminder and click the arrow next to the
Pay All option to view more AutoPay selections. Select one of the options
that appear. The following selections are available, Pay All, Pay Selected
Group and Pay Selected Invoice.

Note For more information on using the AutoPay feature, refer to the
Help topic titled "Paying vendors with AutoPay" in the DacEasy
Accounting Help system.

Viewing the Scheduled Tasks

Use Scheduled Tasks to schedule recurring backups and Business Alerts using integration
between DacEasy and the Windows Task Scheduler routine. Now save time and enjoy more
peace of mind using the Scheduled Tasks feature to easily schedule backups at night when
your data files are not in use. You can also generate your Business Alerts unattended and
receive notification of important activities before they become critical.

Note For steps on scheduling a task, refer to the section titled "Scheduling Tasks" in
Chapter 5, "Working With the Business Center."

To View the Scheduled Tasks

1.   Click **Instant Advisor** on the Navigation bar in the Business Center
workspace. The **Instant Advisor** page appears in the Contents area.

2.   Click **Scheduled Tasks** in the Contents bar. The Scheduled Tasks appears
in the Contents area. The task name, task type, schedule, next run time,
last run time, status, creator and computer information appear in the list for
your reference. To quickly view information regarding the scheduled task,
place the mouse cursor over a scheduled task and the information appears
as a ToolTip

3.   Select a task in the list, and then click **Edit** to change the settings of the
scheduled task. Click **New** run the Schedule Task wizard to create a new
scheduled task. Click **Delete** to remove a scheduled task.

Note For more information on the Scheduled Tasks, refer to the Business
Center Help.

Working With Instant Reports

Instant Reports provide quick access to key reports in the DacEasy modules. An additional benefit is the ability to drill down on vital information to view the associated detail. For example, you can view the Trial Balance, and then drill down on an account balance to view the activity that makes up the balance.

Figure 6-4: Instant Reports allow you to quickly view your data, and then drill down to further detail.

Changing Instant Report Criteria

Instant Reports use the standard report's default criteria to reduce the steps required to produce the report; however, you can change the criteria.

To Change Instant Report Criteria

1. Click **Instant Reports** on the Navigation bar in the Business Center workspace. The **Accounting Instant Reports** page appears in the Contents area.

    To select a different module, click the appropriate module on the Contents bar.

2. Click the icon to the left of the report name. A dialog box appears with the available options for the report.

    Note If the report name appears dimmed, the module is either not installed or is not included in the company profile.

3. Select the report options.

4. Click **OK**. The Instant Report appears based on the criteria selected.

    Note The changes to the report criteria are not saved.

Viewing Instant Reports

Instant Reports are viewed within the Business Center workspace. Although the same reports are available in the individual DacEasy modules, you must view these reports in the Business Center if you want the ability to drill down to further detail.

To View Instant Reports

1. Click **Instant Reports** on the Navigation bar in the Business Center workspace. The **Accounting Instant Reports** page appears in the Contents area.

   To select a different module, click the appropriate module on the Contents bar.

   Tip Point to a report name to view a description of the report with a sample. You can click the sample report to enlarge the image, and then click the **Back** button on the Explorer toolbar after viewing the sample to return to the Instant Reports page.

2. Click the report name. The report appears in the workspace.

   Note If the report name appears dimmed, the module is either not installed or is not included in the company profile.

Drilling Down on Data

Instant Reports allow you to click on certain items on the report to view additional information. This is referred to as the drill down feature. When you point to information that has a drill down, the information changes colors, a line appears below the information and the pointer changes. Click on the information, and another report or a dialog box appears detailing the information you drilled down on.

Note You can drill down to the original transaction when viewing the Accounts Receivable Aging Report or Accounts Payable Aging Report. This powerful feature required a change in the way DacEasy stores customer and vendor activity; therefore, these drill downs are only available on information entered into Version 11 or later.

Using the Report Footer Options

The options in the footer of the Instant Report allow you to increase your viewing area, select a different page and regenerate the report.

Displays report in entire workspace

Type a number to display a different page

The total page count appears here

Refreshes the screen with the latest data

Displays the first page

Displays the previous page

Displays the last page

Displays the next page

1 of 1

Figure 6-5: Use the report footer options to manipulate the instant report.

Workspace

Viewing the Report in the Full Workspace

Click the **Full Workspace** button to view the report in the entire Business Center workspace. This reduces scrolling if you are unable to view the entire report due to your display settings.

Selecting the Page to View

Click the **First**, **Previous**, **Next** and **Last** buttons to quickly view the corresponding pages. To quickly view a particular page, type the page number in the Current Page box.

Regenerating Instant Reports

Click the **Regenerate Report** button to refresh the report with the latest data. This is useful if you stopped the report generation or if you are operating in a multi-user environment and need to view the latest information.

Using Workflow Guides

The workflow guides included in the Business Center workspace consist of step-by-step guides that assist you in successfully completing certain DacEasy processes. These guides are especially useful when completing involved processes such as setup or processes not performed as part of your regular routine, such as closing the year.

Workflow guides break down the process into phases. Each phase appears just below the page title. When you click a phase, a list of each step in the phase appears. You can point to the step to view a description. If the step applies, click the option to access the appropriate dialog box.

The Contents bar includes each Workflow Guide. Guides that apply to all modules appear first, followed by module specific guides.

Click Workflow Guides on the Navigation bar to access the Workflow Guides feature

Workflow Guides break down the process into phases. Click a phase to view each step within the phase.

Click a step in the list to quickly access the appropriate dialog box.

Bullets with a plus indicate that the step applies to multiple modules. Click the step to view these modules. Click a module to complete the step for the module. Modules that do not apply to your profile are dimmed.

Figure 6-6: Use the workflow guides to assist you with your workflow processes.

To Complete a Workflow Process

1. Click **Workflow Guides** on the Navigation bar in the Business Center workspace. The **Setup Workflow Guide** page appears in the Contents area.

   To select a different workflow guide, click the appropriate guide on the Contents bar.

   Note Workflow guides that apply to all DacEasy modules are listed just below the Workflow Guides heading on the Contents bar. Workflow guides specific to each module are listed below the appropriate module heading.

2. Click the first phase. The steps associated with the phase appear.

   Tip Point to a step to view a detailed description. Because not all steps are required, you can also confirm that this step applies to your business.

3. Click the step you want to complete. The appropriate dialog box appears.

   Note If a plus appears on the bullet, the step applies to multiple DacEasy modules. Click the step to view a list of applicable modules. Click a module and the appropriate dialog box appears. After completing the step for each module, you can click the step to hide the list of modules.

4. Complete the dialog box, and then click **OK** to save your changes.

5. Click the next phase, and then complete each step. Continue this step for all phases.

Networking

This chapter provides general information about using DacEasy on a network. Before you begin, make sure you have already purchased and successfully installed a Local Area Network (LAN). Refer to your Network Operating System manual or your network administrator if you have questions on installation, operation or usage of your LAN hardware or its operating system.

Before Installing DacEasy

This section describes some options you can select during installation. This information is especially useful if running DacEasy on a network. For more information on installing DacEasy, refer to Chapter 1, "Installing DacEasy."

Pervasive.SQL 9.1 Options

DacEasy uses Pervasive.SQL 9.1 as its record manager. During the installation routine, there are two options available for Pervasive.SQL 9.1. These options are Gateway and Workstation. Both install the same program files; however, the Pervasive engine is registered differently with each option. To properly register the Pervasive engine, you must install the program on the local machine of each workstation on the network. Installing the program to a remote computer results in improper installation. The differences between the Gateway and Workstation options follow.

Gateway

If the Gateway option is selected, Pervasive is preloaded into memory when the Installation is complete and each time the machine is logged on. DacEasy takes less time to start and file access is more consistent when the Gateway option is selected; however, conflicts may occur when running other applications that require a different version of Pervasive or Btrieve. Always select the Gateway option when installing DacEasy on the computer that contains the DacEasy data files. This option may also be selected if Pervasive or Btrieve version conflicts are not a factor.

Workstation

If the Workstation option is selected, Pervasive is loaded when you start DacEasy and unloaded when you stop DacEasy. The advantage of the Workstation option is fewer conflicts with other programs that use different versions of Pervasive or Btrieve; however, DacEasy may take longer to start and you may experience inconsistent runtime access to DacEasy data files.

General Networking Information

Network systems handle files differently than single user systems. The following sections explain some useful information on how the network version of DacEasy operates.

Network Degradation

Some routines in DacEasy are hard disk intensive. This means they read and write to the hard disk continuously. These include the Year End routines, data entry, File Utility routines and Posting routines. If you are using DacEasy in a multiple user environment or if there are stations running other software programs, you may want to run these hard disk intensive routines during a slower period of the day. You are able to use other programs or work in another company while running these processes on another station, but due to their nature, the system may slow down drastically, depending upon the quality of your network hardware and software.

Concurrency Control Methods

In your everyday operation of the network version of DacEasy, you share data files with others. At the precise time you attempt to update a record, another user may request and update the same record. The practice of two or more users reading from and writing to the same data files is called concurrency.

Network software automatically manages all concurrency issues for you. This concurrency control is handled internally, behind the scenes. The software may employ many different concurrency control methods.

Passive Concurrency

The most common concurrency control convention used by DacEasy is passive concurrency. With this type of concurrency, any station may read and update data.

For example, a majority of the commands available on the **Edit** menu exercise passive concurrency control. If two stations read, and then try to update the same record, the last station to attempt the update receives an error stating that another user has already updated the record. After clearing the error message, the changes made by the first user appear on the second user's screen.

File Locking

File locking reserves an entire file for one user and the user has exclusive use of the file. Certain routines in DacEasy, such as posting, request exclusive use of the files affected. If a routine uses file locking, it locks all of the necessary files before beginning the task. During this time, other stations cannot access routines that may use one of the locked files.

For example, when posting billing transactions, no user is allowed to access the **Edit Product** dialog box. Likewise, you are not able to post the billing transactions if another user has the **Edit Product** dialog box open. The same applies if someone has the **Edit Employee Accumulations** dialog box open, you cannot post your payroll transactions until the user exits the dialog box.

If a certain file is locked and you are accessing an operation that attempts to open the locked file, it returns an error that a file is currently locked by another station.

Record Locking

Record locking reserves one record within the data file for one user. The user has exclusive use of that record until the record is released. Most transaction entry routines in DacEasy utilize record locking.

For example, if a user recalls a record, like a customer, for editing purposes, and a second user accesses the same record, the second user receives a record lock error. However, since this is not a file locking situation, the second user may enter or edit another customer.

Mapping the Subdirectories

It is very important that you map a drive that is common to all stations using DacEasy. Mapping is the network process that allows you to access the server's drives as you would your own computer's. However, since your computer already has a C: drive, you must assign different letters or map the server's drives to avoid conflict. If you are unfamiliar with mapping techniques, consult your network operating system manual or your network administrator.

For server-to-peer networks, if the server path to DacEasy is **C:\[DacEasy data files folder]** and the workstations have that path mapped as F:, then users access the data files on the F drive, for example, F:\.

You must have a separate data file folder for each modules data files. For example, if you are using Accounting, Payroll and Order Entry and are operating two companies, you will have a total of six separate data file folders.

Networking

It is recommended that you install the program on the local drives of each workstation. This may help avoid mapping problems as well as increase the speed of the program. This is only possible for workstations with a local hard disk drive.

If you want to use a cache program, consult your network administrator for the best cache for your system.

Rights and Privileges

During the everyday operation of DacEasy, the program creates and deletes various files. The creation and deletion of these files is invisible to the user, however, DacEasy requires this for successful operation of the program. Because of this, you should assign Read, Write and Create privileges to each folder used by DacEasy. If your network operating system accommodates them, also assign the folders Delete privileges. The applicable folders include the program folders, the program database folders, the data dictionary folder and each data file (company) folder. If you are unfamiliar with privilege assignments, consult your network operating system manual or your network administrator.

Updating the Company Path

If you are running DacEasy in a network environment, you need make sure the paths to the data files reflect the network drive. If you are upgrading from a single user version to the network version, be sure to update the company path to reflect the network drive. This allows each workstation to access the data files.

Note If you are running the Business Center in a network environment, use the UNC (Universal Naming Convention) path when setting up the path to the data files in the company profile on the server and workstations.

When Using the Business Center

If you are upgrading from a single user version of DacEasy to the network version and you are using the Business Center, you need to add a new company profile on each computer on the network running the Business Center. The company profile you are adding on each workstation and the server uses the UNC path to the data files on the server.

Note If you moved your data files when upgrading from a single user version to a network version, you need to add a new company profile on the original computer to reflect the new network paths to the data files. When adding the new company profile, be sure to also set up the user names again.

To Add the New Company Profile

1. Start the Business Center and select **New** from the **Profile** menu. The **New Company Profile** dialog box appears.

    Note If the Business Center is unable to locate an existing company profile, the **Welcome to DacEasy** dialog box appears. Select the **Create New Profile** option, and the **New Company Profile** dialog box appears.

2. Type a unique name to identify the company profile. This name is used to identify the company when opening your company profile and appears on the Business Center status bar.

3. Type the path where the new company profile is to be located. This folder stores information specific to the company profile; therefore, each profile must be located in a different folder.

4. Complete all applicable fields in the Company Information area.

5. Click **Save**. The **Create New Profile User** appears.

6. Confirm your password, and then click **OK**. The **Add Module Wizard** appears.

7. Follow the instructions on the screen to point to the data files on the server. Use the **Back** and **Next** buttons to navigate through the wizard. Click **Finish** when you have completed all pages.

    Tip To browse for the existing data files folder on the server, click **Browse**, and then select **Windows folders**.

    A Summary screen lists each module that will be added to the company profile.

    A Complete screen appears when the selected modules have been added to the profile.

8. Click **OK**. DacEasy opens the profile and returns you to the Business Center main menu.

    Note If you are adding the new company profile on the original computer where the data files were located before they were moved to the network server, be sure to remove the old company profile pointing to the data files on the local disk drive.

When Not Using the Business Center

If you are upgrading from a single user version of DacEasy to the network version and you are not using the Business Center, follow these steps. You need to update the data files path on the **Open Company** dialog box to reflect the network drive. This allows each workstation to access the data files.

To Update the Company Path

1. Select **Open** on the **File** menu. The **Open Company** dialog box appears.

2. Click **Add**. The **Add Company** dialog box appears. Complete the Identification Name field with a short description of your company and type the path to the data files on the server in the Path field. Click **OK** and a message appears stating that files already exist. Choose **Yes** to continue.

3. Select the company using the path to the data files on the server and click **Default**. This switches the new path to the default.

4. Select the company using the path to the local drive and click **Delete** to delete the path. This process removes the reference to the local drive from the **Open Company** dialog box; however, your data files are not affected. You will now use the new default company when you open your company's data files.

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