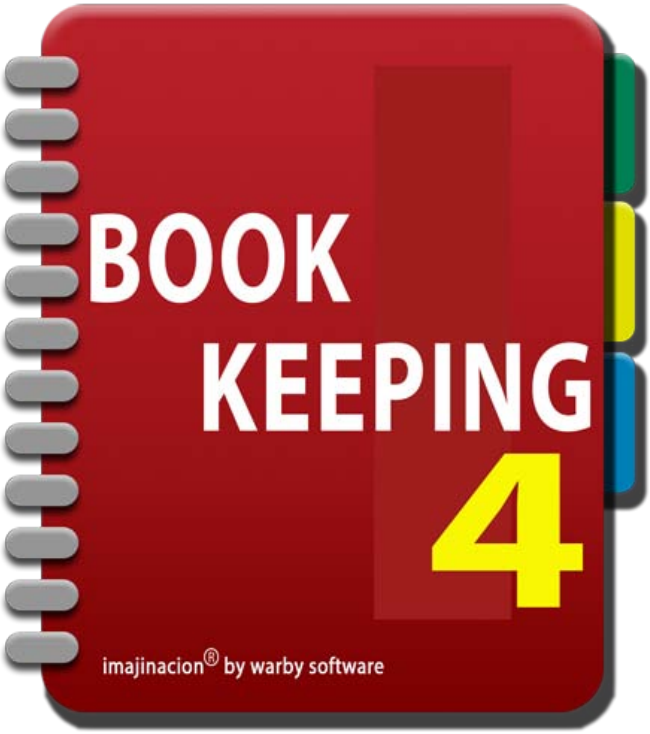
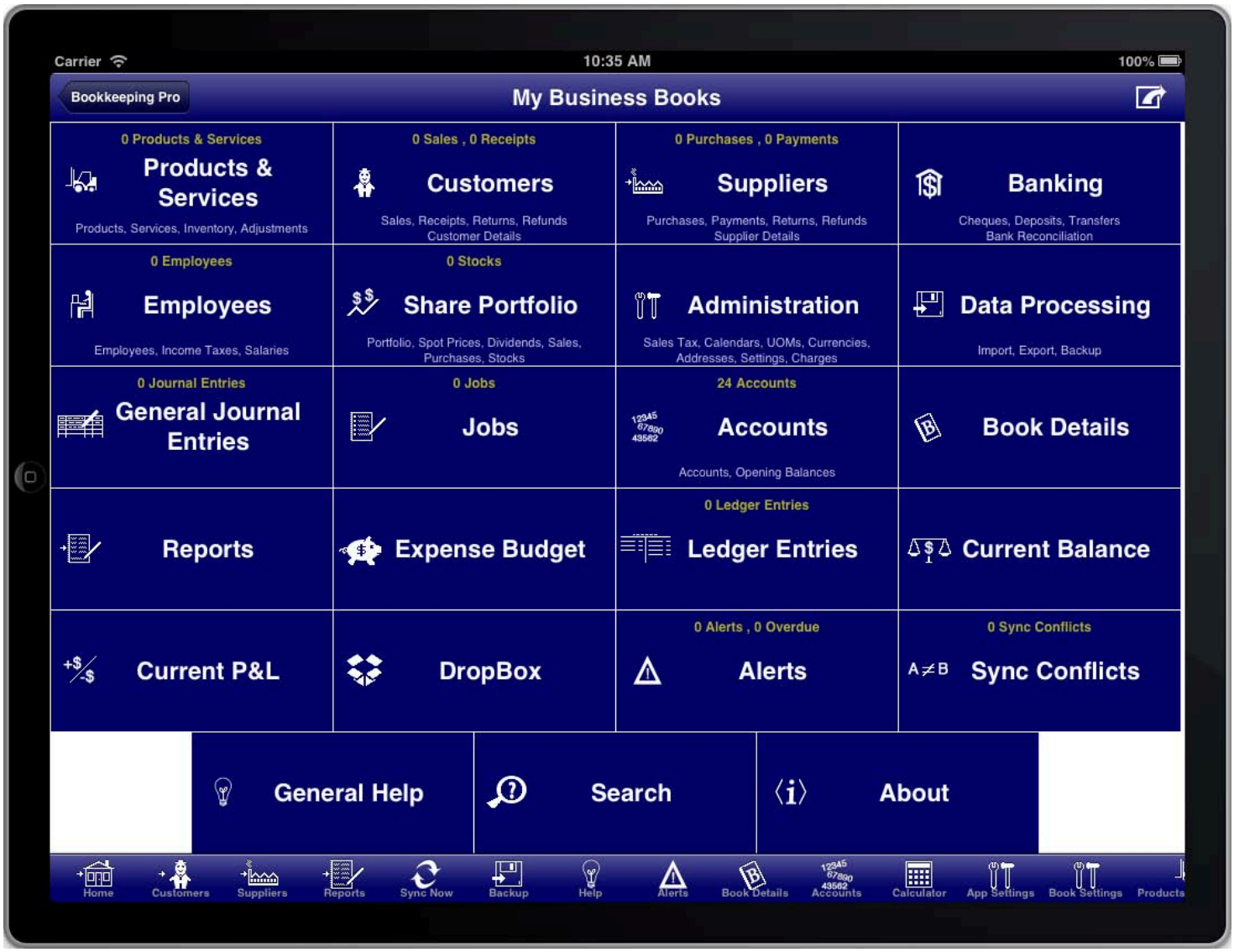


Navigation

1. **Menu Screens**
2. **Modules**
3. **The Toolbar**
4. **Using the Launchpad**
5. **Using the Options Menu**

Menu Screens



Screen: Menu Screen

Menu screens consist of a screen with a set of large buttons arranged in rows and columns. Each button is used to access one of the functions available from that menu.

Some buttons have an icon, a description at the bottom of the button, and some have counts at the top of the button.

There are various menus throughout the program for accessing the facilities of the program.

The primary menus are:

- The Main menu
  (shown when you open a book or when you press the "Home" or "Launchpad" button on the toolbar)
- The Products & Services menu
- The Customers menu
- The Suppliers menu
- The Banking menu
- The Employees menu
- The Share Portfolio menu
- The Administration menu
- The Data Processing menu
- The Accounts menu
- The Reports menu

Modules

The Bookkeeping program is arranged as a set of modules. Each module is for a specific set of functions that are related.

Most modules are accessed from the Main Menu or from the toolbar.

The modules in Bookkeeping are:

Module	Purpose
Products & Services	Used to manage products, services, and inventory items
Customers	Used to manage customers, sales, receipts, sale returns, sale refunds
Suppliers	Used to manage suppliers, purchases, payments, purchase returns, purchase refunds
Banking	Used to manage banking related functions like cheques, deposits, transfers, and bank reconciliations
Employees	Used to manage employee related functions like paying salaries, designating salespeople and purchasers, etc
Share Portfolio	Used to manage share portfolio related functions like the portfolio summary, buying and selling stocks
Administration	Used to manage administrative functions of the program like Sales Tax Codes, Currencies, Addresses, etc
Data Processing	Used to manage data processing functions like data import and export, and backups
Accounts	Used to manage the chart of accounts including opening balances
Reports	Used to access all of the built in reports

The Toolbar

Screen: The toolbar

The toolbar is located at the bottom of the screen and is used to quickly access commonly used screens.

The toolbar can be scrolled left and right if there are more items on the toolbar than fit on the screen.

> If an icon on the toolbar has an arrow pointing to it from the left hand side then it means that pressing that button will take you from the current screen to that screen without allowing you to return to the screen that you were on. If an icon on the toolbar does not have an arrow pointing to it from the left hand side then it means that pressing that button will show you that screen but allow you to return to the current screen by pressing the back button.
>
> The "Home", "Customers", "Suppliers", and "Reports" toolbar icons are all of the first kind that immediately take you to another screen.

Using the Launchpad

The "Launchpad" button is located at the bottom of the screen on the toolbar on most screens. It looks like a little rocket with an arrow.

Screen: Launchpad on the toolbar

The purpose of the Launchpad is to allow you to quickly access any facility within the program and then return to what you were doing.

When you press the "Launchpad" button you will be immediately taken to the main menu. From the main menu you can access any facility of the program.

The home button will be replaced by a return button that looks the same as the "Launchpad" icon. When you have finished doing what you need you can press the "Return" button and you will be returned to the screen you were on when you pressed the "Launchpad" button.

Using the Options Menu

Screen: The Option Menu

The option menu is located at the top right of the screen. This is where you can access additional options that are specific to that screen.

At the top right of the four main menu screens (main menu, customers menu, suppliers menu, reports menu) there is an option button that you can press to quickly access common data entry functions. From these screens you can immediately add a new sale, quotation, receipt, purchase, order, or payment.

On other screens you will also see the option menu button at the top right. Depending upon which screen you are on you will have access to various additional options including generating invoices, statements, and other functions.