

# **NCH Software**

## **Express Accounts Accounting Software**

This user guide has been created for use with  
Express Accounts Accounting Software Version 10.xx

## Technical Support

If you have difficulties using Express Accounts Accounting Software please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date Express Accounts Accounting Software Online Technical Support at

[www.nchsoftware.com/accounting/support.html](http://www.nchsoftware.com/accounting/support.html).

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

## Software Suggestions

If you have any suggestions for improvements to Express Accounts Accounting Software, or suggestions for other related software that you might need, please post it on our Suggestions page at [www.nch.com.au/suggestions/index.html](http://www.nch.com.au/suggestions/index.html).

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

# Express Accounts Accounting Software

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## Other Links

Preferences ~ Web Routing <http://www.nch.com.au/kb/10233.html>

# NCH Software Suite

This is a useful way to browse all the software available from NCH Software

You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

There is also a list of features for products in the category. Click on a feature, such as "Edit a Video File", to install a product with that ability.

## **Search**

Search our website for products matching any keywords you type.

## **See more of our software**

Browse our website for more software.

## **Subscribe to our newsletter**

You can subscribe to our newsletter for announcements of new releases and discounts. You can unsubscribe at any time.

## **See the latest discounts for purchase**

See the latest discounts we are offering for purchasing our products.

# Introduction

Thank you for installing Express Accounts.

Express Accounts is software that makes it easy for businesses to create and keep track of their bank accounts, quotes, orders, invoices, and bills. Express Accounts is designed so that it will integrate easily into most business practices with functionality that aids accounting and tax processes.

Express Accounts generates professional-looking reports that can be printed, emailed or faxed directly from the program. It will keep track of all of your account transactions, allowing you to reconcile them with your bank account statements. It also generates professional looking quotes, orders and invoices that can be printed, emailed or faxed directly from the program. It then keeps track of which invoices have been paid with reports that can be used for chasing overdue invoices or preparing tax and other accounting returns. It also supports automatic statements and recurring billing invoices so you do not need to remember to bill customers. Express Accounts can be installed and running in less than 60 seconds.

## Features

- Generates professional reports quickly
- Generates professional quotes, sales orders and invoices quickly
- Automatically records regular recurring orders/invoices (e.g., monthly invoices)
- Analyze sales by customer, sales person or item
- Ability to print reports or send them by email (pdf) or fax
- No need to learn complex accounting software
- Number of accounts limited only by your hard drive size which would be 100,000s on a modern computer
- Generates comprehensive reports for your accountant
- Reconcile account transactions with bank account statements
- Works for both product- and service-based businesses
- Can run multiple (unlimited) businesses from one install
- Installs and is ready for printing in less than a minute
- Designed to be very easy to use for day-to-day operation

## System Requirements

- Mac OS X 10.2.8 or later

## Optional

- Internet Connection (for sending reports by email)
- Printer (for printing reports)

# Software License Terms

Our goal is for every user to have a successful experience with our software. We offer it to you on the basis that you accept our End User License Agreement (EULA).

This EULA limits our liability and is governed by an arbitration agreement and venue agreement. Please read below as these terms affect your rights.

1. The copyrights in this software and any visual or audio work distributed with the software belong to NCH Software and others listed in the about box. All rights are reserved. Installation of this software and any software bundled with or installed-on-demand from this software, including shortcuts and start menu folders, is licensed only in accordance with these terms. These copyrights do not apply to any creative work made by you, the user.
2. By installing, using or distributing the software you, on your own behalf and on behalf of your employer or principal, agree to these terms. If you do not agree to any of these terms, you may not use, copy, transmit, distribute, nor install this software - return it to the place of purchase within 14 days to receive a full refund.
3. This software, and all accompanying files, data and materials, are distributed "as is" and with no warranties of any kind, whether express or implied except as required by law. If you intend to rely on this software for critical purposes you must test it fully prior to using it, install redundant systems and assume any risk.
4. We will not be liable for any loss arising out of the use of this software including, but not limited to, any special, incidental or consequential loss. Your entire remedy against us for all claims is limited to receiving a full refund for the amount you paid for the software.
5. You may not use this software in any circumstances where there is any risk that failure of this software might result in a physical injury or loss of life. You may not use this software if you do not regularly backup your computer, or do not have antivirus and firewall software installed on the computer, or keep sensitive data unencrypted on your computer. You agree to indemnify us from any claims relating to such use.
6. You may copy or distribute the installation file of this software in its complete unaltered form but you may not, under any circumstances, distribute any software registration code for any of our programs without written permission. In the event that you do distribute a software registration code, you will be liable to pay the full purchase price for each location where the unauthorized use occurs.
7. Use of data collected by the software is subject to the NCH Software Privacy Statement which allows automatic anonymized collection of usage statistics in limited circumstances.
8. Choice of Law. If you reside in the United States, your relationship is with NCH Software, Inc, a United States company, and this agreement is governed by the laws and courts of Colorado. If you reside anywhere in the world outside of the United States, your relationship is with NCH Software Pty Ltd, an Australian company, and this agreement is governed by the laws and courts of the Australian Capital Territory. Such courts have continuing and exclusive jurisdiction over any dispute between you and us, regardless of the nature of the dispute.
9. U.S. Customers Only: Arbitration Agreement and Class Action Waiver: PLEASE READ THIS CAREFULLY. IT MAY AFFECT YOUR RIGHTS.

If you reside in the United States, NCH Software and you agree to arbitrate all disputes and claims between us. This agreement to arbitrate is intended to be broadly interpreted. References to "NCH" "you," and "us" include our respective subsidiaries, affiliates, agents, employees, predecessors in interest, successors, and assigns. This arbitration agreement does not preclude you from bringing issues to the attention of U.S. federal, state, or local agencies. Such agencies can, if the law allows, seek relief against us on your behalf. This Agreement evidences a transaction in interstate commerce, and thus the Federal Arbitration Act governs the interpretation and enforcement of this provision. This arbitration provision shall survive termination of this Agreement.

A party who intends to seek arbitration must first send to the other, by certified mail, a written Notice of Dispute ("Notice"). The Notice to NCH should be addressed to:

Legal Department  
NCH Software, Inc.  
6120 Greenwood Plaza Blvd, Ste 120  
Greenwood Village CO, 80111  
USA

("Notice Address"). The Notice must (a) describe the nature and basis of the claim or dispute; and (b) set forth the specific relief sought ("Demand"). If NCH and you do not reach an agreement to resolve the claim within 30 days after the Notice is received, you or NCH may commence an arbitration proceeding. The amount of any settlement offer made by NCH or you shall not be disclosed to the arbitrator.

A. The arbitration will be governed by the Commercial Arbitration Rules and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. The AAA Rules are available online at [adr.org](http://adr.org), by calling the AAA at 1-800-778-7879, or by writing to the Notice Address. The arbitrator is bound by the terms of this Agreement. All issues are for the arbitrator to decide, including issues relating to the scope and enforceability of the arbitration provision. Unless NCH and you agree otherwise, any arbitration hearings will take place in Greenwood Village Colorado. If your claim is for \$10,000 or less, we agree that you may choose whether the arbitration will be conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing, or by an in-person hearing as established by the AAA Rules. If your claim exceeds \$10,000, the right to a hearing will be determined by the AAA Rules. Regardless of the manner in which the arbitration is conducted, the arbitrator shall issue a reasoned written decision. NCH will pay all AAA filing, administration, and arbitrator fees for any arbitration initiated in accordance with the notice requirements above. If, however, the arbitrator finds that either the substance of your claim or the relief sought in the Demand is frivolous or brought for an improper purpose then the payment of all such fees will be governed by the AAA Rules. In such case, you agree to reimburse NCH for all monies previously disbursed by it that are otherwise your obligation to pay under the AAA Rules. In addition, if you initiate an arbitration in which you seek more than \$75,000 in damages, the payment of these fees will be governed by the AAA rules.

B. The arbitrator may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. **YOU AND NCH AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN YOUR OR ITS INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING.** Further, unless both you and NCH agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. If this specific provision is found to be unenforceable, then the entirety of this arbitration provision shall be null and void.

C. Notwithstanding any provision in this Agreement to the contrary, we agree that if NCH makes any future change to this arbitration provision (other than a change to the Notice Address) you may reject any such change by sending us written notice within 30 days of the change to the Arbitration Notice Address provided above. By rejecting any future change, you are agreeing that you will arbitrate any dispute between us in accordance with the language of this provision.

D. To opt out of this Arbitration Agreement and class action waiver send an Opt Out notice to the Notice Address stating "I am electing to opt out of the Arbitration Agreement and class action waiver contained in the Legal Terms applicable to my purchase of an NCH product." Your Opt Out Notice must include the date and proof of purchase. The Opt Out Notice must be postmarked no later than thirty (30) days after the date of purchase. A separate Opt Out Notice must be sent for each product purchased.

## Getting Started - Quick Start Wizard

After Express Accounts installs, and any time you select to [add a new business](#) to Express Accounts the Quick Start Wizard will run.

The wizard will guide you through setting up the most basic details of your business including:

- *Business Name* - The name of your business. This will appear at the top of your reports and invoices.
- *Chart of Accounts* - You can use the default Chart of Accounts that comes with Express Accounts, or import your existing Chart of Accounts. You can make changes to your Chart of Accounts later, if needed. See the [Chart of Accounts](#) topic in the Getting Started section of this manual for more information about customizing your Chart of Accounts.
- *Address and Contact* - The details you enter here will appear at the top of your reports and invoices.

# Getting Started - Main Window Reference

## Menus

**Accounts** - The Accounts menu contains common actions for working with Express Accounts, such as [Web Access](#), [backup and restore data](#), [Closed-to-date](#), switching between [multiple business accounts](#), importing data from ExpressInvoice,

[Import Transactions](#) and exiting Express Accounts.

**Sales** - From the Sales menu you can create a [new invoice](#), [apply a customer payment](#), and [view a list of invoices](#), as well as create [quotes](#), [sales orders](#) and [credit notes](#).

**Purchases** - The Purchases menu contains all actions related to purchasing and payment. It includes links for creating a [purchase order](#), [viewing purchase orders](#), entering accounts payable, [viewing accounts payable](#), and [entering payments for accounts payable](#).

**Transactions** - The Transactions menu allows the user quick access to transaction screens, including [making payments](#) and [receiving payments](#), [making a manual journal entry](#), [reconciling accounts](#), and recalculating customers' balances.

**Reports** - From the Reports menu, the user can select which [report](#) they want to view.

**View** - From the View menu, the user can view lists of [customers](#), [suppliers](#), [invoices](#), the [chart of accounts](#), and more.

**Tools** - The Tools menu is where [recurring invoices](#), [orders](#), and [statements](#) are run from, if they are not available in the explorer bar. It's also where the [Preferences](#) dialog can be accessed, and where you can [register Express Accounts](#).

**Help** - The Help menu contains a link to the Express Accounts Help documentation, links for the Express Accounts webpage, technical support, related programs, and other links you might find useful.

## Toolbar

The toolbar will update depending on which tab is selected. Each tab contains the following icons on the toolbar:

**Journal** - Click the Journal icon in the toolbar to open the [journal](#), where a list of all the journal entries you have made is displayed.

**Reports** - Click the Reports icon in the toolbar to select which [report](#) you want to view.

**View** - Click the View icon in the toolbar to view lists of [customers](#), [suppliers](#), [invoices](#), the [chart of accounts](#), and more.

**Web Access** - The Web Access icon opens the web interface of Express Accounts. The Web Access can be configured from the [Preferences ~ Web Access](#) tab.

**Preferences** - The Preferences window is where many program settings can be configured and customized, including [Business](#) information, [Accounting](#), [Regional](#) settings, [Sales Taxes](#), [Inventory](#) settings, [Page Layout](#), [Page Styles](#), [Invoice](#), [Quote](#), [Sales Order](#), [Purchase Order](#), [Credit Note](#), [Packing Slip](#), [Receipts](#), [Checks](#), [Statements](#), [Web Access](#), and [Other](#) options.

**Buy Online** - Click the Buy Online icon to be taken to a webpage where you can purchase or upgrade Express Accounts.

**Suite** - The Suite is where you can view and download all NCH Software products.

**Help** - Click the Help button to open the Express Accounts documentation.

## Explorer Bar

The Explorer Bar is found in the left sidebar of Express Accounts. It contains links to the most common tasks you might use, and contains links relevant to the tab view that is selected. Clicking the heading of each section will expand or collapse the links in that section, making this section customizable to your needs.

*To-Do*



- The links you find in the To-Do section of the Explorer Bar will vary depending on how many times you have used Express Accounts, if you are scheduled to run recurring payments or invoices, or if Express Accounts thinks it is time to back up your data.

## Flow Chart

The flow chart in the main screen of Express Accounts, or the control panel, gives you yet another quick way to access the most commonly used features in Express Accounts. Each group and the arrows between the boxes help guide you through common accounting practices for the different aspects of your business. The boxes shown will be relevant to the tab view that is selected to provide quick access to the features of the task you are performing.

## Tabs

Each tab contains links to the related accounting functions listed for the tab. The toolbar, explorer bar, and control panel will update each time a new tab is selected.

### Accounts Tab

The Accounts tab opens a menu with links for common actions for working with Express Accounts, such as [Web Access](#), [backup and restore data](#), switching between [multiple business accounts](#), and exiting Express Accounts.

### Home Tab

The Home tab contains links to the most common function you'll use in Express Accounts. For example, look at the Explorer bar, which appears in the left sidebar. For the Home Tab, the explorer bar contains links to the following:

- Transactions - [make a payment](#), [receive payments](#), [view the journal](#), [reconcile an account](#).
- Sales - [create an invoice](#) or [apply a customer's payment](#).
- Purchases - [create a purchase order](#), [create new accounts payable](#) and [pay bills](#).
- Banking - [reconcile an account](#).
- Reports - view the income statement and balance sheet reports. More reports can be found by clicking the Reports tab.
- Configuration - set up or edit the [chart of accounts](#), and configure other program settings through the [options link](#).

Directly under the explorer bar is a quick-glance at the balances of your accounts, your business's income and profit.

### Sales Tab

The Sales tab contains links to sales-related functions in Express Accounts. For the Sales Tab, the explorer bar contains links to the following:

- Simple Sale - quickly record a sale that you have received payment for and that does not have an invoice.
- Quotes - create a [new quote](#), [sales order](#), or convert a quote to a sales order.
- Invoices - create a [new invoice](#), [apply a customer payment](#), or view a [list of invoices](#).
- Invoice Items - view and manage a [list of all items](#) in your inventory.
- Customers - [add new customers](#) to the system, or view and manage a [list of all customers](#).
- Sales Reports - view reports related to sales. For a complete list of reports available, click the Reports tab.

Directly under the explorer bar is a quick-glance at the sales activity of your business from the last month, and the accounts receivable balance.

### Purchases Tab

The Purchases tab contains links to purchasing-related functions in Express Accounts. For the Purchases Tab, the explorer bar contains links to the following:

- Enter Payments - [pay bills](#) for previous accounts payable bills you have entered, or [other payments](#).
- Accounts Payable - enter your upcoming bills as a [new account payable](#) and view and manage a [list of all accounts payable](#).

- Orders - create a [new purchase order](#), which can later be transitioned into an account payable.
- Suppliers - [add a new supplier](#), or view and manage a [list of all suppliers](#).
- Purchases Reports - view reports related to purchases. To view a list of all reports, click the Reports tab.

Directly under the explorer bar on this tab is a quick-glance at the expense activity of your business over this month and the last, as well as any balance in your accounts payable.

### **Banking Tab**

The Banking tab contains links to banking-related functions in Express Accounts. To quickly reconcile accounts, click one of the links under the Reconcile Bank Accounts heading. Clicking the link for **Bank Account #1** will open up a Reconcile Account dialog set up to reconcile the Checking Account, and the link for **Bank Account #2** will be set up to reconcile the Savings Account, but you can select a different account once the dialog is open, if needed.

Directly under the explorer bar on this tab is a quick-glance at your business's bank accounts.

### **Reports Tab**

The Reports tab displays a list of all reports available within Express Accounts. The area under the explorer bar displays a quick-glance of your business's net assets and the profit earned during this month and the last.

# Getting Started - Chart of Accounts

The Chart of Accounts is a list of all the accounts your organization uses. When a new business is set up in Express Accounts, the setup wizard asks if you would like to use the default Chart of Accounts list or create one manually.

## Working with the default Chart of Accounts

To view the default Chart of Accounts for your business, click the **View** icon in the toolbar and select **Chart of Accounts**. This opens the Chart of Accounts window where you can view the Chart of Accounts; or add, edit, delete, or restore accounts. Each account has a number assigned to it by Express Accounts, but these numbers can be edited if needed.

To edit an account's properties, including its account name, number, or opening balance, select the account, then click **Edit** in the toolbar. For more information about the options for the account properties, see the [Account Properties](#) topic in the Screen References section of this manual.

## Creating a Chart of Accounts manually

You might want to manually create a Chart of Accounts for your business if you have an existing Chart of Accounts from a previous system or accounting software. This is an option you can select in the Setup Wizard for each new business, which will load without the Express Accounts default list of accounts so you can add your own. To begin creating your Chart of Accounts, click the **View** icon in the toolbar and select **Chart of Accounts**. This opens the Chart of Accounts window where you can add, edit, delete, or restore accounts.

To create a new account, click the **New** icon in the toolbar. This brings up the New Account Dialog. For manually creating a Chart of Accounts, you'll use the **Create New Account** section. Fill out the information for the account, then click the **Add** button to add it to the Chart of Accounts. For more information about the options for creating a new account, see the [New Account](#) topic in the Screen References section of this manual.

## Getting Started - Taxes

If you plan on using Express Accounts for creating invoices for customers, you will need to set up the tax amounts required by your local government. Express Accounts can, in some cases, detect your location and automatically set up the tax rates in your country or province, but you will want to check that the rates applied are correct, and make adjustments as necessary. Express Accounts detects your location based on the locale set in your computer system, so double check your system settings for the most accurate setup.

To view the tax configuration dialog, click the **Preferences** icon in the toolbar, then click the **Taxes** tab. You can create new tax rates by clicking the **Add** button. You can add as many tax values as you need, and you can designate which tax should be applied to items by default to save you time creating invoices.

Applying a tax amount to an item occurs in the New Invoice dialog. If you don't have a default tax amount set, or need to change the tax for an item from the default setting, select the tax amount from the drop menu for that item. All the tax will be added up at the bottom of the invoice by Express Accounts.

### See also:

- [Preferences ~ Tax](#)
- [New Invoice](#)

# Getting Started - Customization for Your Business

Express Accounts gives you some control over how your printed quotes, orders, invoices, and reports will look. Available options include:

- Add your company logo to the header of printed quotes, orders, invoices, and reports. See [Preferences ~ Company](#) for details.
- Add your company logo to printed receipts. See [Preferences ~ Receipts](#) for details.
- Customize the headings for certain heading rows on printed quotes, orders, and invoices, as well as messages to your customers that appear on the footer. See [Preferences ~ Page Layout](#), [Preferences ~ Invoice Content](#), [Preferences ~ Page Styles](#), [Preferences ~ Quote](#), and the [Sales Order](#) topic in the Screen References section of this manual for details.
- Set the prefixes and numbering for your accounting entries, useful if you are transitioning from a previous system. See [Preferences ~ Accounting](#) for details.
- Regional settings appropriate for your location, such as the currency symbol, printed date format, decimal and thousands symbol, digits after a decimal point, and paper size. See [Preferences ~ Regional](#) for details.

# Getting Started - Register Express Accounts

Express Accounts requires purchase and registration of a license for each installation. You can view pricing information via the purchasing link on the Express Accounts home page at [www.nchsoftware.com/accounting/plus.html](http://www.nchsoftware.com/accounting/plus.html).

After buying a license you will receive a 'Software Purchase Serial Numbers' email containing your 12-digit license serial number and instructions on how to use this number to activate the license.

To activate Express Accounts, select Register Software from the Accounts or Tools menu and then click the Activate Online link in the 'Step 2: Activate Serial Number' section of the software registration window. This takes you to the Activate Software page on the NCH Software website. Note: You do not need to reinstall Express Accounts to activate the software.

Enter the license serial number in the box provided, your personal registration details, and click the 'Activate Software License' button. The license Registration and Activation Code details (Name - Location - ID - Key) will be displayed on your browser, and will also be emailed to you.

Enter the Registration and Activation Code details - exactly as provided - into the 'Step 3: Enter the license details' section of the registration window, and then click the OK button. Note:

When you receive the email containing your registration code you should heed the advice on that email and print out a copy of it immediately, and keep that hard copy in a safe place.

We also recommend that you retain a copy of the easetup.exe Express Accounts software installation file for the version you are using. Place this .exe file on a portable medium such as a CD or USB flash drive, and keep it safe with the printout of your license Registration and Activation Code.

## **If your code is not accepted...**

1. Check you have entered the Name, Location, ID and Key exactly as they appear on the email containing the license Registration and Activation Code. In particular, the Key from the code is comprised of eight lowercase letters only; it contains no numbers or uppercase letters. The Name and Location fields are case-sensitive.
2. If the Express Accounts license was purchased a while ago, for a previous version, the license Registration and Activation Code that you are using may not work with a more recent version of Express Accounts. In this case you must purchase an upgrade license at [www.nch.com.au/upgrade/index.html](http://www.nch.com.au/upgrade/index.html).
3. If you have had to re-install Express Accounts (e.g., following a hard drive reformat or replacement), and your license Registration and Activation Code has worked previously with the version of Express Accounts that you are using, the code may simply require resetting. Contact NCH Registration Support using the email form at [www.nch.com.au/support/regcontact.html](http://www.nch.com.au/support/regcontact.html) on the website, and include the full details (Name - Location - ID - Key) of your code.

# Getting Started - Shortcut Keys Reference

The following list of keyboard shortcuts will help you navigate through Express Accounts' main interface quickly.

## Main Screen

- New Invoice
- Open Invoices List
- Apply Customer's Payment List
- Open Customer's List
- Open Items List
- Apply Customer's Payment
- Open Recurring Invoices List
- Open Sales Orders List
- New Sales Order
- Open Quotes List
- Chart of Accounts
- Enter Manual Journal Entry
- Reconcile Account
- Open Journal List
- Run Recurring Invoices **F5**
- Run Automatic Statements **F6**
- Open Help Documentation
- Exit Express Accounts

## Reports

- Print this report
- Save to PDF
- Send this report by email

## Chart of Accounts

- Create Default
- Add Account
- Restore
- Find Account
- Find Next Account **F3**
- Edit
- Delete

## Accounts Payable list

- New Payment
- Find Payment
- Find Next Payment **F3**
- Edit
- Delete

## Payments of Accounts Payable list

- New Accounts Payable
- Enter Payment
- Find Accounts Payable
- Find Next Accounts Payable **F3**
- Edit
- Delete

## Checks List

- Email Check
- New Check
- Void Check
- Print Check
- Find Check
- Find Next **F3**
- Edit

#### **Payments List**

- New Payment
- Print Preview
- Print Receipt
- Email Receipt
- Find Payment
- Find Next Payment **F3**
- Edit
- Delete

#### **Journal Entry List**

- Send to Email
- New Entry
- Save as PDF
- Print Entry
- Find Entry
- Find Next Entry **F3**
- Edit
- Delete

#### **Chart of Accounts**

- Create Default
- Add Account
- Restore
- Find Account
- Find Next Account **F3**
- Edit
- Delete

#### **Suppliers List**

- Add Supplier
- Delete
- Edit
- Email Supplier
- Find Supplier
- Find Next Supplier **F3**



# Getting Started - Guide to Bookkeeping

For a comprehensive beginners guide to bookkeeping, visit the FastTrack Bookkeeping website at [www.fastpathbooks.com/](http://www.fastpathbooks.com/). At the website you'll learn about the following:

- Bookkeeping – what is it all about?
- Types of Accounts
- Tracking Transactions
- Reports
- Grouping Journal Entries - books of first entry
- Sales Tax
- Depreciation

# Common Tasks - Creating Items and Services

If your company sells items or services, Express Accounts will keep them in a list so you can add them to quotes, orders, and invoices quickly. If you are adding services, enter them as items, as Express Accounts does not distinguish between the two. There are three ways to add new items and services to the system: through a New Invoice, using the Items List, and importing items.

## Add Items through a New Invoice, Quote, or Order

This is an efficient way to add new items and services to Express Accounts, since items are created at the same time you create a customer invoice, quote or order. While you are creating a new invoice, quote, or order, any items you enter that haven't been added to Express Accounts yet will automatically be added to the Items list once the invoice, quote, or order is saved or recorded. Each new item entered will include the item number, description, unit value, and tax.

**Note:** If you want to keep track of the inventory quantity, you will have to edit the item in the Items list (see below).

See [New/Edit Invoice](#), [New/Edit Quote](#), and the [New/Edit Order](#) topic in the Screen References section of this manual for details about filling out these forms.

## Add Items using the Items List

To open the Items List, click the **View** icon on the toolbar and select **Items**. To add a new item, click the **Add** icon in the toolbar. There are two tabs in the Item dialog. On the first tab, called Item, fill out the item details. If you want to manage inventory stock levels using Express Accounts, click to the Inventory tab and enter your on hand quantity, ideal quantity, and warning level quantity. Click **OK** to save the new item or service.

To **Edit an existing item or service** from the Items List, select the item and click the **Edit** icon in the toolbar.

See the [Item ~ Item](#) and [Item ~ Inventory](#) topics in the Screen References section of this manual for more information about the Item dialog.

## Import Items from a CSV File or Another Express Accounts Business

*From a CSV File* - You can import a list of items you have used previously to save time entering new items into Express Accounts. To import a list, open the Items list, right-click in the Items dialog and click **Import Items from CSV**. Browse to the CSV file and open it. The Match CSV Fields dialog will open in Express Accounts. You'll need to match up the columns from the CSV file with headings in Express Accounts. For more information on how to do this, see the help topic [Match CSV Fields](#) in the Screen References section of this manual.

*From Another Express Accounts Business* - To import items from another business within Express Accounts, open the Items list, right-click in the Items dialog and click **Import Items from other Business**. This opens a dialog. Select the business you want to import items from in the top window and the items will appear in the bottom window. Uncheck any items you do not want to import. Click the **Import** button when you are finished.

# Common Tasks - Add New Customers

If your company sells items or services to regular customers, Express Accounts will keep them in a list so you can create quotes, orders, and invoices for your customers quickly. Express Accounts will also keep customer credit card information on file, and will tell you if customers are up-to-date with their accounts due.

There are three ways to add new customers to the system: through a New Invoice, Quote or Order; using the Customer List, or importing a customer list.

## Add Customers through a New Invoice, Quote, or Order

This is an efficient way to add new customers to Express Accounts, since customers records are created at the same time you create a customer invoice, quote or order. While you are creating a new invoice, quote, or order, if you enter a new customer into the Invoice Customer field, the customer name will be saved automatically once the invoice, quote, or order is saved or recorded.

Note that this method only saves the customer name, not their contact information. To add all information, enter the new customer name into the field, then click the **Edit the customer record** button to the right of the customer field, and enter the additional information on the Customer dialog (see below for more details).

For more information about invoices, quotes, and orders, See [New/Edit Invoice](#), [New/Edit Quote](#), and the [New/Edit Order](#) topic in the Screen References section of this manual for details about filling out these forms.

## Add Customers through the Customers List

To open the Customer List, click the **View** icon in the toolbar, then select **Customers**. To add a new customer, click the **Add** icon in the toolbar. This brings up the Customer dialog, which has four tabs:

- **Customer tab** - Enter the customer's contact details, including their billing address.
- **Credit Card tab** - Enter the customer's credit card info for quick payment. Credit card numbers are displayed as dots to protect the customer's information.
- **Other tab** - Enter the customer's shipping address and preferences.
- **Info tab** - View the customer's account statement information to quickly see if they are up-to-date on their account. This tab won't be visible when a new customer is created from the Customers list the first time only.

Click **OK** to save the new customer record.

To **Edit an existing customer** from the Customers List, select the customer and click the **Edit** icon in the toolbar.

## Import Customers from a CSV File or Another Express Accounts Business

**From a CSV File** - You can import a list of customer you have used previously in another program to save time entering new customers into Express Accounts. To import a list, open the Customer list, right-click in the Customers dialog and click **Import Customers from CSV**. Browse to the CSV file and open it. The Match CSV Fields dialog will open in Express Accounts. You'll need to match up the columns from the CSV file with headings in Express Accounts. For more details on how to do this, see the help topic [Match CSV Fields](#) in the Screen References section of this manual.

**From Another Express Accounts Business** - To import customers from another business within Express Accounts, open the Customer list, right-click in the Customers dialog and click **Import Customers from other Business**. This opens a dialog. Select the business you want to import customers from in the top window and the customers will appear in the bottom window. Uncheck any customers you do not want to import. Click the **Import** button when you are finished.

See also:

- Customer List
- Customer ~ Customer
- Customer ~ Other
- Customer ~ Info

# Common Tasks - Customer Statements

## Generate a Customer Statement

Express Accounts keeps track of a customer's account balance so you can quickly see their payment status. A customer's balance is displayed next to their entry on the **Customer List**, which is accessed by clicking the **View** icon in the toolbar and selecting **Customers**. To view, print, or send a statement from the Customer List, highlight a customer and click the small triangle next to the **Statement** icon and select a method for sending, saving, or preview. Enter in a time period for the statement, and the statement will be generated.

## Send Automatic Statements

You can use Express Accounts to send automatic statements to customers to remind them of their balances. To do this, click the **Preferences** icon from the toolbar, and click the **General** tab. In the **Automatic Statements** section, you can select to send automatic statements to every customer with an outstanding balance or just customers who are overdue, and set a minimum amount a statement is sent for.

## Unpaid Accounts Report

Access the Unpaid Accounts Report by clicking the **Reports** tab and selecting **Unpaid Accounts Report**. The list that appears shows only those customers with outstanding balances. Clicking the Due Date heading will rearrange the list so you can easily see which accounts are overdue.

See also:

- [Customer List](#)

## Common Tasks - Add New Suppliers

If your company purchases items regularly from vendors or suppliers, Express Accounts will keep them in a list so you can create purchase orders quickly.

To add a new supplier, open the Suppliers List by clicking the **View** icon in the toolbar, then select **Suppliers**. To add a new supplier, click the **Add** icon in the toolbar. This brings up the Supplier dialog. Fill in the supplier's information and click **OK** to save the new supplier record. To **Edit an existing supplier** from the Suppliers List, select the supplier and click the **Edit** icon in the toolbar.

For more details about the Supplier dialog, see the [Supplier ~ Supplier](#) topic in the Screen References section of this manual. Also see the [Suppliers List](#) topic.

### Adding Suppliers from a Purchase Order

If you find yourself in the middle of a purchase order and want to add a new supplier right away, you don't need to close the purchase order to do so. Enter the supplier name in the **Order Supplier** field and press **Enter**, then click the **Edit the supplier record** button to the right of the Order Supplier field. This will open the Supplier dialog, which you can fill out as explained above. Click **OK** to save the record and you will be returned to your purchase order.

### Import Suppliers from a CSV File

You can import a list of suppliers you have used previously to save time entering new suppliers into Express Accounts. To import a list, open the Suppliers list, right-click in the Suppliers dialog and click **Import Suppliers from CSV**. Browse to the CSV file and click Open. The Match CSV Fields dialog will open in Express Accounts. You'll need to match up the columns from the CSV file with headings in Express Accounts. For more information on how to do this, see the help topic [Match CSV Fields](#) in the Screen References section of this manual.

# Common Tasks - Quotes

You can use Express Accounts to generate sales quotes for your customers, then later turn the quote into an order, and then an invoice.

## Create a New Quote

From the **Sales** menu select **New Quote**, or click the **Sales** tab, and click the **Create new Quote** link in the explorer bar, and the New Quote dialog will open.

Begin filling out the quote by selecting the customer's name from the **Quote Customer** drop-down box, and their billing and shipping address will be filled out for you. If you are creating a quote for a new customer, simply type their name into the **Quote Customer** field, and fill in their address.

Enter items or services into the quote by clicking anywhere inside the items list to create a new item entry. Click within the **Item** or **Description** cell and use the drop-menu to quickly locate an item by its code or description. For new items, enter the details into the quote, and the details will be added to your items list for you, and will be available the next time you want to create a quote, order, or invoice. Enter the quantity, and the totals will update automatically.

Save the quote by clicking **Record** at the bottom of the screen. For more saving options, including Record and Print, click the triangle on the right side of the Record button.

For more detail about all the fields on the New Quote dialog, view the [New Quote](#) reference in the Screen References section of this manual.

## View Existing Quotes

To view a list of all quotes, click the **View** icon in the toolbar and select **Quotes**. By default, the list displays recorded quotes only. To view all quotes, or just draft quotes, use the drop-menu labeled **Display Quotes** to select.

For more details about the quotes list, see the [Quotes List](#) topic in the Screen References section of this manual.

## Turn a Quote into an Order or Invoice

When a customer has accepted your bid, you can easily turn the quote you gave them into an order or an invoice. First, open the Quotes List by selecting **Open Quotes List** from the toolbar or click the **View or convert Quotes** link in the explorer bar of the **Sales** tab.

Select the quote from the list, then click either **Order** or **Invoice** from the toolbar. This will open a New Order or New Invoice dialog containing all the details from the quote. You can edit any information on the order or invoice, then save.

Once a quote has been converted into an order or invoice, its status in the Quotes List will change to either Ordered or Invoiced.

More information about sales orders can be found in the [Sales Orders](#) topic in the Common Tasks section of this manual. More information about invoices can be found in the [Invoices](#) topic in the Common Tasks section of this manual.

## Import Quotes from a CSV File

You can import a list of quotes you have recorded from another system to integrate your records into Express Accounts. To import a list, open the Quotes list, click the **Quote** menu and click **Import Quotes from CSV**. Browse to the CSV file and click Open. The Match CSV Fields dialog will open in Express Accounts. You'll need to match up the columns from the CSV file with headings in Express Accounts. For more information on how to do this, see the help topic [Match CSV Fields](#) in the Screen References section of this manual. See also:

- [Preferences – Quote](#) for information about configuring quote numbering, logo placement, and standard text.

# Common Tasks - Sales Orders

You can use Express Accounts to generate sales orders for your customers, then later turn the order into an invoice.

## Create a New Sales Order

From the **Sales** menu select **New Sales Order**, or from the **Sales** tab click the **Create new Sales Order** link in the explorer bar, and the New Order dialog will open.

*Create a sales order from an existing quote* - select the quote number from the **Quote Number** drop-menu. The details of the quote will appear on the sales order form. You can make edits to the information or items, and then save the sales order.

*Create a new sales order* - Begin filling out the order by selecting the customer's name from the **Order Customer** drop-down box, and their billing and shipping address will be filled out for you. If you are creating an order for a new customer, simply type their name into the **Order Customer** field, and fill in their address.

Enter items or services into the order by clicking anywhere inside the items list to create a new item entry. Click within the **Item** or **Description** cell and use the drop-menu to quickly locate an item by its code or description. For new items, enter the details into the order, and the details will be added to your items list for you, and will be available the next time you want to create a quote, order, or invoice. Enter the quantity, and the totals will update automatically.

Save the order by clicking **Record** at the bottom of the screen. For more saving options, including Record and Email, click the triangle on the right side of the Record button.

For more detail about all the fields on the New Order dialog, view the [New Order](#) topic in the Screen References section of this manual.

## Create a Recurring Order Schedule

If a sales order needs to be fulfilled on a regular basis, Express Accounts allows you to automate part of the process by creating recurring order schedules.

To create a recurring order schedule, fill out the order as usual, then select **Save as Recurring** from the drop-menu at the bottom. This brings up the [Recurring Order Schedule](#) dialog. Fill out when the first order should be scheduled, how often the order should be sent, what action to take to save, print, or send the order, and then click OK to save the schedule.

When a recurring order is due to be sent, a **Run Recurring Orders** link will appear in the ToDo list in the Explorer bar. Click this link to have Express Accounts run all recurring orders that are scheduled to go out.

You can view a list of all recurring orders by selecting **Recurring Orders** from the **View** menu. From the Recurring Orders list, you can select a recurring order and edit the details of the order, or edit the recurring schedule.

For more details about filling out a recurring order schedule, see the [Recurring Order Schedule](#) topic in the Screen References section of this manual.

## View Existing Sales Orders

To view a list of all sales orders, click the **View** icon in the toolbar and select **Sales Orders**. By default, the list displays recorded orders only. To view all orders, or just draft orders, use the drop-menu labeled **Display Orders** to select.

For more details about the orders list, see the [Orders List](#) topic in the Screen References section of this manual.

## Turn a Sales Order into an Invoice

When a sales order has been fulfilled, you can easily turn the sales order into an invoice for billing your customers. First, open the Sales Order List by selecting **Open Sales Order List** from the **Sales** menu. Select the order from the list, then click the **Invoice**



icon in the toolbar. This will open a New Invoice dialog containing all the details from the sales order. You can edit any information on the invoice, then save.

Once a sales order has been converted into an invoice, its status in the Orders List will change to Invoiced.

More information about invoices can be found in the [Invoices](#) topic in the Common Tasks section of this manual.

See also:

- [Preferences ~ Sales Order](#) for information about configuring sales order numbering, logo placement, and standard text.

# Common Tasks - Invoicing

You can use Express Accounts to bill your customers by creating professional-looking invoices.

## Create a New Invoice

Click the **Sales menu** and select **New Invoice** or click the **Invoice** icon on the toolbar of the **Sales tab**, and the New Invoice dialog will open.

*Create a sales order from an existing quote, order, or draft invoice* - From the **Use** drop-menu in the upper left, select either Quote, Order, or Draft Invoice. This will open a list of the specified records. Select the quote, order, or draft invoice, and click the select icon in the toolbar. The details of the record will appear on the invoice form. You can make edits to the information or items, and then save the invoice.

*Create a new invoice* - Begin filling out the invoice by selecting the customer's name from the **Invoice Customer** drop-down box, and their billing and shipping address will be filled out for you. If you are creating an invoice for a new customer, simply type their name into the **Invoice Customer** field, and fill in their address.

Enter items or services into the invoice by clicking Add button.

Save the invoice by clicking **Record** at the bottom of the screen. For more saving options, including Record and Print, click the triangle on the right side of the Record button.

For more detail about all the fields on the New Invoice dialog, view the [New Invoice](#) topic in the Screen References section of this manual.

## Create a Recurring Invoice Schedule

If an invoice needs to be sent on a regular basis, Express Accounts allows you to automate part of the process by creating recurring invoice schedules.

To create a recurring invoice schedule, fill out the invoice as usual, then select **Save as Recurring** from the drop-menu at the bottom. This brings up the [Recurring Invoice Schedule](#) dialog. Fill out when the first invoice should be scheduled, how often the invoice should be sent, what action to take to save, print, or send the invoice, and then click OK to save the schedule.

When a recurring invoice is due to be sent, a **Run Recurring Invoices** link will appear in the ToDo list in the Explorer bar. Click this link to have Express Accounts run all recurring invoices that are scheduled to go out.

You can view a list of all recurring invoices by selecting **Recurring Invoices** from the **View** menu. From the Recurring Invoices list, you can select a recurring invoice and edit the details of the invoice, or edit the recurring schedule.

For more details about filling out a recurring invoice schedule, see the [Recurring Invoice Schedule](#) topic in the Screen References section of this manual.

## View Existing Invoices

To view a list of all invoices, click the **View** icon in the toolbar and select **Invoices**. By default, the list displays recorded invoices only. To view all invoices, or just draft invoices, use the drop-menu labeled **Display Invoices** to select.

For more details about the invoices list, see the [Invoices List](#) topic in the Screen References section of this manual.

## Unpaid Invoices

When the time comes to contact overdue customers, you can use the Unpaid Accounts Report or the Customer List.

*Unpaid Accounts Report* - To access the Unpaid Accounts Report, click the **Reports** tab and select **Unpaid Accounts Report** from the main window. You can sort the list by customer or due date to give you a good idea of who is behind on payments.

*Customer List* - To access the customer list, click the **View** icon on the toolbar and select **Customers**.

The customer list displays what each customer's balance is, when their earliest due date is, and what their last invoice number was.

### **Send Automatic Statements**

You can send automatic monthly statements to customers who are overdue. This is done by clicking **Preferences** on the toolbar, then going to the Company tab and configuring the Automatic Statements section.

### **Receive Payment for Invoices**

To apply a payment toward an invoice, from the **Sales tab** click the **Payment** button on the toolbar. This opens the payment dialog. Select a customer from the Customer drop-menu, and their unpaid invoices will appear in the Invoices section of this dialog. Any amount entered in the Amount field will be applied to the invoices in the order they are due.

Note that the invoices section is for your reference only. Express Accounts applies payments toward a customer's account, not to specific invoices.

For more details about the payment dialog, view the [Payment](#) topic in the Screen References section of this manual.

See also:

- [Preferences ~ Accounting](#) for information about configuring invoice numbering, [Preferences ~ Page Styles](#) for logo placement, and [Preferences ~ Invoice Content](#) for standard text.

# Common Tasks - Purchase Orders

You can use Express Accounts to generate purchase orders when you need to order from your suppliers.

## Create a New Purchase Order

From the **Purchases** menu select **New Purchase Order** or click the **Create new Purchase Order** link from the **Purchases** tab, and the New Order dialog will open. Begin filling out the order by selecting the vendor's name from the **Order Supplier** drop-down box, and their billing and shipping address will be filled out for you. If you are creating an order for a new supplier, simply type their name into the **Order Supplier** field, and fill in their address.

Enter items into the order by clicking anywhere inside the items list to create a new item entry. Click within the **Item** or **Description** cell and use the drop-menu to quickly locate an item by its code or description. For new items, enter the details into the order, and the details will be added to your items list for you, and will be available the next time you want to create a quote, order, or invoice. Enter the quantity, and the totals will update automatically.

Save the purchase order by clicking **Record** at the bottom of the screen. For more saving options, including Record and Email, click the triangle on the right side of the Record button. For more detail about all the fields on the New Order dialog, view the [New Order](#) topic in the Screen References section of this manual.

## View Existing Purchase Orders

To view a list of all purchase orders, click the **View** icon in the toolbar and select **Purchase Orders**. By default, the list displays recorded purchase orders only. To view all orders, or just draft orders, use the drop-menu labeled **Display Orders** to select.

For more details about the orders list, see the [Purchase Orders List](#) topic in the Screen References section of this manual.

See also:

- [Sales Order](#) for information about configuring sales order numbering, logo placement, and standard text.

# Common Tasks - Accounts Payable

You can use Express Accounts to enter a bill you have received for payment at a later date.

## Entering Accounts Payable

From the **Purchases menu** select **Enter Accounts Payable** or click the **Enter new Accounts Payable** link from the explorer bar of the **Purchases tab**, and the New Accounts Payable dialog will open. Begin filling out by selecting the supplier's name from the **Supplier**

Enter accounts by clicking anywhere inside the list to create a new entry. Click within the **Number** or **Name** cell and use the drop-menu to quickly locate an account by its number or name. Enter the amount, and the totals will update automatically.

Save the accounts payable entry clicking **Record** at the bottom of the screen.

For more detail about all the fields on the dialog, view the [Enter new Accounts Payable](#) topic in the Screen References section of this manual.

## View Existing Accounts Payable

To view a list of all purchase orders, click the **View** icon in the toolbar and select **Accounts Payable**. By default, the list displays recorded accounts payable only. To view all , or just draft, use the drop-menu labeled **Display Orders** to select.

For more details about the orders list, see the [Accounts Payable List](#) topic in the Screen References section of this manual.

See also:

- [Sales Order](#) for information about configuring sales order numbering, logo placement, and standard text.

# Common Tasks - Payments and Purchases

Use Express Accounts to keep track of the payments and purchases you make. To make a payment or enter a purchase transaction, click on the **Transactions** menu and select **Payment Transaction**, or click The **Purchases** tab and click the **Of other payments** link in the explorer bar. This brings up the Payments and Purchases dialog.

## Entering a Transaction

Enter the transaction details, including who the payment is to, the amount, a journal memo (optional), and which account the payment should be allocated from. If your accounts do not balance, you cannot finalize the transaction in Express Accounts until they do; the status bar beneath the accounts list at the bottom will notify you if the accounts are out of balance.

- For more information on the details of the Payments and Purchases dialog, see the [Payments and Purchases](#) topic in the Screen References section of this manual.

- For more information about configuring payment numbering, see the [Preferences ~ Accounting](#) section of this manual.

You can record the payment as a cash payment, or as a check payment. To specify, click the triangle next to the **Record** button at the bottom of the dialog.

## Create and Use Payment Templates

For payments that you make routinely, you can use Express Accounts to set up a template to save time.

Enter a payment transaction as described above, but before you record the transaction, click the **Save As Template** button in the lower left of the dialog. Enter a name for the template and click **OK**. The template will be available for use next time you enter a payment or purchase.

To use a template, open the payments and transactions dialog as described above, and click the **Use Template** button in the lower left of the dialog. Select the template you need to use from the list and click **Load**. The payment template will be loaded into the Payments and Purchases dialog. Make sure the details are as you expect them, then click **Record** to apply the payment.

**Also see these topics in the Screen References section:**

- [Select Template](#)
- [Name Template](#)

## Manual Journal Entries

General payments and purchases should not be made as a manual journal entry, but there are cases when you might need to account for changes in your accounts using this method. Speak to your accountant if you are unsure when to manually enter journal entries.

To enter a payment or purchase manually on the journal, begin by opening the Journal by clicking the **Transaction** menu and select **Manual Journal Entry** to pull up the Journal Entry dialog. This dialog can also be found from the Journal by clicking the **Add** button in the toolbar.

Select which journal the entry should be applied to, and make a journal memo (optional). In the Account Allocation area, select an account(s) to debit money from, and account(s) to credit money to. When the accounts are balanced, click **Record** to save the journal entry.

## View and Edit Payments

All payment and purchase entries can be viewed from the Journal. To open the journal, click the Journal icon on the toolbar of any tab, or press Command+V. When the View Journal window opens, you will see a list of all journal entries, whether payment, receipts, sales, or purchases, by default. To view all payments, select the Payments tab. To edit a payment, click to select a payment entry, then click the **Edit**

button in the toolbar to open the Journal Entry dialog. You can edit the amount and which accounts the payment was allocated to or from. Click **Record** to save any changes.

# Common Tasks - Receive Money

Use Express Accounts to keep track of the payments and income you receive for your business.

## Enter a Customer Payment

To enter a payment, click the **Transactions** menu and select **Receive a Payment**, or you can simply click the **Payments** button in the **Sales** toolbar. This brings up the Payment dialog.

Enter the customer making the payment (the customer must first have a customer record to appear in the list; see the [Customer ~ Customer](#) topic in the Screen References section of this manual), the amount paid, the method of payment, include the invoice number (optional), and allocate which accounts the money should be applied to. When all the details are filled in correctly and your accounts balance, click the **Record** button to apply the payment.

For more details on the Payment dialog, view the [Payment](#) topic in the Screen References section of this manual.

## View and Edit Customer Payments

To view all customer payments entered, click the **View** icon in the toolbar and select **Payments**.

You will see a list of all payments made. To easily find a payment you are looking for, you can click the headings of each column to sort by that heading. You can also designate a time period to limit the number of payments shown in the list, or view payments by customer only. For more details on all the options in this window, see the [Payments List](#) topic in the Screen References section of this manual.

To edit a payment, select the payment by clicking it in the list and then click the **Edit** icon in the toolbar. Make the necessary edits to the payment, and when the accounts balance, click to apply the change to the payment.

## View Payment Report

The payment report displays all payments entered into Express Accounts for the specified amount of time. To generate a payment report, click the **Report** tab and select **Sales Invoice Payment Report**. Specify the time period the report should cover, and click **View**. The report results will appear in the Sales Invoice Payment Report window. You can preview a .pdf of the report or email, print, fax, or save a copy of the report .pdf using the icons in the toolbar.



# Common Tasks - Manual Journal Entries and Edits

The journal is where you view all transactions for all accounts kept in Express Accounts. You can view the journal by clicking the **Journal** icon in the toolbar of any tab to open the View Journal dialog, or press Command+V.

## Make a Manual Journal Entry

General payments, purchases, receipts, and sales should, in general, not be entered manually into the journal, but there are cases when you might need to account for changes in your accounts using this method. Speak to your accountant if you are unsure when to make manual journal entries.

To make a manual journal entry, begin by opening the Journal by clicking the **Transaction** menu and select **Manual Journal Entry** to pull up the Journal Entry dialog. This dialog can also be found from the View Journal dialog by clicking the **Add** button in the toolbar.

Select which journal the entry should be applied to, and make a journal memo (optional). In the Account Allocation area, select an account(s) to debit money from, and account(s) to credit money to. When the accounts are balanced, click **Record** to save the journal entry.

## Edit a Journal Entry

If an entry on the journal needs correcting, you can click the entry to select it, then click the button in the toolbar to open the Journal Entry dialog for that entry. Make the necessary corrections, and when the accounts are in balance, click the **Record** button to apply the changes to the journal.

# Common Tasks - Reconcile an Account

When the time comes to reconcile your records with your bank statement, Express Accounts has tools to help make sure all transactions are accounted for. You can reconcile manually, or upload your electronic bank statement into Express Accounts for faster reconciliation.

## Reconcile Account Manually

To begin reconciling an account, gather your bank records, then click the **Transactions menu** and select **Reconcile Account** to open the Reconcile Account dialog. Select the account you would like to reconcile from the Account drop-menu, and the account's unreconciled journal entries will be displayed in the Local Ledger Transactions section. Select the Bank Statement Date, and enter the balance provided on your bank statement. As you compare the Local Ledger Transactions list to your bank statement, tick off the entries that match.

- *If an entry contains an error* Double-click the entry, select it in the resulting window and click **Edit** on the toolbar to make changes to the entry. Click **Record** to apply the change.
- *In an entry needs to be deleted* Double-click the entry, select it in the resulting window and click **Delete** on the toolbar. Confirm the deletion, then close the View Journal window to return to your reconciliation.
- *If an entry is missing* For a missing payment or purchase, click the **Add a new payment transaction** button under the ledger list. For a missing customer receipt or sale, click the **Add a new receipt transaction** button under the ledger list. Enter the missing details and when the accounts are in balance, click **Record** to apply the payment. The new transaction will appear in your local ledger list and will be checked off as reconciled.

Once all the entries are checked off and the account shows a \$0.00 amount in the Out of Balance field, click the **Reconcile** button at the bottom of the window to record the statement reconciliation.

For more information on this dialog, view the [Reconcile Account](#) topic in the Screen References section of this manual.

## Upload Bank Statement

Click the **Load a bank statement** button under the Bank Statement's list, which should be empty at this point. Browse to the bank statement file. Express Accounts can only load files in .csv or .ofx format. Click **Open** to load the statement into the Reconcile Account dialog. Express Accounts will compare your local ledger with the bank statement and will match transactions for reconciliation to save you time. In your local ledger list (the list on top), reconciled transactions will be checked off and highlighted in green. Items that remain unmatched in your local ledger list may contain errors.

Items that appear in the bank statement list (the lower list), but not in your local ledger list can easily be added. Select the entry from the bank statement list and click the **Add Transaction** button. The transaction will be added to the local ledger list and will display as a reconciled entry.

In the bank statement list (the lower list), entries that appear in red are highlighted as possible recurring transactions. If you select the entry and click **Add Transaction**, the entry will be added to the local ledger list, and will be automatically added to the local ledger list every time a bank statement containing the entry is loaded to the Reconcile Account dialog.

For more information on this dialog, view the [Reconcile Account](#) topic in the Screen References section of this manual.

## Recalculate Balances

During reconciliation, if you are making changes to journal entries, the changes might not refresh as they should. If you find your accounts are not balancing, try recalculating the balances in Express Accounts to see if it helps with your reconciliation. To do this, exit reconciliation and click the **Transactions** menu option in the main window and select **Recalculate Balances**. Express Accounts will run a recalculation automatically, and you can return to your reconciliation without taking further action.

# Common Tasks - Recalculating Customers' Balances

If you want Express Accounts to recalculate customers' balances, perform this task if you think there is something wrong with the balance.

## **Recalculate Customers' Balances**

If you are making changes to journal entries, the changes might not refresh as they should.

If you find your accounts are not balancing, try recalculating the balances in Express Accounts to see if it helps. To do this, click the **Transactions** menu option in the main window and select **Recalculate Customers' Balances**. Express Accounts will run a recalculation automatically.

## Common Tasks - Payroll

We recommend using a payroll service to process your payroll. We have provided a directory of businesses that offer payroll services. Use any of the companies on that list with Express Accounts and you will have a full business accounting system. We offer this directory as a free service to assist our customers finding payroll service providers.

To access this directory visit: <http://www.nchsoftware.com/accounting/payroll.html>

# Common Tasks - Pulling Reports

There are a variety of reports you can generate in Express Accounts. To view a complete list of the reports available, click the **Reports** tab. The reports Express Accounts can generate include:

- Balance Sheet - view a summary of the business's assets, liabilities and equity from a specified date.
- Chart Of Accounts - view a list of all the accounts in the Chart of Accounts, including the account number and type, and whether entries to the account debit or credit the account.
- Income Statement - also referred to as a Profit and Loss Statement, or P & L. View a report of the business's revenue during a specified time period.
- Income Statement Analysis- a comparison of two Income Statement periods.
- Account Enquiry - view the transactions on any account and its balance for a specified time period.
- Cash Flow Statement - view the cash generated during a specified time period.
- Trial Balance - view the balances of your credit and debit accounts over a period of time to check for accounting errors.
- Unpaid Accounts Report - view a list of all customers with an outstanding balance.
- Invoices Report - view a list of all invoices created during a specified time period.
- Quotes Report - view a list of all quotes created during a specified time period.
- Orders Report - view a list of all sales orders created during a specified time period.
- Sales Invoice Payment Report - view a list of all invoice payments received during a specified time period.
- Salesperson Report - view a list of salespeople, their dollar amount in sales, and the percentage of total sales they made during a specified time period.
- Item Sales Report - view a list of all items sold, and the dollar amount the item generated during a specified time period. The quantities reported in this report may be different to the inventory report, because the item sales report contains the items sold as reported in invoices for a specified period of time, where as the inventory report is a current snapshot of on-hand items quantities available for sale.
- Items Per Customer Report - select a customer and view the items they have purchased by quantity.
- Customers Report - view a list of all customer's balance, their due date, last invoice number, and the contact number.
- Customers Sales Report - select from a list of customers showing each customer's total invoice amount, and the total payment amount.
- Inventory Report - view a list of all inventory items, their unit value, and the total value of your on-hand inventory. The quantities reported in this report may be different to the item sales report, because the item sales report contains the items sold as reported in invoices for a specified period of time, where as the inventory report is a current snapshot of on-hand items quantities available for sale.
- Reconciliation Report - view a list of all accounts, their reconciled amount, during a specified time period.
- VAT Report - view the VAT reclaimed, due, amount to be paid and total income and expenses during a specified time period. (available only if you live in a country that uses VAT)
- Accounts Payable Report - view the accounts payable during a specified time period.
- Payments of Accounts Payable Report - view the payments of accounts payable during a specified time period.

- Consolidated Reports - select a business and choose to view the balance sheet, income statement, or cash flow statement for that company.
- Mileage Reports - select one of three types of mileage reports (generated for a specified time period): a general summary showing the mileage accrual of all vehicles, a detailed mileage report showing each trip for a vehicle, and a customer report showing all the mileage associated with a customer.
- Accounts Receivable Aging Report - view a report for outstanding balances according to the amount of time they have been outstanding. Report can be filtered by customer.
- Budget Report - select a budget and view the differences between the actual and allocated amounts.
- Custom Reports - select this to begin creating customized reports for your business. Please see the [Custom Reports](#) help page for more information on how to use this feature.

## Common Tasks - Preferences

The program options can be accessed by clicking the **Preferences** button on the toolbar. There are several tabs on the Preferences dialog that allow you to configure different program options. To open the Credit Note and Packing Slip dialogs, click their buttons on the Invoice tab. To open the Order dialog, click its button on the Quote tab.

- [~ Business](#)
- [~ Accounting](#)
- [~ Regional](#)
- [~ Sales Tax](#)
- [~ Inventory](#)
- [~ Page Layout](#)
- [~ Page Styles](#)
- [~ Invoice](#)
- [~ Quote](#)
- [~ Sales Order](#)
- [~ Purchase Order](#)
- [~ Credit Note](#)
- [~ Packing Slip](#)
- [~ Receipts](#)
- [~ Checks](#)
- [~ Statements](#)
- [~ Web Access](#)
- [~ Other](#)



# General - CSV Import Wizard: Select CSV for Import

## Select CSV for Import

### CSV Import File

Enter the name of the CSV file containing the import or click the adjacent button to open a file browsing dialog.

A CSV (Comma-Separated Value) file contains data entries separated by a comma. Many spreadsheet applications allow the user to save entered data in the CSV format.

# General - CSV Import Wizard: Match Data Fields

## Match Data Fields

This page of the wizard provides a means of associating the headers in your CSV file with the fields supported by Express Accounts Accounting Software.

To assign a header to a specific field, click on the cell adjacent to the field. A list of unassigned headers will display, from which you may select the header you wish to assign.

# General - CSV Import Wizard: CSV Import Results

## CSV Import Results

The results page shows how many items were successfully imported, how many rows failed to produce an import, as well as all relevant errors generated during the import.

# Advanced - Application Integration with Inventoria

Use this help page to troubleshoot the most common problems when attempting to synchronize items or quantities with Inventoria.

## **Unable to connect to [host name] through port [port number].**

Express Accounts was unsuccessful in its attempt to connect to the server program. Confirm that the server program is running and has Web Access enabled. Verify that the host name entered into Express Accounts is the correct host name or IP address of the computer which is running the server and that the port number entered into Express Accounts matches the port number through which the server accepts web connections.

## **Connection rejected -- LinkSync not enabled by [program name].**

The synchronization behavior is not enabled by any business in the server program. Complete the setup process for Application Synchronization in the Preferences dialog of the server program.

## **Connection rejected -- invalid authorization key.**

The authorization key entered into this instance of Express Accounts does not match that of the server. The authorization key is case sensitive and must exactly match the authorization key entered into the server program.

## **Quantity change failed -- invalid location name: [location name].**

Express Accounts is attempting to update quantities for an item at a location that does not exist in the server Inventoria program. The location name entered into Express Accounts is not case sensitive but must otherwise match the name of one location in the server Inventoria.

## **Quantity change failed -- invalid item name: [item name].**

Express Accounts is attempting to update quantities for an item that does not exist in the server Inventoria program. The most likely cause of this error is that the item was created locally or deleted from the server Inventoria after the most recent item synchronization.

## Advanced - Multiple Businesses

Express Accounts will keep accounting records for multiple businesses with a single installation. To create a new business, click the **Accounts** menu and select **Multiple Businesses**, then click **Add**. The Startup Wizard will run, where you enter the basic details of the new business.

To toggle between different businesses, click the **Accounts** menu and select **Multiple Businesses**, highlight the business you want to view and click the **Select** button. The other business will be loaded into Express Accounts.

To quickly see which account you are viewing, look at the Title bar in the upper left of the Express Accounts main window, and the business name will be displayed in brackets.

## Advanced - Multiple Currencies

Express Accounts handles a business dealing with multiple currencies as a different business for each currency. For example you could create one "business" called YourCompany - USD and another YourCompany - Euro. Each could handle sales tax, VAT separately and you can print reports entirely separately for the US dollar account or the EURO account. Each account must be set up separately with its own customers, contact details etc.

To add a new currency to the business: from the **Accounts** menu select **Multiple Businesses**,

**Add.** The Startup Wizard will run. It is recommended you name the new business currency something logical like YourCompany - Australian Dollar. Remember, treat it as an entirely new business.

Assign appropriate tax rates and currency notation in the **Preferences** settings on the **Tax** and **Regional** tabs. See the [Preferences ~ Tax](#) and [Preferences ~ Regional](#) help topics in this manual for more details.

# Advanced - Mail Merge

Mail Merge is a powerful tool that is included in most new word processing applications. When understood and used effectively it can cut down the time taken to do bulk tasks, like sending letters to customers, exponentially. This section of the help is not just limited to exports from Invoice either, if you take the time to read and experiment with what's said on this page you can set up Mail Merge with other applications increasing productivity even more. To make things easier read the instructions entirely before following them step by step.

Mail Merge is a 6 step process:

1. Create a data file.
2. Connect the file to a document.
3. Write the document you want to bulk send.
4. Insert 'place holders' in the document that correspond to parts of the data file.
5. Select which entries in the data file are to fill the 'place holders'.
6. Merge the data file and the document

If some (or all) of that doesn't make sense now don't worry, everything is detailed step by step below using Invoice and Microsoft Office Word 2007 and Invoice and Open Office 2.2 Writer as examples. Just keep in mind as you are reading that any program that advertises a mail merge feature will need to have ways of doing the above steps, all you have to do is figure out which buttons to press to do them (and if it's not immediately obvious then you may want to consider using another program!).

## Step 1: Create a data file

The point of this step is to create a file that is able to be 'understood' by whatever program is doing the merge. Nearly all programs that can mail merge (including Microsoft Word and Open Office Writer) are able to 'understand' a file type called 'CSV' so when we want to create a data file from within Invoice, Invoice automatically 'exports' the file as 'CSV'. There are two different possibilities for CSV files within Invoice:

- Customer details
- Reports

In our example we'll export the customer details to a CSV file. Follow similar steps to those found below to export a Report, just select 'Save as CSV' from the file menu of the report screen.

1. Go to view then select Customers from the main menu (or you could press Command+C)
2. Select the customers who you wish to export the data from (hold down Command and click to select multiple customers)
3. Go to Customer in the menu and select Export Data for Mail Merge
4. Navigate to the folder you want the file to be in and type a name for the file, then click Save. Make sure you remember or write down where you have saved the file as you'll need to know this later.
5. A box should pop up saying whether the export has been successful or not. Read it and click OK.

Congratulations! You've just exported the file, which now contains all the following data for the customers you selected:

- The customer's name
- The contact person
- The contact person's first name
- The first 4 lines of their address
- The customer's fax number
- The sales person who dealt with that customer

## Step 2: Connect the file to a document

This step connects the data file and the document together ready to be 'merged'. Instructions on how to do this for Microsoft Office Word 2007 and Open Office 2.2 Writer are below.

#### Microsoft Office Word 2007

1. Start Word.
2. Click on the tab at the top of window that says 'Mailings'.
3. Click 'Select Recipients' in the Mailing tab, then scroll down and select 'Use Existing List...'
4. Navigate to the folder where you exported the CSV file, select it and click Open.

#### Open Office 2.2 Writer

1. Start Writer.
2. Go to File then New then select Spreadsheet.
3. In the spreadsheet window open the CSV file.
4. Go to File then Save As, from the drop down box select the dBASE format and click Save.
5. Close the Spreadsheet program.
6. Back in Writer go to File then New then select Database.
7. In the box that pops up select 'Connect to an existing database' then from the drop down menu select dBASE and click Next.
8. Click on Browse and find the folder where you saved the dBASE file in the Spreadsheet program. Select it and click OK then click Next.
9. Make sure that 'Yes, register the database for me' is selected and both of the checkboxes are NOT selected. Click Finish and save this file where you saved the dBASE file.
10. Finally go to View and click 'Data Sources' if your file isn't there then right click on the left window go to 'Registered databases...' select your file and click ok.

#### **Step 3: Write the document**

This is pretty self explanatory. The only difference is that whenever you want to write something that would be contained in the data file you just connected, leave a space. If you feel confident, you can combine this step with next one inserting place holders as you go to save you having to come back later.

Tip: Make sure you put spaces where they are needed around the place holders, they're not put in for you e.g. Dear < < Customer\_Name> > , merges to -> Dear Bob, where as Dear< < Customer\_Name> > , merges to -> DearBob,

#### **Step 4: Insert place holders**

This step is to tell the program where to put different parts of the data file. To do this you insert place holders in the place of where you would normally manually type the data. When you eventually merge, these place holders will be replaced with data from the data file.

#### Microsoft Office Word 2007

1. Click the part of the document where you want to insert the place holder.
2. Click 'Insert Merge Field' in the Mailing tab, then scroll down and select the place holder you want to insert.

#### Open Office 2.2 Writer

1. Click the plus next to your database in the view data source window.
2. Click the plus next to the Tables icon.
3. Double click on the table that is listed.
4. In the window to the right you should see all the data contained in the file organized into columns. Click and drag the column names into the document where you want the place holders.

#### **Step 5: Select parts of the data file**

#### Microsoft Office Word 2007

1. Click 'Edit Recipient List' in the Mailing tab.
2. Check or uncheck the appropriate boxes that correspond to the data you want to insert.

#### Open Office 2.2 Writer



1. Click the 'Mail Merge' button from the data sources toolbar.
2. Go to Step 6, you can click the left and right arrows to preview what the finished document will look like, if there is a particular part of the file you don't want included then preview it and check the box 'Exclude this recipient'.

### **Step 6: Merge**

#### Microsoft Office Word 2007

1. Click 'Finish & Merge' in the Mailing tab, scroll down and select 'Edit Individual Documents...'
2. Select 'All' and click OK
3. A new document will pop up with all the merging taken care of! Make sure you save, print, email or do whatever you wanted to do with the document before closing it.

#### Open Office 2.2 Writer

1. Still in the mail merge wizard having completed Step 6 go to Step 8.
2. This will open the merged document, from here you are presented with several options. Each is pretty self explanatory.

## Advanced - Data Backup

It is essential to back up your Express Accounts data often in the event that you lose data. Express Accounts gives you several options for backing up your data, and makes it easy to restore your data when you need it.

To back up data, click the **Accounts** menu and select **Back Up Data**. Select a method for backup depending on how you would like to access the data later on.

### **Restore Backup Data**

To restore data, click the **Accounts** tab and select **Restore Data**.

**Restore scheduled backup:** Can be set to restore backup data from a particular date. Scheduled to run at the same time every day.

**Restore manual backup:** To restore data manually, browse to the location of your backup file. Confirm you want to restore by clicking OK.

See also:

- [Backup Data](#) in the Screen References section

# Preferences - Preferences ~ Business

The Business section is where you enter details about your business or company that appear on invoices, quotes, orders, reports and other documents. To open the Business section, click the **Preferences** icon on the toolbar and select the **Business** item on the left (selected by default).

## Business Type

Select the radio button which best describes your business. This only affects the headings on invoices, these headings can be changed later either by choosing the business type in the **Business** section in **Preferences** or by changing the text for the individual headings under **Invoice Text** in the **Invoice** section in **Preferences**.

## Business Name

Enter the official name of the business (e.g., Acme Corporation, Inc).

## Registered Number

In many countries, each business has an official number which must be displayed on the invoice. Please enter it here.

## Address

Enter the address of your business as you want it to be printed on the invoice.

## Contact Details

Enter the contact details you want on the invoice. For example, phone, fax and email address.

## Logo Image File

To add your logo to invoices, statements and other reports, you can select the file path to a jpg/bmp/gif/png image.

## Configure Multiple Businesses...

Express Accounts can keep accounting records for multiple businesses with a single installation. Click this button to add, select or edit businesses. This feature can also be used to support multiple currencies by allowing a new business to handle a new currency type.

# Preferences - Preferences ~ Accounting

## Fiscal Year End

This is the end of the financial year for the company for accounting and taxation reasons.

### Prohibit transactions being entered beyond 1 year in the future

Check this box to prohibit transactions being entered beyond 1 year in the future.

### Include \$0.00 balances in reports

Tick this option to include \$0.00 balances in reports.

## Negative Amounts

### Use parentheses '(' and ')'

Tick this option to use parentheses '(' and ')' to designate negative amounts in reports.

### Use minus '-' as the prefix

Tick this option to use minus '-' sign as the prefix to designate negative amounts in reports.

## Numbering

This list is used to define the prefix and item number for various entries to uniquely identify them. Note that the prefixes are optional.

### Invoices

The current Invoice prefix and Invoice number are displayed. You can change either to suit your needs. The number will increment by one each time an invoice is entered.

### Quotes

The current Quote prefix and Quote number are displayed. You can change either to suit your needs. The number will increment by one each time a quote is entered.

### Sales Orders

The current Sales Order prefix and Sales Order number are displayed. You can change either to suit your needs. The number will increment by one each time a sales order is entered.

### Purchase Orders

The current Purchase Order prefix and Purchase Order number are displayed. You can change either to suit your needs. The number will increment by one each time a purchase order is entered.

### Credit Notes

The current Credit Notes prefix and Credit Notes number are displayed. You can change either to suit your needs. The number will increment by one each time a credit note is entered.

### Receipts

The current Receipt prefix and Receipt number are displayed. You can change either to suit your needs. The number will increment by one each time a receipt is created.

### Checks

The current Check prefix and Check number are displayed. You can change either to suit your needs. The number will increment by one each time a check is entered.

### Payments made

The current Payments made prefix and Payment Number are displayed. You can change either to suit your needs. The number will increment by one each time a payment is entered.

### Payments received

The current Payments received prefix and Payments received Number are displayed. You can change either to suit your needs. The number will increment by one each time a payment is created.

### Sales

The current Sales prefix and Reference Number are displayed. You can change either to suit your needs. The number will increment by one each time a sale is entered.

**Purchases**

The current Purchases prefix and Receipt Number are displayed. You can change either to suit your needs. The number will increment by one each time a purchase is entered.

**Journals**

The current Journal prefix and Journal Number are displayed. You can change either to suit your needs. The number will increment by one each time a general journal entry is made.

**Chart of Accounts****Edit Chart of Accounts...**

Click this button to manage your chart of accounts, and edit the various properties.

**Link Default Accounts...**

Click this button to link default accounts to various types of transaction entries.

## Preferences - Preferences ~ Regional

The Regional tab of the Preferences dialog is where settings specific to your region are set. Some default settings are set automatically according to the location entered for the business in the startup wizard. To open the Regional tab, click the **Preferences** icon on the toolbar and click the **Regional** tab.

### **Country**

This is the country of your business.

### **Currency Symbol**

This is the symbol used for money in your country, such as \$.

### **Currency Name**

This is the name used for money in your country. For example, Dollars or Pounds.

### **Currency subunit**

This is the name used for the money subunit in your country. For example, Cents or Pence.

### **Currency Order**

Use this option to select if the currency symbol is before the number (e.g., \$10.00) or after the number (e.g., 10.00\$).

### **Currency Digits**

Use this option to set the number of digits after the decimal point. It can be set to zero, one, two or three.

### **Decimal Symbol**

This is the symbol used for the decimal point; usually a dot everywhere but in Europe, where a comma is used.

### **Thousands Symbol**

This is the symbol used to separate thousands; usually a comma.

### **Printed Date Format**

This is the date format used for printing or pdf generation.

# Preferences - Preferences ~ Sales Tax

The Sales Tax page of the Preferences dialog is used to configure any sales tax, GST or VAT rates that are applied to items. Some default taxes are set automatically according to the location entered for the business in the startup wizard. To open the Sales Tax page, click the **Preferences** icon on the toolbar and click the **Sales Tax** link.

## **Tax Rates**

### **Add**

Click the Add button to add a new tax rate to the list. This action will open the Tax Rate dialog where you will enter information about the new tax rate.

### **Edit**

Click the Edit button to edit the details of the tax rate selected in the list.

### **Delete**

Click the Delete button to delete the tax rate selected in the list.

## **Reset Tax Rates**

Click the Reset Tax Rates button to reset all the the tax rates in your list.

## **Items have this tax rate by default**

Any new item will have this rate selected by default.

## **Item prices are tax inclusive (presumed to already include tax)**

If this is ticked, all items subject to tax will be priced and displayed as being tax inclusive.

## **By default new customers are tax exempt**

If ticked, any new customer will be marked as tax exempt (so no sales tax will be applied). Use this if you mainly export.

## **Display combined tax rates separately**

When this option is enabled, Express Accounts will display the sub tax rates separately instead of the combined tax name.

## **Show sales tax rate as column on invoice**

Select this option if you would like to display the sales tax in percentage and/or name in the item rows.

### **Show sales tax rate percent (e.g., 8.90 %)**

Select this option if you would like to display the sales tax in percentage in the item rows.

### **Show sales tax name (e.g., GST)**

Select this option if you would like to display the sales tax name in the item rows.

### **Show sales tax amount as a column on invoice (e.g., \$9.56)**

Select this option if you would like to display the sales tax amount in the item rows.

## **Track sales tax paid**

When this option is enabled, Express Accounts will allow tracking of any taxes you pay for when entering purchases from suppliers. This option is primarily used in countries where input tax credits can be reclaimed.

## **VAT Reporting period (available for users in the United Kingdom only)**

Use this option to set your VAT Reporting period. Currently supported are monthly reporting and quarterly reporting.

### **I report my VAT monthly**

Select this option if your business reports VAT monthly.

### **I report my VAT quarterly**

Select this option if your business reports VAT quarterly.

### **Start months of VAT period**

Select the starting months of your quarterly VAT reporting periods.

## Preferences - Preferences ~ Inventory

If you use NCH Software's inventory program, Inventoria, you can synchronize data about stock quantities between Inventoria and Express Invoice.

### **Show warning for items that aren't in stock**

Check this box to show a warning during Invoice/Sales Order creation if invoiced/ordered items aren't in stock.

### **Inventoria Synchronization Settings**

#### **Allow Express Accounts to synchronize with Inventoria**

Check this option to permit Express Accounts to connect remotely with Inventoria for downloading current item data and uploading quantity changes.

#### **Access Authentication Code (match it to server program):**

Enter the code that Express Accounts will use to connect to a server Inventoria program.

#### **IP Address of server program (not including 'http://'):**

Enter the address or IP of the server program to which Express Accounts should connect.

#### **Port number used by server program:**

Enter the port number used by the server program to accept web connections. Inventoria has a default port number of 1097.

#### **Location name for this business profile:**

Select or enter the name of the location in the server Inventoria which corresponds to the current business profile in Express Accounts.

#### **Retrieve Locations**

Use this button to request a list of locations existing in the server Inventoria.

#### **Update Now**

Use this button to immediately perform an item synchronization using the current settings. Note this will import all items from the server Inventoria, but it will only update the quantities from items at the selected location.



# Preferences - Preferences ~ Page Layout

The Page Layout page of the Preferences dialog is used to specify how your printed pages will be laid out, including paper size, margins, and if you want to set the placement of the Bill-to and Ship-to addresses for windowed envelopes.

## Paper Size

Select the paper size you will be printing your invoices, reports and statements on from the drop menu. It is also the paper size used for pdf generation.

## Logo Height

The logo height field determines the size of your logo when it is printed. The logo will be enlarged or reduced according to the height entered while still maintaining the correct aspect ratio.

Please be aware that overly large logos may be overprinted with the header text.

## Margins

Set the margins for all reports, invoices, orders and quotes here by entering new margins for the top/bottom and the sides.

## Windowed Envelopes

This section of the layout page allows you to customize the positioning of the Bill-to and Ship-to addresses, and the company info block, to align with windowed envelopes.

### Enable Address Positioning

When this option is checked, the billing and shipping addresses will be offset to the default settings shown in the boxes below. **Please note** that enabling this feature may create conflicts with the positioning of other elements on your invoice. Check the Page Styles page and preview your template or page styles to make sure no overlap occurs between different text elements.

### Bill-to and Ship-to Address Offset

When the Enable Address Positioning option is enabled, you can adjust the position of the Bill-to and Ship-to address. Enter values for how far the address should be from the top and left edges of the envelope when the invoice is folded.

### Enable Company Info Positioning

When this option is checked, the company info block will be offset to the default settings shown in the boxes below. **Please note** that enabling this feature may create conflicts with the positioning of other elements on your invoice. Check the Page Styles page and preview your template or page styles to make sure no overlap occurs between different text elements.

### Company Info Address Offset

When the Enable Company Info Positioning option is enabled, you can adjust the position of the company info block. Enter values for how far the company info should be from the top and left edges of the envelope when the invoice is folded.

# Preferences - Preferences ~ Page Styles

The Page Styles page of the Preferences dialog is where you can create or select a page style that suits your business. Use this page to add decorative elements such as borders, lines and color to your invoice, as well as adjust the font settings and move text elements around the page to create the invoice look you need.

## Select a Template

Select a **Template** from the template thumbnails to set the pre-styled decorative elements.

Express Accounts provides the following page style options:

- **Default** This is a simple black and white template without extra design elements.
- **Custom** Select this option to create your own page style from scratch. When you select this option, the last saved custom invoice options you set will appear in the settings.
- **Pre-styled List** The list of pre-styled invoices, including Blue Trim, Blue Velvet, Citrus Splash, etc., allow you to select an invoice that is already configured with a colorful, professional look. It is possible to customize a pre-styled invoice by selecting the template from the list, then making any necessary changes to the settings.

## Preview Template

Click the Preview Template button to save your current settings and view your template. Any change you make to the page style can be viewed by clicking this button.

## Customize Template

### Borders

The borders section allows you to place a border around your entire invoice, or to add lines to distinguish the upper and lower sections of your invoice.

**None** This option does not create a border.

**Border** The options here allow you to apply borders with thick or thin lines, single or double, in either of the colors you selected in the above Colors section.

**Header and Footer** The Header and Footer options allow you to style the top and bottom of your invoice separately if you do not want a border around the entire invoice. The selections for Header and Footer allow you to apply thick or thin lines, single or double, in either of the colors you selected in the above Colors section.

### Header style appears above all text

Check this option if you want the lines in the header to appear above any text on the top line of the invoice. When it is unchecked, the top line will be in line with the top text of the invoice, which gives another design option.

### Text

The text attributes section is where you can specify how you want text to appear on the invoice. The attributes that you can change include the font, font size, font style, color, and alignment. See the topic for [Text Attributes](#) in this manual for more information on each text option.

### Use global text attributes

Select this option if you want to apply the same text style to the entire invoice.

### Set styles for each text section

Select this option to apply different text options to individual text sections. The sections are:

- **Invoice Title** - This is the Invoice title that appears at the top of the invoice, if you select to show the title.
- **Company Name** - Adjusting the attributes for the company name affects only how your company name appears, not the company address and contact information, which is part of the "All Other Text" section below.

- **Heading Text** - This adjusts heading text such as the Bill to and Ship to labels, and the column headings in the items table.
- **All Other Text** - This adjusts the text in the invoice details, company address and contact information, and billing and shipping addresses.

## Accents

The text block accents section is where you can add a border, color block, or lines around specific areas of text on your invoice.

### Use global text block accents

Selecting this option will apply the same text accents to each text section on the invoice.

### Set accents for each text block

Select this option to apply different accents to individual text blocks. The sections are:

- **Invoice Title** - This is the Invoice title that appears at the top of the invoice.
- **Invoice Details** - This is the block of text that describes the due date, salesperson, invoice number, etc.,
- **Company Info** - This text block includes the Company heading, address and contact details. Check the **Link Company Logo to this text block** option to ensure your company logo always appears to the left of this text block.
- **Bill To and Ship To** - the billing and shipping addresses.
- **Item Table Heading** - this is the heading of each column on the items table.
- **Remittance Slip** - refers to the remittance slip at the bottom of the invoice, when this option is turned on from the [Preferences ~ Invoice Content](#) page.

## Positioning

The header block positioning section allows you to place blocks of text in specific areas around the top of the invoice print-outs. You see a grid structure of pull-down menus on the screen, which visually represents the rough placement of the selected block of text. For example, to make your company information appear in the upper right corner, you would select **Company Info** from the top right drop menu.

## Colors

### Color #1 and Color #2

Click one of the color buttons to change the color scheme for the invoice. Many of the style settings refer to the colors selected here.

When the Color dialog opens, select from one of the basic colors, or for more advanced options, click the **Define Custom Colors** button. In the expanded area, you can either select from an expansive color palette, or enter an RGB code. When you have chosen your custom color, click the **Add to Custom Colors** button and click **OK** to apply the color selection to the invoice.

## Items List

### Shade every other line on the item list

Check this box if you would like every other line in the invoice list to be shaded, providing for increased readability when multiple items are present in the list.

# Preferences - Preferences ~ Invoice

The Invoice Content page of the Preferences dialog is where you specify the content that appears on your invoice, and includes the option to customize different labels, such as column headings and other titles used on the invoice.

## Invoice, Quote and Order Options

### Show Item column

Enable this checkbox to view the Item Code column.

### Show Discount column

Select this option to display the Discount column on 'Create New Invoices, Orders, and Quotes' windows.

### Print salesperson name

Enable this checkbox to print the salesperson on invoices, quotes and orders.

### Hide Bill To and Ship To labels

Enable this checkbox to hide Bill To and Ship To labels.

### Replace %TEXT% in comments

It is sometimes useful to print the Record number/Record total amount/Customer name in the foot or note comments. To do this enter in the foot/note comments with the word NUMBER, AMT, CUSTOMER, SUPPLIER circumfixed with percentages, i.e., %NUMBER% that way whenever a record is issued the %NUMBER% will be replace with the actual record number (%AMT% for total record amount, %CUSTOMER% with record's customer name, and %SUPPLIER% with record's supplier name [applicable for Bills and Purchase Orders only]).

## Invoice Options

### Print due date

Enable this checkbox to print the due date on invoices.

### Add 'Paid' text on invoices that have been paid

Enable this checkbox if you want to place a 'Paid' text at the top of paid Invoices printout.

### Add 'Overdue' text to invoices that are overdue

Enable this checkbox if you want to place an 'Overdue' text at the top of Invoices that are overdue.

### Add 'Copy' text to invoices that are re-printed

Enable this checkbox if you want to place the word 'Copy' at the top of Invoices that have already been printed.

### Include remittance slip at the bottom of the invoice

Enable this checkbox if you want to include the remittance slip at the bottom of the invoice.

## Invoice Text Items

This is the text that will be printed on invoices, such as headings, titles and labels. Select a title or heading from the drop menu, then alter the text for that item in the field to the right.

## Custom Fields

Custom Fields may be added to both the top and bottom sections of the printed Invoices. This will allow you to further customize the layout of your printed Invoices so that you can add in extra information custom to individual Invoices. The fields that you add will appear in the Invoice dialog where you may add in the Invoice specific information to be used for the printed Invoice.

New Custom Fields may be added to the Invoice's top or bottom sections by clicking the **Add** button and selecting the section in the **Top/Bottom** column. The Custom Field name will be used as the field label in both the Invoice dialog and the printed Invoices.

Selected Custom Fields may be deleted by clicking the **Delete** button.

## Note and Foot Comments

**Text**

Text entered here will appear at the bottom of the invoice printout or pdf.

**Alignment / Font Size**

Choose an alignment (Left, Right, Center) and a font size (Normal or Small) for the Note comment.

**Preview Invoice**

Click the Preview Invoice button to save your current settings and view your invoice template.

## Preferences - Preferences ~ Quote

The Quote tab of the Preferences page is used to set the standard text that appears on printed quotes. You can preview any changes you make by clicking **Preview Quote** at the bottom of the Quote tab dialog.

### **Quote Text Items**

This is the text that will be printed on quotes. Select a title or heading from the drop menu, then alter the text for that item in the field to the right.

### **Note and Foot Comments**

Text entered here will appear at the bottom of the quote printout or pdf. Choose an alignment and font size for the text. The foot comment will appear beneath any note comment.

### **Preview Quote**

Click this button to save your settings and preview what the quote will look like.

## Preferences - Preferences ~ Sales Order

The Sales Order tab is where the standard text that appears on sales orders can be configured to meet your business needs. You can preview any changes you make by clicking the **Preview Sales Order** button at the bottom of the Sales Order dialog. To open the Sales Order dialog, click the **Preferences** icon on the toolbar, and click the **Sales Order** tab.

### **Order Text Items**

This is the text that will be printed on sales order. Select a title or heading from the drop menu, then alter the text for that item in the field to the right.

### **Note and Foot Comments**

Text entered here will appear at the bottom of the order printout or pdf. Choose an alignment and font size for the text. The foot comment will appear beneath any note comment.

### **Preview Sales Order**

Click this button to save your settings and preview what the sales order will look like.

## Preferences - Preferences ~ Purchase Order

The Purchase Order Preferences dialog is where the standard text that appears on purchase orders can be configured to meet your business needs. You can preview any changes you make by clicking the **Preview Purchase Order** button at the bottom of the Purchase Order Preferences dialog. To open the dialog, click the **Preferences** icon on the toolbar, and click the **Purchase Order** tab.

### Order Text Items

This is the text that will be printed on purchase order. Select a title or heading from the drop menu, then alter the text for that item in the field to the right.

### Note and Foot Comments

Text entered here will appear at the bottom of the order printout or pdf. Choose an alignment and font size for the text. The foot comment will appear beneath any note comment.

### Preview Purchase Order

Click this button to save your settings and preview what the purchase order will look like.



## Preferences - Preferences ~ Credit Note

The Credit Note page is where the standard text that appears on orders can be configured to meet your business needs. You can preview any changes you make by clicking the **Preview Credit Note** button at the bottom of the Credit Note dialog. To open the Credit Note dialog, click the **Preferences** icon on the toolbar, and click the **Credit note** tab.

### **Accounts Receivable**

Select the account that credit notes should be linked to.

### **Credit Note text items**

Select the text type from the drop menu and type your custom text into the field to the right.

### **Note and Foot Comments**

Text entered here will appear at the bottom of the credit note printout. The foot comment appears below the note comment. Choose an alignment and font size for the text of each comment type.

### **Preview Credit Note**

Click this button to save your settings and preview what the credit note will look like.

## Preferences - Preferences ~ Packing Slip

The Packing Slip dialog is used to set the standard text that appears on printed packing slip. You can preview any changes you make by clicking Preview Packing Slip at the bottom of the Packing Slip dialog. To find the Packing Slip dialog, open the Preferences dialog, and click the link in the left sidebar of the window under Page Layout.

### **Packing Slip Text**

#### **Packing slip title**

Enter your custom text for Packing Slip Title to be displayed on the printouts and pdf.

#### **Note and Foot Comments**

Text entered here will appear at the bottom of the packing slip printout or pdf. Choose an alignment and font size for the text. The foot comment will appear beneath any note comment.

### **Preview Packing Slip**

Click this button to save your settings and preview what the packing slip will look like. Note that packing slips do not have the same style applied to them as invoices.

# Preferences - Preferences ~ Receipt

The Receipt tab of the Preferences dialog is used to set the text that appears on receipts and the way receipts are laid out.

## **Small Receipts Options**

### **Use small size for printed Receipts**

This option forces receipts to be printed within a width of 3 inches. It is intended for use with continuous receipt paper rolls.

### **Logo height**

The logo height field determines the size of your logo when it is printed. The logo will be enlarged or reduced according to the height entered while still maintaining the correct aspect ratio up to the point where the logo will exceed 1/3 of the width of the receipt at which time the logo's width will not be increased even though the height still is.

A logo jpg file must be specified on the Company tab of Options to appear on the receipt.

### **Margins (in.)**

Set the margins for small receipts by entering values for the top/bottom and the sides.

### **Receipt Text Items**

This is the text that will be printed on receipts. Select a title or heading from the drop menu, then alter the text for that item in the field to the right.

### **Note and Foot Comments**

Text entered here will appear at the bottom of the receipt printout or pdf. Choose an alignment and font size for the text. The foot comment will appear beneath any note comment.

### **Preview Receipt**

Click this button to save your settings and preview what the receipt will look like.

# Preferences - Preferences ~ Check

The Check Options page provides options for configuring the appearance of checks. The positions entered here are measured in inches and are relative to the entire size of the page. If "Print Voucher" is selected, instead the positions are assumed to be relative to the portion of the page the check will be printed on.

To open this dialog, click the **Preferences** icon in the toolbar, and click the **Check** tab.

## **Text Placement (in.)**

### **Date Position**

The date position on the check, to align with the preprinted check by adjusting the positioning from the default position, in inches.

### **Supplier Name Position**

The supplier's name position on the check, to align with the preprinted check by adjusting the positioning from the default position, in inches.

### **Supplier Address Position**

The supplier's address position on the check, to align with the preprinted check by adjusting the positioning from the default position, in inches.

### **Amount Position**

The amount position on the check, to align with the preprinted check by adjusting the positioning from the default position, in inches.

### **Spelled Amount Position**

The spelled amount position on the check, to align with the preprinted check by adjusting the positioning from the default position, in inches.

### **Note Position**

The notes position on the check, to align with the preprinted check by adjusting the positioning from the default position, in inches.

### **Company Logo**

The position of your company logo, to align with the preprinted check by adjusting the positioning from the default position, in inches.

### **Company Name and Address**

The position of your company's name and address, to align with the preprinted check by adjusting the positioning from the default position, in inches.

## **Display Check Fields**

### **Show supplier's address**

Select this to show the supplier's address on the check.

### **Show currency symbol**

Select this to show the currency symbol if it is not already printed on your checks.

### **Show notes**

Select this to show notes on the check.

### **Show currency name**

Select this to show the currency name if it is not already printed on your checks.

### **Spell cents in words**

Select this to translate the cents to words.

### **Show company logo**

Select this to print your company's logo on the check.

### **Show company name and address**

Select this to print your company's name and address on the check.

### **Print Voucher**

Select this to print vouchers along with the check. Vouchers are a copy of the check along with a list of each transaction the check is paying for. These transactions are referenced either by purchase orders linked with the check, or by any manually entered reference numbers.

**Check with one voucher or Check with two vouchers**

These options split the check into equally sized portions (either one-half or one-third of the page), prints the check based on its selected position, and prints the vouchers on the remaining portions of the page.

**Check on top, Check in middle, Check on bottom**

Select which portion of the page the check should be printed on. Note that it cannot be printed in the middle when "Check with one voucher" is selected.

**Preview Check**

Click this button to save your settings and preview what the check will look like.

## Preferences - Preferences ~ Statements

The Statement dialog is used to set the text that appears on Customer and Supplier Statements, and the way some texts are laid out. You can preview any changes you make by clicking Preview Statement at the bottom of the Statement dialog. To access the Statements Options dialog, click the **Preferences** icon on the toolbar, and click the **Statements** tab.

### **Automatic Statements**

Customer statements can be automatically printed or sent at the end of each month. The statements can be sent to customers who have any amount due or customers who are overdue, depending on the option you select.

#### **Send monthly statements**

Customer statements can be automatically printed or sent at the end of each month. The statements can be sent to customers who have any amount due or customers who are overdue, depending on the option you select.

#### **Ignore amounts under**

This option helps avoid sending statements to customers who owe just a few dollars.

#### **Statement Text Items**

This is the text that will be printed on statements. Select a title or heading from the drop menu, then alter the text for that item in the field to the right.

#### **Comment**

Text entered here will appear at the bottom of the statement printout. Choose an alignment and font size for the text.

#### **Preview Statement**

Click this button to save your settings and preview what the statement will look like.

# Preferences - Preferences ~ Other

The Other tab of the Preferences dialog is where various general settings can be configured, including email and fax settings, csv format settings, user access settings and more.

## **Send Settings**

### **Email Settings**

Please refer to [Knowledge Base Articles - Problems when sending email using our software](#)

### **Fax Settings**

Click the Fax Settings button to set up or view the fax gateway. An electronic gateway needs to be configured before you will be able to send faxes within Express Accounts. For more information and a list of recommended gateways, refer to <http://www.nch.com.au/fax/services.html>.

### **Show financial summaries on the main window**

Check this option to display the summary of the income and account revenues on the bottom of the main window.

## **CSV Format Settings**

### **Save csv files in UTF8 character encoding**

Check this option to save csv files in utf8 character encoding.

### **Save as csv for Excel**

Check this option to save csv files that can be opened by Windows programs such as Excel, WordPad, etc...

### **User Access Settings**

#### **Only allow administrators and specific user(s) to run Express Accounts**

Enable this checkbox to specify users and administrators that can run Express Accounts.

#### **Allowed user(s):**

List specific users that can run Express Accounts (e.g. user1,user2).

## Preferences - Preferences ~ Web Access

The Web Access tab of the Preferences dialog lets you configure settings for the Express Accounts Web Interface. The web interface works by having Express Accounts run as a mini web server.

To set up the web interface, you must first make sure the server is online. Bring it online by selecting either of the following checkboxes:

- Allow access to Express Accounts on the local network
- Allow access to Express Accounts from the internet (Cloud Access)

Next, specify a username and password to use as your logon details (this is done from the Web Access tab of the Preferences dialog). Next, specify what port on which you would like the web interface to run by clicking the **Configure** button next to Local Network and Public Network links. The default port is 96, and we recommend that if you change it then you do not use port 80, because that port is often used by other web servers.

To access the web interface from the Express Accounts computer, the easiest way is just to click on one of the hyperlinks shown in the dialog window - both links point to the same URL. Alternatively, type "http://localhost:[port]" into your web browser, where "[port]" is the port number you specified in the dialog. If you want to access the web interface from elsewhere on your LAN, or from the Internet, use the following formatting when typing the URL into your web browser:

- http://computername:port e.g., http://mycomputer:96 (for use on a Local Area Network)
- http://privateip:port e.g., http://192.168.0.1:96 (for use on a Local Area Network)
- http://publicip:port e.g., http://212.137.22.14:96 (for Internet use)
- http://domainname:port e.g., http://axon.mycompany.com:96 (advanced option - only use if you have a domain name set up for your IP address)

You need to make sure your firewall is not blocking the port number you have specified. Refer to your firewall settings to check the correct UDP port is opened.

Speak to your network administrator about any networking problems you have. They can usually fix routing or firewall problems. You can also refer to

<http://www.nch.com.au/kb/10046.html> for more information on networking problems and solutions.



# Web Access - Introduction to the Web Access Feature

The web interface, or the web access feature, can be accessed online from any location, including any computer or mobile device with internet access. Using this feature is helpful for business that need to give multiple users access to the same data, or for businesses that need to update accounts and inventory, or invoice while on the road.

Setting up web access requires configuring one computer to allow access to the account information, and setting up a web account for each user who will be accessing Express Accounts. The following help topics in the Web Access section of this manual will guide you through the process. There are also video tutorials provided by NCH that demonstrate how to set up this feature, as well as how to troubleshoot any problems you may have connecting.

# Web Access - Setting up Web Accounts

Each person who has access to Express Accounts can be given a different level of User Privileges. The levels are:

- *Administrator* - has access to all businesses, can manage passwords for all users, can create and edit account and inventory data through the web interface, and can view reports.
- *User* - has access only to assigned businesses, can create and edit account and inventory data, and can view reports.
- *Viewer* - has access only to assigned businesses, can only view account and inventory data, and can view reports.

To create a web account, click the **Preferences** icon in the toolbar, and click on the **Web Access** tab. Click the **Add** button to create a new user account. Enter a display name, an email address, and a password for the user. Make sure the **Account Enabled** check box is checked, and then assign the user a User Privilege level, and select which organization(s) the user should have access to. Click **OK** to finish.

See also:

- [User Account](#)

# Web Access - Configuring your Internet Connection for Web Access

To configure your computer for access to Express Accounts, click the **Preferences** icon in the toolbar, and click the **Web Access** tab.

First, click the **Start** button to activate the server so you can access Express Accounts from a browser. The server must always be on ("started") for Web Access to work. You may see messages asking you to click Unblock or Allow if your computer prompts you for access. Make sure you allow this, or Express Accounts will not be available at other computers and devices. Determine if your users will be accessing Express Accounts on a local network (where your computers can connect to each other without an internet connection), or if your users will access Express Accounts remotely using an internet connection.

**For a local network**, create user accounts for each person as described in the [Setting up Web Accounts](#) topic in the Web Access section of this manual, then share the Local Network link in this dialog with the user.

**For a public network**, you must ensure the routing section of this window does not show a red status error. If it does, you will need to resolve the error before Express Accounts will be available from the internet. This most likely will involve forwarding port 98 through your router and firewalls throughout your system. For help doing this, click the link that says **Help to resolve this issue** in the routing section, or see <http://www.nch.com.au/kb/10046.html>. There, you will find a series of tutorials aimed at troubleshooting your connection problems. If the routing status is green, Express Accounts will be available to other users when they paste the **Public Network** access link into a browser and login with their user account details.

See also:

- Web Access Page knowledge base article <http://www.nch.com.au/kb/10233.html>
- Configure Local Network Web Access knowledge base article <http://www.nch.com.au/kb/10234.html>
- Configure Public Network Web Access knowledge base article <http://www.nch.com.au/kb/10235.html>

## Web Access - How to Log On to Web Access

To access the Web Access feature, you can use the links provided on the Web Access tab of the Preferences dialog for **Local Network** or **Public Network**, or click the **Web Access** icon in the toolbar. This will open up a browser window where the user will be prompted to enter their account details to log in. The same links can be used to gain access to the Web Access of Express Accounts from your mobile phone.

See also:

- [Setting up Web Accounts](#)
- [Password Management](#)

# Web Access - Password Management

When a new user is created, their password will not be visible to other users in Express Accounts, and will be displayed as a series of dots. Each user is able to change their password or reset their password

## Change Password

Users can change their password to something more memorable from the web interface by clicking the **Change Password** link from the right sidebar of the web interface. They will be required to enter their old password before a new password will be accepted. If the user cannot remember their old password, they will have to reset their password.

## Reset Password

At the Login screen for Web Access, click the **Forgot your password?** link. An email will be sent to the user with a new password. The user should use the new password to logon to the Web Access feature and update their password to something they can remember.

*Note* In the event the user does not receive an email to reset their password, they will have to have a user with administrator user privileges reset their password for them through the main interface Preferences ~ Web Access or through the Web Access interface by clicking the **Add/Edit Users** link in the right sidebar.

# Web Access - Web Access Interface Reference

The Web Access interface looks much different than the main interface of Express Accounts, but does allow users with Administrator and User privileges to accomplish the same tasks as within the main interface.

## Main Screen

The main screen contains links to any part of Express Accounts you may need to access. To return to this screen from anywhere in the web interface, click the **Main** link in the upper right corner at any time.

The upper right corner of the main screen contains links to log the user off, and to view the help documentation to Express Accounts. All help files refer to the main interface of Express Accounts, but both interfaces use the same labels and terminology. Under those links, Express Accounts displays the user who is currently logged on, and which business the user is currently viewing.

The main area of the web interface is the control panel. It contains links for tasks Express Accounts, including:

- *Invoices* - view, edit, and create invoices and recurring invoices; view and print packing slips
- *Manual journal entry* - create a purchase or receipt transaction and allocate to the appropriate accounts
- *View journal* - view journal by payment, receipt, sales, or purchases according to date; edit entries; export journal to csv
- *Reconcile account* - Reconcile your records to your bank's records; upload bank statement
- *Quotes* - view, edit, and create quotes; turn quotes into sales orders and invoices
- *Sales Orders* - view, edit, and create sales orders and recurring orders; turn sales orders into invoices
- *Purchase Orders* - view, edit, and create sales orders and recurring orders
- *Customer Payments* - view customer payments by date, method, amount, invoice number or payment reference
- *Items* - view, edit, and create items; adjust inventory with purchase and sell icons
- *Customers* - view, edit, and create customers records; view, print, or send customer statements
- *Reports* - view, print, or send any of the reports generated in Express Accounts

The right sidebar, labeled **Actions**, contains quick-access links to the most common tasks used in Express Accounts, including:

- *Create New Invoice* - create a new invoice and save as a draft, record, send, or save as recurring
- *Create New Quote* - create a new quote and save as a draft, record, or send
- *Create New Sales Order* - create a new sales order and save as a draft, record, send, or save as recurring
- *Create New Purchase Order* - create a new purchase order and save as a draft, record, send, or save as recurring
- *Make a Payment* - enter a payment; enter a check and print
- *Receive Money* - enter a receipt
- *View Checks* - enter, view, and edit checks; print checks
- *Add New Item* - enter a new inventory item
- *Add New Customer* - create a new customer record
- *Add/Edit Users* - create new web access user accounts (users with Administrator user privileges only)

- *Adjust Settings and Options* - view and configure program settings (users with Administrator user privileges only)
- *Select Company Profile* - switch to another business
- *Change Password* - enter a new password

# Web Access - Setting Up Web Access

Express Accounts can be set up to run as a mini web server, giving you and your employees access to Express Accounts over the Internet, from any location, as long as the main computer running Express Accounts is left running. Setting up Web Access from your local computer also enables you to assign login information for different employees, giving them varying levels of access to Express Accounts features.

Once Web Access has been set up, you can login to the Express Accounts web interface and use the same features online as you do from the Express Accounts application.

## **Automated start up**

Express Accounts can be set to run automatically when the computer starts. To enable this, tick the "Run Express Accounts automatically on start up" option. If you want to access Express Accounts remotely or over a network using the Web Access feature, you should select this option.

There are many modes of running automatically, which you can select in the pull down list under the "Run Express Accounts automatically when you login" checkbox. The options are:

- Start when any user logs on.
- Start when this user logs on only.
- Start before logon. Show all users' tray.
- Start before logon. Show this user only.
- Start before logon. Do not show icon.

## **Service Settings**

Click the button to view the Service Settings. To learn more about running Express Accounts as a server, see the Service Settings help topic [www.nch.com.au/kb/10049.html](http://www.nch.com.au/kb/10049.html).



## Web Access Screen References - Select Company Profile

This page is where you can toggle between different business profiles.

To create a new business: in the desktop software, click the **Accounts** menu and select **Multiple Businesses**, then click **Add**.

### Select New Company Profile

Click the drop-down menu and then select the business profile you want to use, then click OK.

This will change all the viewable records to those associated with the selected business.

# Web Access Screen References - Supplier

## Additional Info

### **Opening Balance**

Enter the opening balance of the supplier.

### **Balance Due**

This is the current total balance due to the supplier.

### **Oldest Date Due**

This is the date that the last purchase order for the supplier was created.

### **Last Order**

This is the purchase order number for the last order for the supplier.

### **Main Options**

Click this to save any changes and then go back to the main details for the supplier.

### **Save Changes**

Click this to save any changes you have made and then go back to the supplier list.

# Web Access Screen References - Select Invoice Period

After you click the Invoices link from the control panel of the web interface, you will be asked to select a time period of invoices to view.

## **Select Customer**

Select a customer or all customers from the pulldown menu.

## **Select Invoices**

Select a type of invoice to view from the pulldown menu: Recorded, Drafts, or Recurring invoices.

## **Select Period**

Select a period of invoices to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

## **Start Date**

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the invoice range you would like to view.

## **End Date**

Enter an ending date for the invoice range you would like to view.

# Web Access Screen References - Recurring Invoice Schedule

After you click the Save As Recurring button from the invoice dialog of the web interface, you will be asked to select a schedule of the invoice.

## **Start Date**

Select the date when the recurring invoice will start.

## **Interval**

Select the interval of the recurring invoice. Choose from weekly, fortnightly, monthly, bimonthly, quarterly, 6 months, annually, or every 2 years for the interval.

## **Replace the string %period% in any description with dates.**

If you want to have the recurring date in the description, enabling this option will replace the text "%period" to the recurring date.

## **Update the prices of any items which have been changed.**

Enable this option to allow the prices of any items which have been changed.

## **Automatically charge the customer by credit card.**

Enable this option to automatically charge the customer via credit card.

# Web Access Screen References - Chart of Accounts List

Use the Chart of Accounts List to manage your accounts.: the number assigned to an account, the type of account, if it is a header account, and if it is an account open at the bank. The accounts are displayed in a list. To open the Chart of Accounts List, click the View chart of accounts link in the right-side navigation panel of the main page. This feature is not available for users with 'viewer' only privilege.

## **Add New Account**

Click this button to create a new account.

## **Edit**

Click the Edit icon to edit the associated account.

## **Delete**

Click the Delete icon to delete the associated account.

# Web Access Screen References - Invoices List

Use the Invoices List to manage your invoices. To get here, click the Invoices link in the web interface control panel, then select a range of invoices to view based on time period. Here, you will see a list of all the invoices Express Accounts has created.

You can refine the contents of this list by using the tabs at the top of the page to select Recorded, Draft, All, or Recurring invoices. You can use the Period drop menu to filter the listed invoices by date, and the Start and End date pickers can be used to fine tune the date period. The Customer drop menu can also be used to further narrow the invoice selection to a specific customer. Click Update to filter the invoices based on the criteria you selected. Users with viewer-only privileges will be unable to add and delete invoices.

**Add New Invoice** (not available on the Display Recurring tab)

Click this button to create a new invoice.

**Run Selected Invoice** (Display Recurring tab only)

Click the Run Selected Invoice button to generate all currently due invoices for the selected recurring invoice, according to its schedule.

**Edit**

Click the Edit icon to edit the associated invoice.

**PDF**

Allows you to save your Invoice as a .pdf document.

**Print**

This command will open a Print dialog window and allow you to print your Invoice or save it as a .pdf document.

**Packing Slip**

Click the Packing Slip icon to download a packing slip as a PDF for the associated invoice.

**Ship Label**

Click the Ship Label icon to download a shipping label as a PDF for the associated invoice.

**Log**

Click the Log icon to view all activities associated with the associate invoice, such as emailing to customers.

**Edit Schedule**

Click this button to modify the invoice schedule details.

**Apply Payment** (not available on the Display Recurring tab)

Click this button to apply a payment.

**Schedule** (Display Recurring tab only)

Click the Schedule button to view and/or change the schedule for the selected recurring invoice, or to change the action taken when the invoice is generated (email, fax, print, save, etc.).

**Delete**

Click the Delete icon to delete the associated invoice.

# Web Access Screen References - Add/Edit Invoice

The Add/Edit Invoice window is where you fill in the details for the invoice. To access the Add/Edit Invoice window, click **Add New Invoice** from the Invoices List or click the edit icon of an existing invoice from the Invoices List. Users with viewer-only privileges will be unable to edit invoice details.

## **Customer**

Choose the Customer from the pull down list, or enter a new customer. Adding new customer here will create a new record for the customer on [Customer List](#) so you can quickly access every time you create quotes, orders and invoices.

## **Date**

Type in the invoice date or select a date by clicking the calendar

## **Create From**

Choose an existing quote, order or draft invoice from the pull down list, or leave blank if you are not generating an invoice from an existing quote, order or draft invoice.

## **Order Number**

When an invoice is generated from an existing order, this field displays the linked order number. Manually editing this field is not recommended.

## **Terms**

The payment terms are used to calculate the payment due date.

## **Days**

Enter the number of days the invoice is due from the invoice date.

## **Deposit Account**

Select the invoice payment deposit account from the drop-down list.

## **Ship By**

Select the shipping method from the drop-menu, or enter a new shipping method. The Ship By detail will be printed on the invoice for customer reference. Leave this blank if not required.

## **Shipping Cost and Shipping Tax**

Enter any shipping costs associated with the invoice in the field. If any tax should be applied to the shipping, select the appropriate tax rate from the drop menu. Tax rates must be set up on the Preferences ~ Tax tab before they will be available here.

## **Tracking Ref No.**

The tracking reference number refers to the shipping method, and is printed on the invoice for customer reference. Leave this blank if not required.

## **Customer PO No.**

The customer purchase order number is printed on the invoice and on the statements for customer reference. Leave this blank if not required.

## **Salesperson**

Enter the salesperson for this invoice, or choose one from the pull-down list.

## **Tax**

Select the special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

## **Bill To**

Enter the address the invoice should be sent to.

## **Ship To**

Enter the address the products should be sent to. Leave this blank if this is not required.

## **Comments**

These notes are printed on the bottom of the invoice.

## **Private Comments**

These are notes for internal use only - they are not printed on the invoice.

**Invoice Items**

This is the list of items on the invoice. Click Add Item to add a new item, or edit and delete existing items.

**Add Flat Discount**

Click on this button to add a flat amount as a discount to the entire invoice.

**Add Percentage Discount**

Click on this button to add a percentage-based discount to the entire invoice.

**Add Discount per Item**

Click on this button to enable the discount column for each item on the invoice. Line item discounts must be entered as a percentage.

**Subtotal**

This is the total without the tax calculations.

**Total**

This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Options to configure sales tax rates.

**Record**

Click on this button to Record the invoice.

**Record and Pay (if available)**

Click on this button to Record the invoice along with a payment at the same time.

**Save as Draft (if available)**

Click on this button to save the invoice as a draft.

**Save as Recurring**

Click on this button to save the invoice and set it as a recurring invoice.

**Record & Fax**

Click on this button to Record the invoice and fax a copy to the customer.

**Record & Email**

Click on this button to Record the invoice and email a copy to the customer.



# Web Access Screen References - Select Quotes Period

After you click the Quotes link from the control panel of the web interface, you will be asked to select a time period of quotes to view.

## **Select Customer**

Select a customer or all customers from the pulldown menu.

## **Select Quotes**

Select the type of quote to view from the pulldown menu: Recorded or Draft quotes.

## **Select Period**

Select a period of quotes to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

## **Start Date**

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the quotes range you would like to view.

## **End Date**

Enter an ending date for the quotes range you would like to view.

## Web Access Screen References - Quotes List

Use the Quotes List to manage your quotes. To get here, click the Quotes link in the web interface control panel, then select a range of quotes to view based on time period. Here, you will see a list of all the quotes Express Accounts has created.

You can refine the contents of this list by using the tabs at the top of the page to select Recorded, Draft, or All quotes. You can use the Period selector to filter the listed quotes by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the quote selection to a specific customer. Click Update to filter the quotes based on the criteria you selected. Users with viewer-only privileges will be unable to add and delete quotes.

### **Add New Quote**

Click this button to create a new quote.

### **Create Order**

Click the Create Order icon to convert the quote into a sales order.

### **Create Invoice**

Click the Create Invoice icon to convert the quote into an invoice.

### **Edit**

Click the Edit icon to edit the associated quote.

### **PDF**

Allows you to save your Quote as a .pdf document.

### **Delete**

Click the Delete icon to delete the associated quote.

## Web Access Screen References - Add/Edit Quote

The Add/Edit Quote window is where you fill in the details for the quote. To access the Add/Edit Quote window, click **Add New Quote** from the Quotes List or click the edit icon of an existing quote. Users with viewer-only privileges will be unable to edit quote details.

### **Customer**

Choose the Customer from the pull down list, or enter a new customer. Adding new customer here will create a new record for the customer on Customer List so you can quickly access every time you create quotes, orders and invoices.

### **Date**

Select the quote date.

### **Salesperson**

Enter the salesperson for this quote, or choose one from the pull-down list.

### **Tax**

Select the special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

### **Bill To**

Enter the address the invoice should be sent to.

### **Ship To**

Enter the address the products should be sent to. Leave this blank if this is not required.

### **Comments**

These comments are printed on the bottom of the quote.

### **Private Comments**

These are comments for internal use only - they are not printed on the quote.

### **Quote Items**

This is the list of items on the quote. Click Add Item to add a new item, or edit and delete existing items.

### **Add Flat Discount**

Click on this button to add a flat amount as a discount to the entire quote.

### **Add Percentage Discount**

Click on this button to add a percentage-based discount to the entire quote.

### **Add Discount per Item**

Click on this button to enable the discount column for each item on the quote. Line item discounts must be entered as a percentage.

### **Subtotal**

This is the total without the tax calculations.

### **Total**

This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Options to configure sales tax rates.

### **Record**

Click on this button to Record the quote.

### **Save as Draft**

Click on this button to save the quote as a draft.

### **Record & Fax**

Click on this button to Record the quote and fax a copy to the customer.

### **Record & Email**

Click on this button to Record the quote and email a copy to the customer.

# Web Access Screen References - Select Orders Period

After you click the Orders link from the control panel of the web interface, you will be asked to select a time period of orders to view.

## **Select Customer**

Select a customer or all customers from the pulldown menu.

## **Select Orders**

Select the type of order to view from the pulldown menu: *Draft & Recorded*, *Recorded*, *Draft*, or *Recurring* orders.

## **Select Period**

Select a period of orders to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

## **Start Date**

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the orders range you would like to view.

## **End Date**

Enter an ending date for the orders range you would like to view.

# Web Access Screen References - Sales Orders List

Use the Sales Orders List to manage your orders. To get here, click the Orders link in the web interface control panel, then select a range of orders to view based on time period. Here, you will see a list of all the orders Express Accounts has created.

You can refine the contents of this list by using the tabs at the top of the page to select *Recorded*, *Draft*, *Draft & Recorded* or *Recurring* orders. You can use the Period selector to filter the listed orders by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the order selection to a specific customer. Click Update to filter the orders based on the criteria you selected. Users with viewer-only privileges will be unable to add and delete orders.

**Add New Order** (not available on the Display Recurring tab)

Click this button to create a new order.

**Run Selected Order** (Display Recurring tab only)

Click the Run Selected Order button to generate all currently due sales orders for the selected recurring sales order, according to its schedule.

**Create Invoice** (not available on the Display Recurring tab)

Click the Create Invoice icon to convert the order into an invoice.

**Schedule** (Display Recurring tab only)

Click the Schedule button on the toolbar to view and/or change the schedule for the selected recurring sales order, or to change the action taken when the order is generated (email, fax, print, save, etc.).

**Edit**

Click the Edit icon to edit the associated order.

**PDF**

Allows you to save your Order as a .pdf document.

**Delete**

Click the Delete icon to delete the associated order.

# Web Access Screen References - Add/Edit Sales Order

The Add/Edit Sales Order window is where you fill in the details for the order. To access the Add/Edit Sales Order window, click **Add New Order** from the Order List or click the edit icon of an existing order. Users with viewer-only privileges will be unable to edit order details.

## Customer

Choose the Customer from the pull down list, or enter a new customer. Adding new customer here will create a new record for the customer on [Customer List](#) so you can quickly access every time you create quotes, orders and invoices.

## Date

Select the order date.

## Quote Number

Choose an existing quote from the pull down list, type in a new quote number, or leave blank if you are not generating an order from an existing quote.

## Terms

The payment terms are used to calculate the payment due date.

## Days

Enter the numbers of days for the *Pay in Days* payment terms to use to calculate the payment due date.

## Ship By

Select the shipping method from the drop-menu, or enter a new shipping method. The Ship By detail will be printed on the order for customer reference. Leave this blank if not required.

## Tracking Ref No.

The tracking reference number refers to the shipping method, and is printed on the order for customer reference. Leave this blank if not required.

## Customer PO No.

The customer purchase order number is printed on the order and on the statements for customer reference. Leave this blank if not required.

## Salesperson

Enter the salesperson for this order, or choose one from the pull-down list.

## Tax

Select the special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

## Bill To

Enter the address the order should be sent to.

## Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

## Comments

These comments are printed on the bottom of the order.

## Private Comments

These are comments for internal use only - they are not printed on the order.

## Order Items

This is the list of items on the order. Click Add Item to add a new item, or edit and delete existing items.

## Add Flat Discount

Click on this button to add a flat amount as a discount to the entire order.

## Add Percentage Discount

Click on this button to add a percentage-based discount to the entire order.

**Add Discount per Item**

Click on this button to enable the discount column for each item on the order. Line item discounts must be entered as a percentage.

**Subtotal**

This is the total without the tax calculations.

**Total**

This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Options to configure sales tax rates.

**Record**

Click on this button to Record the order.

**Save as Draft**

Click on this button to save the order as a draft.

**Save as Recurring**

Save the order with a schedule of when and how often it is to be sent. When the order is due to be sent, Express Accounts will first confirm that the order is to be sent then automatically send it using the method was last used (i.e., Print, Email or Fax).

**Record & Fax**

Click on this button to Record the order and fax a copy to the customer.

**Record & Email**

Click on this button to Record the order and email a copy to the customer.

# Web Access Screen References - Payments and Purchases

From the Payments and Purchases dialog, you can record the details of purchase or payment transactions and then allocate the amount to two or more accounts. To make a purchase or payment entry, click the **Transactions menu** and select **Payment Transaction**, or access the Payments and Purchases dialog from the control panel by clicking the **Payment or Purchase Transaction** link on the **Purchases tab**. The web version of this dialog may be opened with the **Make a payment** link on the main page or with the **Add New Check** button on the **Check List** page.

## **Transaction Date**

Select the date for this transaction.

## **Pay To**

Select the supplier this transaction is for.

## **Account**

Select the account this transaction will be applied to.

## **Amount**

Enter the amount of the receipt or deposit.

## **Transaction Reference**

The appropriate transaction reference id is already entered in this field. If you wish to enter a different id you can enter it instead.

## **Journal Memo**

Add a note about this transaction that will help you identify the transaction on the journal.

## **Account Allocation**

Allocate amounts to the accounts for this entry. Click the Add button to add an account. Select an account by number or name by selecting an account from the drop menu. Be sure to add both debit and credit accounts and click Record when the account amounts balance each other out.

## **Out-of-balance amount**

If the debit and credit accounts do not balance, the out of balance amount will be displayed beneath the Account Allocation list.

## **Record and Create Check**

Click this button to save the payment, and create a check with the payment details for printout.



## Web Access Screen References - Select Payments Period

After you click the Payments link from the control panel of the web interface, you will be asked to select a time period of payments to view.

### **Select Period**

Select a period of payments to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

### **Start Date**

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the payments range you would like to view.

### **End Date**

Enter an ending date for the payments range you would like to view.

## Web Access Screen References - Payments List

Use the Payments List to manage your payments. To get here, click the Payments link in the web interface control panel, then select a range of payments to view based on time period. Here, you will see a list of all the payments Express Accounts has created.

You can use the Period selector to filter the listed payments by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the payment selection to a specific customer. Click **Update** to filter the payments based on the criteria you selected. Users with viewer-only privileges will be unable to apply and delete payments.

You can edit the invoice by clicking on the invoice number, this will open the Edit Invoice page.

### **Apply Payment**

Click this button to apply a payment.

### **Receipt PDF**

Click the Receipt Pdf icon to download a PDF copy of the receipt for an applied payment.

### **Edit**

Click this button to edit a payment.

### **Delete**

Click the Delete icon to delete the associated payment.

## Web Access Screen References - Apply Payment

The Apply Payment window is where you fill in the details about payments. To access the Apply Payment window, click **Apply Payment** from the Payments List. Users with viewer-only privileges will be unable to edit payment details.

### **Date**

Select the payment date.

### **Customer**

Choose the Customer from the pull down list, or enter a new customer.

### **Invoice**

Enter an invoice to apply the payment to.

### **Amount**

Enter the amount of the payment to apply.

### **Method**

Select the method of the payment to apply.

Please note that the payment method is only recorded and that *Credit Card* payments will not be automatically charged to the customer's credit card.

### **Reference Number**

Enter a reference number for this payment.

### **Record**

Click on this button to Record the payment.

### **Deposit Account**

Select the account the payment should be deposited into from the drop menu.

## Web Access Screen References - Charge Payment

The Charge Payment window is where you can submit a charge to a customer's credit card to your configured credit card gateway.

### **Payment Account**

This is the gateway account the payment will be sent to.

### **Customer**

The name of the customer.

### **Card Type**

The customer's credit card type.

### **Card Number**

The customer's credit card number.

### **Customer Info**

This section is filled with the address information of a customer. You may change their Address, City, State, ZIP Code, or Country before submitting the payment. Any changes made here will also be made to their customer record.

### **Invoice Number**

The invoice(s) this payment is applied to.

### **Amount**

The total amount of this payment.

## **Web Access Screen References - Payment Charge Receipt**

This page displays the results of a charge transaction for a payment. If the transaction is successful, it will show the transaction reference number. If it is unsuccessful, it will display an error message about the problem that occurred.

## Web Access Screen References - Enter Email Details

This window is used to email a PDF of an Invoice, Order, Quote, or Purchase Order.

### **Email**

Enter the recipient's email address. This field is automatically filled with the selected Customer's email address (if available).

### **Message Comment**

Text entered here will be added to the body of the email generated by Express Invoice. This field is optional.

## Web Access Screen References - Items List

Use the Items List to manage your quotes. To get here, click the Items link in the web interface control panel. Here, you will see a list of all the items Express Accounts has created. Users with viewer-only privileges will be unable to add and delete items.

### **Add New Item**

Click this button to add a new item.

### **Edit**

Click the Edit icon to edit the associated item.

### **Delete**

Click the Delete icon to delete the associated item.

## Web Access Screen References - Vehicles List

Use the Vehicles List to manage your vehicles. To get here, click the View vehicles link in the web interface control panel. Here, you will see a list of all the vehicles Express Accounts has created. Users with viewer-only privileges will be unable to add and delete items.

### **Add New Vehicle**

Click this button to add a new vehicle.

### **Edit**

Click the Edit icon to edit the associated vehicle.

### **Delete**

Click the Delete icon to delete the associated vehicle.



## Web Access Screen References - Vehicles Mileage List

Use the Vehicles Mileage List to manage your vehicle mileage records. To get here, click the View vehicle mileage link in the web interface control panel. Here, you will see a list of all the vehicle mileage records Express Accounts has created. Users with viewer-only privileges will be unable to add and delete records.

### **Add New Vehicle Mileage**

Click this button to add a new vehicle mileage record.

### **Edit**

Click the Edit icon to edit the associated vehicle mileage record.

### **Delete**

Click the Delete icon to delete the associated vehicle mileage record.

## Web Access Screen References - Add/Edit Vehicle

The Add/Edit Vehicle window is where you fill in the details for vehicles. To access the Add/Edit Vehicle window, click **Add New Vehicle** from the Vehicle List or click edit on one of the existing vehicles. Users with viewer-only privileges will be unable to add or edit vehicle details.

### **Vehicle Name**

Enter a name for the vehicle.

### **Vehicle Description**

Enter a description of the vehicle.

## Web Access Screen References - Add/Edit Vehicle Mileage

The Add/Edit Vehicle Mileage window is where you fill in the details for vehicle mileage records. To access the Add/Edit Vehicle Mileage window, click **Add New Vehicle Mileage** from the Vehicle Mileage List or click edit on one of the existing vehicles. Users with viewer-only privileges will be unable to add or edit vehicle mileage records.

### **Vehicle**

Enter or select a name for the vehicle.

### **Customer**

Enter or select the customer from the list.

### **Job Code**

Enter the job code.

### **Trip Start Date**

Enter the trip start date.

### **Trip End Date**

Enter the trip end date.

### **Odometer Start**

Enter the starting odometer reading.

### **Odometer End**

Enter the ending odometer reading.

### **Total Mileage**

Displays the distance based from start to end odometer reading.

### **Notes**

Enter the notes for this vehicle mileage record entry.

## Web Access Screen References - Add/Edit Item

The Add/Edit Item window is where you fill in the details for items. To access the Add/Edit Item window, click **Add New Item** from the Items List or click edit on one of the existing items. Users with viewer-only privileges will be unable to edit item details.

### **Item Code**

Enter the code for the item.

### **Item Description**

Enter a description of the item.

### **Selling Price**

Enter the selling price of the item.

### **Purchase Price**

Enter the cost of the item.

### **Tax**

Select the type of tax to apply to orders of this item.

### **Income account**

If you have multiple entries in the income statement, select the account here. Default is General Sales. This then will be subtotaled in the Accounting Report.

### **Expense account**

If you have multiple entries in the income statement select the account here. Default is General Products Purchased. This then will be subtotaled in the Accounting Report.

### **Manage the inventory stock levels**

Click if you would like to manage the quantities of this item using Express Accounts.

### **Current Quantity**

The quantity currently on hand.

### **Ideal Quantity**

The quantity you would most like to keep on hand.

### **Warning Quantity**

Express Accounts will warn that stock of this item is running low when the quantity entered here is reached.

### **Save Changes**

Modify the current item and return to the Items List.

## Web Access Screen References - Customers List

Use the Customers List to manage your quotes. To get here, click the Customers link in the web interface control panel. Here, you will see a list of all the customers Express Accounts has created. Users with viewer-only privileges will be unable to add and delete customers.

### **Add New Customer**

Click this button to add a new customer.

### **Statement**

Click the Statement icon to prepare a statement for the associated customer.

### **Edit**

Click the Edit icon to edit the associated customer.

### **Delete**

Click the Delete icon to delete the associated customer.

# Web Access Screen References - Add/Edit Customer

The Add/Edit Customer window is where you fill in the details for customers. To access the Add/Edit Customer window, click **Add New Customer** from the Customers List or click edit on one of the existing customers. Users with viewer-only privileges will be unable to edit customer details.

## **Customer Name**

Enter the business name of the customer.

## **Contact Person**

Enter the full name of the person you deal with.

## **Contact First Name**

This is the first name of the person you deal with or the way you address them.

## **Address**

Enter the customer billing address. If the customer has a different shipping address you can enter that on the Other tab.

## **Phone**

These are the phone numbers you can use to reach the customer.

## **Fax**

This is the fax number you can use to fax invoices to the customer.

## **Email**

This email address is the one used for sending invoices by email if email is the preferred method.

## **Additional Info**

Enter an additional information, such as ABN.

## **This customer is active**

Check this box to show that this customer is currently active.

## Web Access Screen References - Add/Edit Customer Additional Options

The Add/Edit Customer Additional Options window is where you fill in the details for customers. To access the Add/Edit Customer window, click **Additional Options** from the Edit Customer screen. Users with viewer-only privileges will be unable to edit these additional options.

### Shipping Address

If the customer's preferred shipping address is different from the billing address, then enter it here. If the shipping address is the same as the billing address, then leave the shipping address empty.

### Prefers Invoices By

Select the method which will be used by Express Accounts to send invoices to this customer when generating new recurring invoices.

### Set tax exempt for this customer

When checked, the taxes will not be applied to any transactions for this customer.

### Payment Terms

Select the terms of payment which will appear by default on an invoice created for this customer.

### Payment Terms Days

Enter the period of the payment terms.

### Salesperson

This is the name of the salesperson who will be selected by default when an invoice is created for this customer.

### Customer Notes

These notes are for internal use only. They can be used, for example, to indicate customer history or special terms.

### Customer Group

Select the group which this customer belongs to. To create a new group, enter it into the field.

## Web Access Screen References - Add/Edit Customer Credit Card

The Add/Edit Customer Credit Card window is where you fill in the details for a customer's credit card. To access the Add/Edit Customer window, click **Credit Card** from the Edit Customer screen. Users with viewer-only privileges will be unable to edit credit card details.

### **Card Number**

Enter the customer's credit card number.

### **CVV Number**

Enter the customer's credit card Verification Number.

### **Card Type**

Select the customer's credit card type.

### **Expiry Month**

Enter the customer's credit card Expire Month.

### **Expiry Year**

Enter the customer's credit card Expiration Year.

### **Owner First Name**

Enter the credit card holder's First Name.

### **Owner Last Name**

Enter the credit card holder's Last Name.

### **Currency Type**

Select the currency type for the customer to pay. This work for Paypal only, for authorize the currency type is always USD.



## Web Access Screen References - Add/Edit Customer Additional Info

The Add/Edit Customer Additional Info window is where you fill in the details for customers. To access the Add/Edit Customer Additional Info window, click **Additional Info** from the Edit Customer screen. Users with viewer-only privileges will be unable to edit this additional info.

### **Opening Balance**

Enter the opening balance of the customer if there is.

### **Balance Due**

This is the current total balance due for the customer.

### **Oldest Date Due**

This is the due date of the oldest invoice of the customer.

### **Last Invoice**

This is the date that the last invoice for the customer was created.

# Web Access Screen References - User Account List

Use the User Account List to manage user accounts for the web interface. This feature is only accessible to users with administrator privilege. To get here, click the Add/Edit users link on the right-side navigation panel of the main page.

## **Add New User**

To create a new account, click the Add New User button at the top of the page. This will open the **Add New User** window where the account details are entered.

## **Edit**

To edit account settings, click the edit icon.

## **Delete**

To delete an account, click the delete icon.

# Web Access Screen References - Select Journal Period

After you click the View the Journal link from the control panel of the web interface, you will be asked to select a time period of journal entries to view.

## **Select Journal**

Select a type of journal entry to view from the pulldown menu: General, Payment, Receipts, Sales, or Purchases.

## **Select Period**

Select a period of entries to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

## **Start Date**

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the journal entry range you would like to view.

## **End Date**

Enter an ending date for the journal entry range you would like to view.

## Web Access Screen References - Journal List

Use the Journal List to manage your journal entries. To get here, click the **View the Journal** link in the web interface control panel, then select a range of entries to view based on time period. Here, you will see a list of all the journal entries Express Accounts has created. You can refine the contents of this list by using the tabs at the top of the page to select All, General, Payment, Receipts, Sales, or Purchases entries. You can use the Period drop menu to filter the listed entries by date, and the Start and End date pickers can be used to fine tune the date period. The Account drop menu can also be used to further narrow the entries displayed to a specific account. If there is a specific journal entry you are looking for, you can use the Reference field to type in the reference id of that journal entry. Type it in the field, then press enter. This will filter all entries and show those with the reference id you entered. To clear the search, simply delete the entry you entered in the Reference field and click outside of it.

### **Export to CSV**

Click the **Export to CSV** button to save the entries to a CSV file.

### **Save to PDF**

click the **Save to PDF** button to save the journal entries to a PDF file.

### **Edit**

Click on the pencil icon at the end of an entry on the far right to open the Journal Entry window. Here you can edit the details of that entry.

### **Delete**

Click on the trash can icon to delete that entry. A pop up window will ask you if you are sure you want to delete it.

# Web Access Screen References - Select Purchase Order Period

After you click the Purchase Orders link from the control panel of the web interface, you will be asked to select a time period of purchase orders to view.

## **Select Orders**

Select a type of purchase order to view from the pulldown menu: All, Recorded, or Draft.

## **Select Period**

Select a period of purchase orders to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

## **Start Date**

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the purchase orders range you would like to view.

## **End Date**

Enter an ending date for the purchase orders range you would like to view.

# Web Access Screen References - Purchase Orders List

Use the Purchase Orders List to manage your purchase orders. To get here, click the Purchase Orders link in the web interface control panel, then select a range of purchase orders to view based on time period. Here, you will see a list of all the purchase orders created in Express Accounts.

You can refine the contents of this list by using the tabs at the top of the page to select Display Recorded, Display Draft, or Display All. You can use the Period drop menu to filter the listed purchase orders by date, and the Start and End date pickers can be used to fine tune the date period. The Supplier drop menu can also be used to further narrow the orders displayed to a specific supplier. Click Update to filter the purchase orders based on the criteria you selected. Users with viewer-only privileges will be unable to add or delete purchase orders.

## **Add New Purchase Order**

Click this button to add a new purchase order.

## **Edit**

Click this button to edit the selected purchase order.

## **PDF**

Allows you to save the purchase order as a .pdf document.

## **Delete**

Click this button to delete the selected purchase order.

# Web Access Screen References - New Accounts Payable

The Accounts Payable page is where you can enter a bill you have received for payment at a later date.

## **Date**

Enter the date, either by typing it in manually or using the calendar widget.

## **Due Date**

Enter the due date of this bill.

## **Supplier**

Choose the Supplier from the pull down list.

## **Supplier address**

Enter the supplier's address.

## **Accounts Payable**

Select the type of Accounts Payable with the pull down list.

## **Amount**

Enter the total amount for this Accounts Payable entry.

## **Reference number**

Enter a reference number for this transaction.

## **Memo**

Enter any notes about this bill.

## **Account Allocation**

This is where you can allocate an amount towards specific accounts. Click the Add button to add a new account. Enter the amount for the account, and select the Tax from the pull down list. The trashcan icon can be used to delete an entry.

## **Record**

Click on this button to Record the bill.

## Web Access Screen References - Select Accounts Payable Period

After you click the Purchase Orders link from the control panel of the web interface, you will be asked to select a time period of purchase orders to view.

### **Select Period**

Select a period of bills to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

### **Start Date**

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the bills range you would like to view.

### **End Date**

Enter an ending date for the bills range you would like to view.



## Web Access Screen References - Accounts Payable List

Use the Accounts Payable List to manage your bills. To get here, click the Accounts Payable link in the web interface control panel, then select a range of bills to view based on time period. Here, you will see a list of all the bills created in Express Accounts.

You can use the Period drop menu to filter the listed bills by date, and the Start and End date pickers can be used to fine tune the date period. The Supplier drop menu can also be used to further narrow the bills displayed to a specific supplier. Click Update to filter the bills based on the criteria you selected.

### **Enter a new Account Payable**

Click this button to add a new payable account.

### **Edit**

Click this button to edit the selected payable account.

### **Delete**

Click this button to delete the selected payable account.

# Web Access Screen References - Bill Payments List

Use the Bill Payments List to manage your payments of accounts payable. A list of all the payments you have entered in Express Accounts is displayed here. To open the Bill Payments List list, click the **View payments of accounts payable** link in the right-side navigation panel of the main page. This feature is not available for users with 'viewer' only privilege.

You can refine the contents of the Payments list by using the interactive filter controls at the top of the page. Use the Period drop menu to filter the listed payments by date, and the Start and End date pickers can be used to fine tune the date period. The Supplier selector can also be used to further restrict the payment selection to a specific supplier.

## Enter Payment

Click the Enter Payment button to enter a new payment.

## Delete

To delete a payment, click the delete icon.

## Web Access Screen References - Select Bill Payment List Period

After you click the **View payments of accounts payable** link from the control panel of the web interface, you will be asked to select a time period of payments to view.

### **Select Period**

Select a period of payments to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

### **Start Date**

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the payments range you would like to view.

### **End Date**

Enter an ending date for the payments range you would like to view.

## Web Access Screen References - Check List

Use the Check List to manage your checks. To get here, click the View Checks link on the right-side navigation panel of the main page.

### **Add New Check**

To create a new check, click the Add New Check button at the top of the page. This will open the **Payments and Purchases** window where you can enter the purchase information. Click the **Record and Create Check** button here to record a check and download a PDF copy.

### **Edit**

To edit a check, click the edit icon.

### **Void**

To void an check, click the void icon.

# Web Access Screen References - New Account Dialog

The New Account Dialog is where you create new accounts to be added to the Chart of Accounts. From the Chart of Accounts dialog, click the **Add New Account** button to open the New Account Dialog.

## Create New Account

### Account Name

Enter a name for the account you are creating.

### Type

Select an account type by clicking the radio button next to: Asset, Liability, Equity, Income, or Expenses. Then, specify the type using the drop menu to the right of the account type.

### Classification for Cash Flow

The selection you make in this field will be used for the Cash Flow Statement reports. Your choices are Operating, Investing or Financing.

### Account Number

Enter an account number. The number of digits in the account must match the digit amount set on the Chart of Accounts list, which is four by default.

### Default Linked Account for (If available)

The selection you make in this field will be used as the default account for selected transactions.

### Opening Balance

Enter an opening balance for the account, or keep it at zero.

### Account is just a Header Account

If the account is a header account it means that nothing can be posted directly to the account but on reports the account prints the subtotals of all accounts below it with the same prefix.

### Cash Postable

If an account is cash postable it means it will appear in the list of accounts that payments can be made from or deposits made to. Bank and Credit Card accounts usually have this option ticked.

### Tax Included

Check this box if payment from this account will include sales tax. The tax will be based on values entered on the Tax tab of Preferences, but can also be adjusted on the Payments and Purchases dialog.

### Add

When all the details for the new account have been filled in, click the Add button to add the account to the Chart of Accounts list.

## Web Access Screen References - Invoice Records Log

Express Invoice keeps a record of actions related to invoices, such as when they were printed, faxed or emailed. This can be useful to reference if a question about whether an invoice was sent ever arises.

Open the Invoice Records Log from the Invoice List by clicking the Log icon in the invoice entry. The Invoice Records Log screen displays the logs of the selected record. Click Save Log to save the selected log in a file.

# Web Access Screen References - Select Credit Notes

After you click the View Credit Notes link from the control panel of the web interface, you will be asked to select a time period of credit notes to view.

## **Select Credit Notes**

Select a type of credit notes to view from the pulldown menu: recorded or drafts.

## **Select Period**

Select a period of credit notes to view from the pulldown menu. If you want to enter a custom period, you must select Custom Period from the menu first.

## **Start Date**

If you want to view a custom time period, make sure Custom Period is selected in the Select Period pulldown menu above. Then, enter a beginning date for the credit notes range you would like to view.

## **End Date**

Enter an ending date for the credit notes range you would like to view.

## Web Access Screen References - Credit Notes List

Use the Credit Notes List to manage your Express Accounts credit notes. To get here, click the View Credit Notes link in the web interface control panel. Here, you will see a list of all the credit notes Express Accounts has created.

You can refine the contents of this list by using the tabs at the top of the page to select Recorded, Draft, or All credit notes. You can use the 'Period' selector to filter the listed credit notes by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. The 'Customer' selector can also be used to further restrict the credit note selection to a specific customer. Click Update to filter the credit notes based on the criteria you selected.

Users with viewer-only privileges will be unable to add or delete credit notes.

### **Add New Credit Note**

Click this button to create a new credit note.

### **Edit**

Click the Edit icon to edit the associated credit note.

### **PDF**

Allows you to save your Credit Note as a .pdf document.

### **Delete**

Click the Delete icon to delete the associated credit note.



# Web Access Screen References - Add/Edit Credit Note

The Add/Edit Credit Note window is where you fill in the details for the credit note. To access the Add/Edit Credit Note window, click **Add New Credit Note** from the Credit Note List or click edit on one of the existing credit notes.

## **Customer**

Choose the Customer from the pull down list.

## **Date**

Select the credit note date.

## **Invoice Number**

Choose an existing invoice from the pull down list.

## **Salesperson**

Enter the salesperson for this credit note, or choose one from the pull-down list.

## **Tax**

Select any special sales tax option eg. if this is a special customer who is sales-tax exempt (for example a foreign customer).

## **Customer Address**

Enter the customer's address.

## **Comments**

These comments are printed on the bottom of the Credit Note.

## **Private Comments**

These are comments for internal use only they are not printed on the Credit Note.

## **Credit Note Items**

This is the list of items on the credit note. Click on the Add button to add a new item, then click within the Item or Description cells to access a drop-menu where you can select an item, or type the name of a new item. Remove an item by clicking the trashcan at the right of the item entry.

## **Add Flat Discount**

Click on this button to add a flat amount as a discount to the entire credit note.

## **Add Percentage Discount**

Click on this button to add a percentage-based discount to the entire credit note.

## **Add Discount per Item**

Click on this button to enable the discount column for each item on the credit note. Line item discounts must be entered as a percentage.

## **Save as Draft**

Click on this button to save the credit note as a draft.

## **Record & Fax**

Click on this button to Record the credit note and fax a copy to the customer.

## **Record & Email**

Click on this button to Record the credit note and email a copy to the customer.

## **Record**

Just record the quote. You can print, email, or fax it later, if needed.

## Web Access Screen References - Budget List

Use the Budget List to manage your budgets. To get here, click the View budget link in the web interface control panel. Here, you will see a list of all the budgets Express Accounts has created. Users with viewer-only privileges will be unable to add and delete items.

### **Add New Budget**

Click this button to add a new budget.

### **Edit**

Click the Edit icon to edit the associated budget.

### **Delete**

Click the Delete icon to delete the associated budget.

## Web Access Screen References - Create Budget

Use the Create New Budget to start your budget. To get here, click the View Budget link in the web interface control panel, then Add New Budget.

### **Start**

Start of the budget year.

### **Balance Sheet (ending balance).**

Choose this to create a Balance Sheet type of budget.

### **Profit and Loss (all activity for the year).**

Choose this to create a Profit and Loss type of budget.

## Web Access Screen References - Budget Report

Use the Report Budget to start creating your budget reports. To get here, click the Reports, then Budget Reports. Click Generate to create the report once you have selected the desired budget.

### **Select Budget**

Select the budget that you want to create a report.

### **Description**

The internal description of the budget.

### **Save As CSV**

Choose this option to save the budget as CSV. Default type is PDF.

## Web Access Screen References - Budget Dialog

Use the Budget tool to edit your budget. To get here, click the View Budget link from the control panel's right sidebar, then click the Edit icon of your desired budget. Enter the amount you want to allocate for each account on a monthly basis.

### **Save Changes**

Save the budget record and return to the budget list.

### **Cancel**

Closes the budget page and discards any changes made.

# Web Access Screen References - Journal Entry Web

From the Journal Entry dialog, you can enter the details of any type of transaction and then allocate the amount to two or more accounts.

## **Date**

Select the date for this journal entry.

## **Journal**

Select the Journal the transaction should be recorded to from the drop menu.

## **Reference**

Enter reference id for this entry if you wish to record a reference id different from the auto generated id.

## **Journal Memo**

Add a note about this journal entry that will help you remember what the entry is for.

## **Account Allocation**

Allocate amounts to the accounts for this entry. Click the Add button to add an account. Select an account by number or name by selecting an account from the drop menu. Be sure to add both debit and credit accounts and click Record when the account amounts balance each other out.

## **Out-of-balance amount**

If the debit and credit accounts do not balance, the out of balance amount will be displayed beneath the Account Allocation list.

## **Record**

Click on this button to Record the journal entry.

# Web Access Screen References - Reconcile Account Web

**Account** Select the account you wish to reconcile from the pull down list of accounts.

## **Last Reconciled Date**

The last date the selected account was reconciled will appear here.

## **Bank Statement Date**

Enter the statement date that appears on your bank statement.

## **New Statement Balance**

Enter the ending balance that appears on your bank statement.

## **Calculated Statement Balance**

The number that appears here is the account's balance before reconciliation.

## **Out of Balance**

If this field contains a value other than zero, you may have errors in your records. As you compare your entries with the bank statement, those errors will probably become apparent.

## **Local Ledger Transactions**

This is the list of account entries that have not yet been reconciled. For manual reconciliation, tick the checkbox of each entry that has a matching entry on your bank statement to reconcile the entry.

## **Add a new payment transaction**

Click here to add a new payment transaction.

## **Add a new receipt transaction**

Click this button to add a new receipt transaction.

## **Check All**

Click this button to select all account entries in the list.

## **Uncheck All**

Click this button to deselect all account entries in the list.

## **Rollback to Previous**

This button allows you to undo the last reconcile for the selected account. You may want to rollback if you have done a reconciliation by mistake or you have received more transactions that should have been included in the last reconcile.

Please note that this button will only be enabled when there is a valid reconciliation to rollback to and you will only be able to go back at most one reconciliation.

# Web Access Screen References - Select Account and Bank Statement

**Account** Select the account you wish to reconcile from the pull down list of accounts.

## **Last Reconciled Date**

The last date the selected account was reconciled will appear here.

## **Bank Statement Date**

Enter the statement date that appears on your bank statement.

## **New Statement Balance**

Enter the ending balance that appears on your bank statement.

## **Calculated Statement Balance**

The number that appears here is the account's balance before reconciliation.

## **Out of Balance**

If this field contains a value other than zero, you may have errors in your records. As you compare your entries with the bank statement, those errors will probably become apparent.

## **Upload a bank statement file**

Click the **Browse** button and select the bank statement file to upload from your computer.

Express Accounts can only load files in .csv or .ofx format. Click **Next** to load the statement into the **Reconcile Account** window.

Express Accounts will compare your local ledger with the bank statement and will match transactions for reconciliation to save you time. In your local ledger list (the list on top), reconciled transactions will be checked off and highlighted in green. Items that remain unmatched in your local ledger list may contain errors.

Items that appear in the bank statement list (the lower list), but not in your local ledger list can easily be added. Select the entry from the bank statement list and click the **Add Transaction** button. The transaction will be added to the local ledger list and will display as a reconciled entry.

In the bank statement list (the lower list), entries that appear in red are highlighted as possible recurring transactions. If you select the entry and click **Add Transaction**, the entry will be added to the local ledger list, and will be automatically added to the local ledger list every time a bank statement containing the entry is loaded to the Reconcile Account window.



# Web Access Screen References - Customer Statement Period Web

**Automatically use month or oldest due** Select this option to use the current month or the oldest due date of a customer.

## **Enter Statement Period**

Specify the period for the customer statement (dates are inclusive).

### **Start Date**

If **Enter Statement Period** was selected, this specifies the Start date for the customer statement (inclusive).

### **End Date**

If **Enter Statement Period** was selected, this specifies the End date for the customer statement (inclusive).

### **Send Email**

You can email a customer statement as a PDF file by clicking the Send Email button. Your email settings must be set up before this operation can be completed.

### **Generate**

You can download a customer statement as a PDF file by clicking the Generate button.

# Web Access Screen References - New/Edit Purchase Order

The New/Edit Purchase Order dialog is where you fill in the details for a purchase order. To open this dialog, click the **Purchases menu** and select **New Purchase Order**.

## Supplier

Choose the Supplier from the pull down list, or enter a new supplier. Adding new suppliers here will create a new record for the supplier on [Suppliers List](#) so you can quickly access every time you create purchase orders.

## Date

Select the purchase order date.

## Tax

Select the special sales tax exempt option if this is a supplier who is sales-tax exempt (a foreign supplier, for example).

## Vendor address

Enter the vendor's address.

## Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

## Comments

These comments are printed on the bottom of the purchase order.

## Private Comments

These are comments for internal use only - they are not printed on the purchase order.

## Purchase Order Items

This is the list of items on the purchase order. Click on the Add button to add a new item, then click within the Item or Description cells to access a drop-menu where you can select an item, or type the name of a new item. Change the Quantity or Unit Value by typing in a new value.

Remove an item by clicking the red "X" at the right of the item entry.

When you enter new items here, they will automatically be added to the [Items List](#) so you can quickly add them to orders, quotes and invoices later.

## Add Flat Discount

Click on this button to add a flat amount as a discount to the entire purchase order.

## Add Percentage Discount

Click on this button to add a percentage-based discount to the entire purchase order.

## Add Discount per Item

Click on this button to enable the discount column for each item on the purchase order. Line item discounts must be entered as a percentage.

## Subtotal

This is the total without the tax calculations.

## Total

This is the sales tax, subtotal and total display. If the sales tax calculation is wrong, please see [Taxes](#) in the Getting Started section and [Preferences ~ Tax](#) for more information.

## Save as Draft

Click on this button to save the purchase order as a Draft.

## Record and Fax

Click on this button to Record the purchase order and fax a copy.

## Record and Email

Click on this button to Record the purchase order and email a copy.

## Record

Click on this button to Record or save the purchase order.

# Screen References - Refunds List

Use this screen to manage your refunds. Here you will see a list of all the refunds which Express Accounts has processed.

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed refunds by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. The 'Customer' selector can also be used to further restrict the refund selection to a specific customer.

## **New**

Click this button to create a new refund.

## **Delete**

To delete refund(s), select the refund(s) you wish to remove from the list, and click this button.

## **Edit**

Click this button to edit the currently selected refund. This only applies to one refund at a time.

## **Preview**

Click this button to see how the refund will appear when printed, saved as a PDF document, or emailed to a customer.

## **Print**

Click this button to print the currently selected refund(s).

## **Email**

Use this button to send one or more selected refund(s) as a PDF document to a recipient via email. You will asked to provide an email address.

## **Fax**

Use this button to send one or more selected refund(s) to a recipient via fax. You will asked to provide a fax number.

## **Save**

Click this button to save the currently selected refund(s) as a PDF file on your computer.

## **Find Refund**

Use this dialog box to search for a desired Refund in the list. You can search by Date, Refund id number or Customer.

## **Find Next Refund**

The commands Find Refund and Find Next Refund work together. The Option to use Find Next Refund appears after you use Find Refund. Find Next Refund Will find the next Refund with the same search criteria you entered in Find Refund.

When using Find Next Refund, after you have scrolled through all Refunds with matching search criteria from Find Refund, A pop-up window will notify that "No more refunds matching '(SEARCH CRITERIA)' could be found."

Note: If you delete the search criteria from the text box in Find Refund and click OK, a pop-up window will notify "No matching " could be found.". The Find Next Refund function will now be grayed out and unselectable. The Find Next Refund function will be available again after you use Find Refund.

## Web Access Screen References - Recurring Order Schedule

After you click the Save As Recurring button from the order dialog of the web interface, you will be asked to select a schedule of the order.

### **Start Date**

Select the date when the recurring order will start.

### **Interval**

Select the interval of the recurring order. Choose from weekly, fortnightly, monthly, bimonthly, quarterly, 6 months, annually, or every 2 years for the interval.

### **Replace the string %period% in any description with dates.**

If you want to have the recurring date in the description, enabling this option will replace the text "%period" to the recurring date.

### **Update the prices of any items which have been changed.**

Enable this option to allow the prices of any items which have been changed.

# Web Access Screen References - Select Customers

## **Check All**

Check this box if you want to select or deselect all customers.

## **Select Customers**

This is the list of the customers that you want to generate reports.

# Web Access Screen References - Select Customers List Period

## **Check All**

Check this box if you want to select or deselect all customers.

## **Select Customers**

This is the list of the customers that you want to generate reports.

## **Select Period**

Select a period of invoices to view from the pulldown menu. If you want to enter a custom period, you may select any of the choices and then modify the dates.

## **Start Date**

For a custom time period, enter a beginning date for the invoice range you would like to view.

## **End Date**

Enter an ending date for the invoice range you would like to view.

## **Save Report as CSV**

Select this to save the report as a CSV file.

## **Sort by Column**

Select the column to use for sorting the Invoices. Choose either *Descending* or *Ascending* to set the sorting order.

# Web Access Screen References - Select Accounts List Period

## **Select Account**

This is the list of the accounts that you want to generate reports.

## **Select Period**

Select a period of transactions to view from the pulldown menu. If you want to enter a custom period, you may select any of the choices and then modify the dates.

## **Start Date**

For a custom time period, enter a beginning date for the transaction range you would like to view.

## **End Date**

Enter an ending date for the transaction range you would like to view.

## **Save Report as CSV**

Select this to save the report as a CSV file.

## **Sort by Column** (when available)

Select the column to use for sorting the transactions. Choose either *Descending* or *Ascending* to set the sorting order.

## Screen References - Budget List

Use this screen to manage your budget records. A list of all the budgets you have entered in Express Accounts is displayed here. To open the Budget list, click the **View menu** and select **Budget**.

### **Add**

Click the Add button on the toolbar to create a new budget record.

### **Delete**

To delete a budget record, select the budget record(s) you wish to remove from the list, and click the Delete button on the toolbar.

### **Edit**

Click the Edit button on the toolbar to edit the currently selected budget record. You can only edit one budget record at a time.



# Screen References - Budget Main

Use this screen to edit your budget record.

## **Copy Across**

Click the Copy Across button to copy the currently selected budget cell value across the row. (Desktop version only)

## **Adjust Row Value...**

Click the Adjust Row Value button to edit the currently selected budget cell value and either increase or decrease the amount by the given percentage. (Desktop version only)

## **Clear**

Click the Clear button to delete all values in the budget dialog. (Desktop version only)

## **Edit Values**

Click the Edit Values... button or double click on a row to edit the values of the currently selected row. (Desktop version only)

In order to edit a value from a cell, first select the corresponding row then click on the cell.

## Screen References - Adjust Row Value

Use this screen to increase or decrease your budget value.

### **Start**

Select from either "First Month" or "Currently Selected Month" where the adjusting of values would start.

### **Adjust each monthly amount in this row**

Select either Increase or Decrease. Default is Increase

### **Enter Percentage**

Enter a valid percentage amount. This will determine the percentage it will adjust the value of the currently selected entry.

## Screen References - Create Budget

Use the Create New Budget to start your budget. To get here, click the View, then Budget. To start creating a budget, click on the Add button.

### **Start**

Start of the budget year.

### **Balance Sheet (ending balance).**

Choose this to create a Balance Sheet type of budget.

### **Profit and Loss (all activity for the year).**

Choose this to create a Profit and Loss type of budget.

# Screen References - New/Edit Invoice

The New/Edit Invoice dialog is where you fill in the details for an invoice. To open this dialog, click the **Invoice** icon on the toolbar of the **Home, Sales, or Banking tab**.

## Billing Tab

Located in the upper right corner, the Billing tab is where you enter information relating to the customer you are billing.

### Customer

Choose the Customer from the pull down list, or enter a new customer. Adding new customer here will create a new record for the customer on Customer List so you can quickly access every time you create quotes, orders and invoices.

### Bill To

Enter the address the invoice should be sent to.

### Customer PO No.

The customer purchase order number is printed on the invoice and on the statements for customer reference. Leave this blank if it is not required.

### Customer Tax

Select the special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

## Shipping Tab

Click the Shipping tab, behind the Billing tab, to enter shipping details for the customer.

### Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

### Same as billing

Check this box to input the same address for the shipping address as you listed on the Billing tab.

### Ship By

Select the shipping method from the drop-menu, or enter a new shipping method. The Ship By detail will be printed on the invoice for customer reference. Leave this blank if not required.

### Tracking Ref No.

The tracking reference number refers to the shipping method, and is printed on the invoice for customer reference. Leave this blank if not required.

### Shipping

Enter any shipping costs associated with the invoice in the field. If any tax should be applied to the shipping, select the appropriate tax rate from the drop menu. Tax rates must be set up on the Preferences ~ Tax tab before they will be available here.

## Invoice Tab

The Invoice tab is in the upper right corner of the Invoice window and is where you can select to create an invoice from a previous quote, order or draft, as well as enter any other relevant invoice information.

### Create From

You can use an existing Quote, Order or draft Invoice to create a new invoice. When you select a type from the pull down list, Express Accounts will show a new window where you can select a specific Quote, Order or Draft Invoice.

### Date

Select the invoice date.

### Terms

The payment terms are used to calculate the payment due date.

## **Salesperson**

Enter the salesperson for this invoice, or choose one from the pull-down list.

## **Invoice Number**

This number is automatically generated by Express Accounts, but can be changed when creating a new invoice. However, when editing an invoice, the number cannot be changed.

## **Deposit Account**

Select the invoice payment deposit account from the drop-down list.

## **Invoice Items**

This is the list of items on the invoice. Click inside the item list to add a new item, or select an existing item, and update the quantity invoiced. If the invoice is created from an order, the items are not editable.

## **Add Discount**

Click the Add Discount button to apply a discount either to the entire invoice, or to a line item. See the [Apply Discount](#) help topic for more information about discounting.

## **Comments Tabs**

### **Comments**

These comments are printed on the bottom of the invoice above the Notes and Foot comments.

### **Private Comments**

These are notes for internal use only - they are not printed on the invoice.

### **Note Comment**

These notes are printed on the bottom of the invoice above the Foot comments.

[Default] *"Please contact us for more information about payment options."*

### **Foot Comment**

These foot comments are printed on the bottom of the invoice.

[Default] *"Thank you for your business."*

## **Total**

This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Preferences.

## **Record**

Click on this button to Record the invoice. To select the action (to Print, Email or Fax the invoice), click on the pull down list. You can also save the invoice as a draft, save as a recurring invoice, or preview the invoice. You can also select to Record with Payment, so the invoice will be recorded as paid. The invoice will always be recorded even when the actions of Print, Email or Fax, may have been cancelled or failed to complete.

**Note:** If Inventoria Application Integration or stock level management is enabled, all invoices created from recurring invoices will cause a stock quantity change, even if the recurring invoice was originally an order for which a quantity change has been recorded. Creating a separate invoice directly from that order will not result in an extra quantity change.

## **Invoice Options**

Click the Invoice Options button to open the configuration options for invoices, where you can change the appearance of the final invoice, change heading titles, and preview the look of the final invoice.

## Screen References - New/Edit Credit Note

The New/Edit Credit Note dialog is where you fill in the details for a credit note. To open this dialog, click the **Credit Note** menu item in the **Sales** menu

### Create From

To create a new credit note from a previous invoice, or draft credit note, select the type from the drop-menu to open the invoice list, sort draft credit notes list. Click the invoice, or credit note you need, then click **Select** to fill the details in on the new credit note.

### Credit Note Customer

Either type the name of the customer, or use the drop menu to select a previous customer. Adding a new customer into this field will create a record for that customer, which you can complete later with their contact details from the [Customer List](#).

### Customer Address

Enter the customer address.

### Date

Select the Credit Note date.

### Salesperson

Enter the salesperson for this credit note, or choose one from the pull-down list.

### Invoice

This field displays the invoice to which this Credit Note has been applied.

### Tax

Select any special sales tax option, e.g., if this is a special customer who is sales-tax exempt (for example a foreign customer).

### Deposit Account

Select a deposit account for the transaction from the drop-down menu.

### Credit Note Items

This is the list of items on the credit note. Click on the Add button to add a new item, then click within the Item or Description cells to access a drop-menu where you can select an item, or type the name of a new item. New items will automatically be added to the [Items List](#). Change the Quantity or Unit Value by typing in a new value. Remove an item by clicking the 'trash' icon at the left of the item entry.

### Add Discount

Click the **Add Discount** button to apply a discount either to all items, or to a line item. See the [Apply Discount](#) help topic for more information about discounting.

### Comments

These notes are printed on the bottom of the Credit Note.

### Private Comments

These are notes for internal use only they are not printed on the Credit Note.

### Total

This is the sales tax and total display. If you think the sales tax calculation is wrong, please see the Tax tab of Preferences.

### Record

Click on this button to view options for Recording a Credit Note. Click on the pull down list and select an action. You can Record and Print, Record and Fax, or Record and Email. You can also select to Record Only, Save as Draft or Preview the Credit Note.

### Save changes to this customer

Check on this button to save changes for this customer

# Screen References - New/Edit Sales Order

The New/Edit Sales Order dialog is where you fill in the details for an order. To open this dialog, click the **Sales menu** and select **New Sales Order**, or click the **Create new Sales Order** link in the explorer bar on the **Sales tab**

## Quote Number

If you want to use a previous quote to create the sales order, choose the quote from the pull down list. For a new sales order, leave the pull down display blank.

## Customer

Choose the Customer from the pull down list, or enter a new customer. Adding new customer here will create a new record for the customer on [Customer List](#) so you can quickly access every time you create quotes, orders and invoices.

## Date

Select the order date.

## Terms

The payment terms are used to calculate the payment due date.

## Salesperson

Enter the salesperson for this order, or choose one from the pull-down list.

## Save changes to this customer (if available)

Tick this if you want the selected customers address to be the introduced "Bill To" address.

## Bill To

Enter the address the order should be sent to.

## Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

## Customer PO No.

The customer purchase order number is printed on the order and on the statements for customer reference. Leave this blank if not required.

## Tax

Select the special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

## Ship By

Select the shipping method from the drop-menu, or enter a new shipping method. The Ship By detail will be printed on the order for customer reference. Leave this blank if not required.

## Tracking Ref No.

The tracking reference number refers to the shipping method, and is printed on the order for customer reference. Leave this blank if not required.

## Order Items

This is the list of items on the order. Click on the Add button to add a new item, then click within the Item or Description cells to access a drop-menu where you can select an item, or type the name of a new item. Change the Quantity or Unit Value by typing in a new value. Remove an item by clicking the red "X" at the right of the item entry.

When you enter new items here, they will automatically be added to the [Items List](#) so you can quickly add them to orders, quotes and invoices later.

## Add Discount

Click the Add Discount button to apply a discount either to the entire invoice, or to a line item. See the [Apply Discount](#) help topic for more information about discounting.

## Comments

These notes are printed on the bottom of the order.

## Private Comments

These are notes for internal use only - they are not printed on the order.

**Total**

This is the sales tax, subtotal and total display. If the sales tax calculation is wrong, please see [Taxes](#) in the Getting Started section and [Preferences ~ Tax](#) for more information.

**Save and Preview**

Save the order, and preview how the Sales Order will look by clicking the button in the lower left corner of the window.

**Convert to Invoice / Edit Invoice**

If there is not yet an invoice for this sales order the **Convert to Invoice** button will be shown, if there is already an invoice then the **Edit Invoice** button will be shown.

**Convert to Invoice**

You can quickly turn the sales order into an invoice by clicking this button. Doing so will save a copy of the sales order in the [Sales Order List](#) with a status of "Invoiced."

**Edit Invoice**

Edit the existing invoice for this order.

**Record**

Click on this button to Record or save the order. To record and print, fax, or email click on the pull down list and select an action. You can also select to Record with Payment, so the order will be recorded as paid, or select to record as recurring if the order should be created on a schedule.



## Screen References - New/Edit Purchase Order

The New/Edit Purchase Order dialog is where you fill in the details for a purchase order. To open this dialog, click the **Purchases menu** and select **New Purchase Order**.

### Order Supplier

Choose the Supplier from the pull down list, or enter a new supplier. Adding new suppliers here will create a new record for the supplier on [Suppliers List](#) so you can quickly access every time you create purchase orders.

### Date

Select the purchase order date.

### Vendor address

Enter the vendor's address.

### Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

### Tax

Select the special sales tax exempt option if this is a supplier who is sales-tax exempt (a foreign supplier, for example).

### Purchase Order Items

This is the list of items on the order. Click on the Add button to add a new item, then click within the Item or Description cells to access a drop-menu where you can select an item, or type the name of a new item. Change the Quantity or Unit Value by typing in a new value. Remove an item by clicking the red "X" at the right of the item entry.

When you enter new items here, they will automatically be added to the [Items List](#) so you can quickly add them to orders, quotes and invoices later.

### Comments

These comments are printed on the bottom of the purchase order.

### Private Comments

These are comments for internal use only - they are not printed on the purchase order.

### Total

This is the sales tax, subtotal and total display. If the sales tax calculation is wrong, please see [Taxes](#) in the Getting Started section and [Preferences ~ Tax](#) for more information.

### Save and Preview

Click this button to save any changes to the purchase order and preview how the purchase order will look like before printing.

### Record

Click on this button to Record or save the order. To record and print, fax, or email click on the pull down list and select an action.

## Screen References - New/Edit Accounts Payable

The New/Edit Accounts Payable dialog is where you can enter a bill you have received for payment at a later date. To open this dialog, click the **Purchases menu** and select **Enter Accounts Payable**, or click the **Enter Payable** icon on the toolbar of the **Home** tab, **Purchases** tab, **Banking** tab, or **Reports** tab.

### Supplier

Choose the Supplier from the pull down list, or enter a new supplier. Adding new suppliers here will create a new record for the supplier on the [Suppliers List](#) so you can quickly access them every time you create purchase orders.

### Date

Select the date.

### Vendor address

Enter the vendor's address.

### Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

### Tax

Select the special sales tax exempt option if this is a supplier who is sales-tax exempt (a foreign supplier, for example).

### Accounts Payable Items

This is the list of items on the bill. Click on the Add button to add a new item, then click within the Item or Description cells to access a drop-menu where you can select an item, or type the name of a new item. Change the Quantity or Unit Value by typing in a new value. Remove an item by clicking the red "X" at the right of the item entry.

When you enter new items here, they will automatically be added to the [Items List](#) so you can quickly add them to orders, quotes and invoices later.

### Private Notes

These are notes for internal use only.

### Total

This is the sales tax, subtotal and total display. If the sales tax calculation is wrong, please see [Taxes](#) in the Getting Started section and [Preferences ~ Tax](#) for more information.

### Record

Click on this button to Record bill.

## Screen References - New/Edit Quote

The New/Edit Quote dialog is where you fill in the details for a quote. To open this dialog, click the **Sales menu** and select **New Quote**.

### Customer

Choose the Customer from the pull down list, or enter a new customer. Adding new customer here will create a new record for the customer on [Customer List](#) so you can quickly access every time you create quotes, orders and invoices.

### Date

Select the quote date.

### Salesperson

Enter the salesperson for this quote, or choose one from the pull-down list.

### Bill To

Enter the address the quote should be sent to.

### Ship To

Enter the address the products should be sent to. Leave this blank if this is not required.

### Tax

Select the special sales tax exempt option if this is a customer who is sales-tax exempt (a foreign customer, for example).

### Quote Items

This is the list of items on the quote. Click on the Add button to add a new item, then click within the Item or Description cells to access a drop-menu where you can select an item, or type the name of a new item. Change the Quantity or Unit Value by typing in a new value.

Remove an item by clicking the 'trash' icon at the left of the item entry.

When you enter new items here, they will automatically be added to the [Items List](#) so you can quickly add them to orders, quotes and invoices later.

### Add Discount

Click the Add Discount button to apply a discount either to the entire quote, or to a line item.

See the [Apply Discount](#) help topic for more information about discounting.

### Comments

These notes are printed on the bottom of the quote.

### Private Comments

These are notes for internal use only - they are not printed on the quote.

### Total

This is the sales tax, subtotal and total display. If the sales tax calculation is wrong, please see [Taxes](#) in the Getting Started section and [Preferences ~ Tax](#) for more information.

### Save and Preview

Click this button to see how the quote will appear when printed, saved as a PDF document, or emailed to a customer.

### Convert to Invoice / Edit Invoice

If there is not yet an invoice for this quote the **Convert to Invoice** button will be shown, if there is already an invoice then the **Edit Invoice** button will be shown.

#### Convert to Invoice

Convert the quote to an invoice. The quote status will be upgraded to **Invoiced** in the system, and the New Invoice window will appear with the details from the quote filled in.

#### Edit Invoice

Edit the existing invoice for this quote.

#### Record

Click on this button to Record or save the quote. To record and print, fax, or email click on the pull down list and select an action.

# Screen References - Reconcile Account

When it is time to reconcile your Express Accounts records with your bank statement, use the Account Reconciliation. You can reconcile manually, or upload your electronic bank statement into Express Accounts for faster reconciliation. To open the Reconcile Account window, click the **Transactions** menu and select **Reconcile Account**, or press Command+E.

The Reconcile Account window is split into two sections. At the top is the Local Ledger Transactions where your unreconciled transaction records entered in Express Accounts are displayed. At the bottom is where your bank statement is displayed, if loaded.

## Local Ledger Transactions

### Account

Select the account you wish to reconcile from the pull down list of accounts.

### Last Reconciled Date

The last date the selected account was reconciled will appear here.

### Bank Statement Date

Enter the statement date that appears on your bank statement, or select a date from the calendar drop-down.

### New Statement Balance

Enter the ending balance that appears on your bank statement.

### Calculated Statement Balance

The number that appears here is the account's balance before reconciliation.

### Out of Balance

If this field contains a value other than zero, you may have errors in your records. As you compare your entries with the bank statement, those errors will probably become apparent.

### List of account entries

This is the list of account entries that have not yet been reconciled. For manual reconciliation, tick the checkbox of each entry that has a matching entry on your bank statement to reconcile the entry. For electronic reconciliation, you'll need to load your bank statement into the reconciliation window (see below). Entries that match up automatically will be checked off and will appear in green. To match an entry to an entry in the bank statement transaction's list, click in the Bank's Memo column for the local entry and select the bank entry that matches from the drop menu that appears.

If, during reconciliation, you find errors in your local ledger transactions list, double click the entry to view the entry on the journal, then select the entry and click Edit.

### Add a new payment transaction

Click here to add a new payment transaction. If you discover a missing payment entry, clicking this button will allow you to enter the transaction without exiting the reconciliation session.

### Add a new receipt transaction

Click this button to add a new receipt transaction. If you discover a missing receipt entry, clicking this button will allow you to enter the transaction without exiting the reconciliation session.

### Bank Statement's Transactions

This is the list of bank statement transactions. Entries will not appear in this list until you load a bank statement into the current reconciliation. Entries that match automatically will be checked off and displayed in green. To match an entry to an entry in the local ledger transactions list, click in the Ledger's Ref column for the bank entry and select the local ledger entry that matches. Entries that appear in red are highlighted as possible recurring fee transactions. If you select the entry and click **Add Transaction**, the entry will be added to the local ledger list, and will be automatically added to the local ledger list every time a bank statement containing the entry is loaded to the Reconcile Account dialog.

**Load a bank statement**

Click the Load a bank statement to load an external bank statement in CSV or OFX format. You can use either one of the following formats:

1. DATE - JOURNAL MEMO - AMOUNT. Wherein a negative amount corresponds to Payments, and Deposits otherwise.
2. DATE - JOURNAL MEMO - DEPOSITS - PAYMENTS. Using this format requires a zero (0) value for blank entries (either deposit or payment).

**Add Transaction**

This button allows you to quickly add an entry from your bank statement to your local ledger. Select an entry in the bank transactions list and click the Add Transaction button to open the Payment or the Receipts dialog.

**Rollback to Previous**

This button allows you to undo the last reconcile for the selected account. You may want to rollback if you have done a reconciliation by mistake or you have received more transactions that should have been included in the last reconcile.

Please note that this button will only be enabled when there is a valid reconciliation to rollback to and you will only be able to go back at most one reconciliation.

# Screen References - Journal Entry

From the Journal Entry dialog, you can enter the details of any type of transaction and then allocate the amount to two or more accounts. To make a manual journal entry, click the **Transactions menu** and select **Manual Journal Entry**, or press **Add** button on the Journal toolbar.

## Date

Select the date for this journal entry.

## Journal

Select the Journal the transaction should be recorded to from the drop menu.

## Reference

Enter reference id for this entry if you wish to record a reference id different from the auto generated id.

## Journal Memo

Add a note about this journal entry that will help you remember what the entry is for.

## Account Allocation

Allocate amounts to the accounts for this entry. Click in the table to add an account. Select an account by number or name by clicking in the either the Number or Name cells and select an account. Be sure to add both debit and credit accounts and click Record when the account amounts balance each other out.

## Out-of-balance amount

If the debit and credit accounts do not balance, the out of balance amount will be displayed beneath the Account Allocation list.

## Use Template

Before any information is entered into the Journal Entry dialog, the Use Template button will be available. Click this button to fill in the journal entries with details from a transaction template you have previously created.

## Save As Template

You can make a template of transactions you make repeatedly to save yourself time. To create a new template, first fill in the details of the transaction on the Journal Entry, then click the Save As Template button at the bottom left of the dialog. You'll be prompted to name the template, and then the details will be saved to a list you can access next time you need to apply the transaction to the journal.

## Add

Click on the Add button to create a new manual journal entry.

## Remove

Click on this button to remove the selected journal entry.

## Edit

Click on this button to make changes to the selected journal entry.

## Record

Click on this button to save the journal entry.

## Screen References - Accounts Payable

The Accounts Payable dialog is where you can enter a bill you have received for payment at a later date. To open this dialog, click the **Purchases menu** and select **Enter Accounts Payable**, or click the **Enter Payable** icon on the toolbar of the **Home** tab, **Purchases** tab, **Banking** tab, or **Reports** tab.

### **Date**

Select the date for this transaction.

### **Due Date**

Select the due date for this transaction.

### **Supplier**

Enter the supplier the account payable is owed to.

### **Supplier Address**

Enter the supplier's address.

### **Accounts Payable**

Select the account this transaction will be applied to.

### **Balance**

The balance of the account selected above will be displayed in this field for your reference.

### **Amount**

Enter the amount of the transaction.

### **Reference number**

Add an optional reference number that will appear in the Accounts Payable list, and will appear in a Payment made against this Accounts Payable.

### **Memo**

Add a note about this transaction that will help you identify the transaction on the journal.

### **Account Allocation**

Allocate amounts to the accounts for this entry. Click in the table to add an account. Select an account by number or name by clicking in the either the Number or Name cells and select an account. Be sure to add both debit and credit accounts and click Record when the account amounts balance each other out.

### **Add**

Click Add button to add an account.

### **Remove**

Click Remove button to remove a selected account.

### **Record**

Click Record button to save the bill.

### **Out-of-balance amount**

If the debit and credit accounts do not balance, the out of balance amount will be displayed beneath the Account Allocation list.

## Screen References - Link Purchase Orders

The Link Purchase Orders dialog is where you can edit the outstanding purchase orders of the chosen supplier. Use the pull down list to switch between purchase orders, and the item list to edit the order contents. Changes to purchase orders will only be saved when you click the **Finish** button.

### **Purchase Order**

Select the purchase order to edit.



# Screen References - Payments and Purchases

From the Payments and Purchases dialog, you can record the details of purchase or payment transactions and then allocate the amount to two or more accounts. To make a purchase or payment entry on the **Home** tab, click *Make a payment* in the left sidebar under the **Transactions** menu. You can also go to the **Purchases** tab and click the **Payment** button on the top toolbar, or click the **Immediate payment or purchase** block. The web version of this dialog may be opened with the **Make a payment** link on the main page or with the **Add New Check** button on the **Check List** page.

## Transaction Date

Select the date for this transaction.

## Pay To

Select the supplier this transaction is for. You can open the Suppliers List window to select a supplier, or create a new supplier, by clicking the Suppliers List button.

## Account

Select the account this transaction will be applied to.

## Account Balance

The balance of the account selected above will be displayed in this field for your reference.

## Method

Select the method of payment for this transaction. Payment methods for your business are configured in the Options -> Payments page.

## Amount

Enter the amount of the receipt or deposit.

## Reference Number

This is an optional field you can use to better manage your payments, such as an invoice number provided by a supplier. If you are entering the payment as a check, this reference number will appear on the check during printing.

## Transaction Reference

The appropriate transaction reference id is already entered in this field. If you wish to enter a different id you can enter it instead.

## Check No.

This field is only available if "Check" is selected as the payment method. Check numbers are automatically generated by Express Accounts, but you can enter a different number if required.

## Journal Memo

Add a note about this transaction that will help you identify the transaction on the journal.

## Account Allocation

Allocate amounts to the accounts for this entry. Click in the table to add an account. Select an account by number or name by clicking in the either the Number or Name cells and select an account. Be sure to add both debit and credit accounts and click Record when the account amounts balance each other out.

## Out-of-balance amount

If the debit and credit accounts do not balance, the out of balance amount will be displayed beneath the Account Allocation list.

## Use Template (Desktop version only)

Before any information is entered into the Journal Entry dialog, the Use Template button will be available. Click this button to fill in the receipt or deposit entry with details from a transaction template you have previously created.

## Save As Template (Desktop version only)

You can make a template of transactions you make repeatedly to save yourself time. To create a new template, first fill in the details of the transaction on the Receipt and Deposits dialog, then click the Save As Template button at the bottom left of the dialog. You'll be prompted to name the template, and then the details will be saved to a list you can access next time you need to apply the transaction to the journal.

### **Record Options**

When you are ready to apply your payment, you can select from the recording options at the bottom of the window. Click the main part of the button to simply record payment, or select Record and Print Check by clicking the arrow on the right side of that button.

# Screen References - Receipts and Deposits

From the Receipts and Deposits dialog, you can record the details of receipt or deposit transactions and then allocate the amount to two or more accounts. To make a receipt or deposit entry, click the **Transactions menu** and select **Receive a Payment**. In the web interface, click the **Receive a payment** link in the right-side navigation panel of the main page.

## **Transaction Date**

Select the date for this transaction.

## **Deposit Account**

Select the account this transaction will be applied to.

## **Balance (Desktop version only)**

The balance of the account selected above will be displayed in this field for your reference.

## **Amount**

Enter the amount of the receipt or deposit.

## **Reference Number**

A payment received that can be cataloged with an optional reference number. A reference number is also usually provided by the supplier.

## **Check Number**

The current Check prefix and/or Check number are displayed. You can change either to suit your needs. The number will increment by one each time a check is entered.

## **Transaction Reference**

The appropriate transaction reference id is already entered in this field. If you wish to enter a different id you can enter it instead.

## **Journal Memo**

Add a note about this transaction that will help you identify the transaction on the journal.

## **Account Allocation**

Allocate amounts to the accounts for this entry. Click in the table to add an account. Select an account by number or name by clicking in the either the Number or Name cells and select an account. Be sure to add both debit and credit accounts and click Record when the account amounts balance each other out.

## **Out-of-balance amount**

If the debit and credit accounts do not balance, the out of balance amount will be displayed beneath the Account Allocation list.

## **Use Template (if available)**

Before any information is entered into the Journal Entry dialog, the Use Template button will be available. Click this button to fill in the receipt or deposit entry with details from a transaction template you have previously created.

## **Save As Template (if available)**

You can make a template of transactions you make repeatedly to save yourself time. To create a new template, first fill in the details of the transaction on the Receipt and Deposits dialog, then click the Save As Template button at the bottom left of the dialog. You'll be prompted to name the template, and then the details will be saved to a list you can access next time you need to apply the transaction to the journal.

## **Record**

Click on this button to Record your receipt or deposit transaction.

## Screen References - Report View

From the report view, you can preview, print, save, email, or fax a report. All report windows will have the same options, which are described below. To view reports, click the **Reports tab** and select the type of report you would like to view.

### **Preview**

Click the Preview button to preview the report as it will appear in a pdf file or on a printed page. If the preview looks different than the printout, you may want to check your paper setting on the Regional tab of the Preferences dialog.

### **Print**

Click the Print button to send the report to the printer.

### **Save**

You can save a report as a PDF or CSV file by clicking the Save button.

### **Email**

You can email a report as a PDF file by clicking the Email button. Your email settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

### **Fax**

You can send a report by Fax as a PDF file by clicking the Fax button. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

## Screen References - Chart of Accounts List

Use this screen to manage your accounts: the number assigned to an account, the type of account, if it is a header account, and if it is an account open at the bank. The accounts are displayed in a list. To open the Chart of Accounts, from the **Home tab** click the **View** icon in the toolbar and select **Chart of Accounts**. To edit the account properties, double-click the account to open the Account Properties dialog.

### **New**

Click this button to create a new account or add a new default account.

### **Edit**

Click this button to edit the account properties, such as account number and type, the name, and opening balance, of the account selected in the list. This only applies to one account at a time.

### **Delete**

To delete accounts, select the account(s) you wish to remove from the list, and click this button. You can delete any account as long as it hasn't been used in a transaction.

### **Create Default (Desktop version only)**

This adds a default account list to the Chart of Accounts. If you already have a default list, then you would not see any difference when clicking on this option.

### **Restore (Desktop version only)**

Click this button to restore the currently selected account. This only applies to one account at a time. To view deleted accounts, make sure the 'Also show deleted accounts' checkbox is ticked.

### **Number of digits in account number (Desktop version only)**

You can define the number of digits for an account number. Each account created will be required to have an account number with the number of digits specified here.

### **Also show recently deleted accounts (Desktop version only)**

Tick this checkbox if you would like to view accounts that have recently been deleted. When this box is checked, deleted accounts will appear in the list highlighted in pink.

# Screen References - Invoices List

Use this screen to manage your invoices. A list of all the invoices you have created in Express Accounts is displayed here. To open the Invoices list, click the **View menu** and select **Invoices**

## Invoice

Under the Invoice menu you have the following actions with their short cut keys.

*Find Invoice - Command + F*

Use this dialog box to search for a desired Invoice in the list. You can search by Date, Invoice number, Order or Customer.

*Find Next Invoice - F3*

The commands Find Invoice and Find Next Invoice work together. The Option to use Find Next Invoice appears after you use Find Invoice. Find Next Invoice Will find the next Invoice with the same search criteria you entered in Find Invoice.

When using Find Next Invoice, after you have scrolled through all Invoices with matching search criteria from Find Invoice, A pop-up window will notify that "No more invoices matching '(SEARCH CRITERIA)' could be found."

**Note:** If you delete the search criteria from the text box in Find Invoice and click OK, a pop-up window will notify "No matching " could be found.". The Find Next Invoice function will now be grayed out and unselectable. The Find Next Invoice function will be available again after you use Find Invoice.

For the following actions you must first have an Invoice selected from your list.

*Print Invoice - Command + P*

This command will open a Print dialog window and allow you to print your invoice or save as a .pdf document.

*Print Preview - Command + Shift + P*

The Print Preview window displays the Invoice as it will be printed by the printer.

*Email Invoice - Command + E*

Allows you to send the Invoice to an email recipient.

*Show Log - Command + L*

This dialog box displays the logs of the selected record.

*Apply Payment - Command + Y*

This window allows you to Add or Edit payments received.

*Apply Credit Note - Command + C*

The Apply Credit Note window is where you can apply a customer's credit notes to their overdue invoices.

*Import Invoices from CSV*

External data can be imported into Express Accounts using csv files. A window will open that allows you to choose the CSV file you want to import from where you have it saved.

## Packing Slip

Under the Packing Slip menu you will find options for including a Packing Slip in your order. You must have an invoice selected to perform the following actions.

*Preview Packing Slip - Command + Shift + S*

The Preview Packing Slip window displays the Packing Slip as it will be printed by the printer.

*Print Packing Slip - Command + S*

This command will open a Print dialog window and allow you to print your Packing Slip or save it as a .pdf document.

*Email Packing Slip*

Allows you to send a Packing Slip to an email recipient.

### *Fax Packing Slip*

Allows you to send a Packing Slip via a telephone fax number.

### *Save As PDF*

Allows you to save your Packing Slip as a .pdf document.

### **Shipping Label**

Under this menu you will find options for creating a Shipping Label in your order. You must have an invoice selected to perform the following actions and specify shipping instructions.

#### *Preview Shipping Label*

The Preview Shipping Label window displays the Shipping Label as it will be printed by the printer.

#### *Print Shipping Label*

This command will open a Print dialog window and allow you to print your Shipping Label or save it as a .pdf document.

#### *Email Shipping Label*

Allows you to send a shipping label to an email recipient.

#### *Fax Shipping Label*

Allows you to send a shipping label via a telephone fax number.

#### *Save As PDF*

Allows you to save your shipping label as a .pdf document.

### **Help**

The Help menu contains a link to the Express Accounts Help documentation, links for the Express Accounts webpage, technical support, related programs, and other links you might find useful.

You can refine the contents of the Invoices list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed invoices by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the invoice selection to a specific customer, and the Display Invoices selector lets you choose between recorded or draft invoices only.

### **New**

Click the New button on the toolbar to create a new invoice.

### **Copy**

Clicking the Copy button will create a new invoice and fill in the customer and item information automatically using the selected invoice.

### **Delete**

To delete invoices, select the invoice(s) you wish to remove from the list, and click the Delete button on the toolbar.

### **Edit**

Click the Edit button on the toolbar to edit the currently selected invoice. You can only edit one invoice at a time.

### **Preview**

Click the Preview button on the toolbar to see how the currently selected invoice will appear when printed, saved as a PDF document, or emailed to a customer.

### **Print**

Click the Print button on the toolbar to print the currently selected invoice(s).

### **Email**

Click the Email button on the toolbar to send one or more selected invoice(s) as a PDF document to a recipient via email. You will be asked to provide an email address. Your email settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

### **Fax**

Use the Fax button on the toolbar to send one or more selected invoice(s) to a recipient via fax. You will be asked to provide a fax number. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

**Save**

Click the Save button on the toolbar to save the currently selected invoice(s) as a PDF file on your computer.

**Payment**

Click the Payment button on the toolbar to receive a payment for the selected invoice.

**Credit Note**

Click the Credit Note button on the toolbar to apply a credit note towards the selected invoice.

**Packing Slip**

Click the Packing Slip menu to view options for creating a packing slip for the currently selected invoice. Packing slips can be previewed, printed, emailed, faxed, or saved.

**Shipping Label**

Click the Shipping Label menu to view options for creating a shipping label for the currently selected invoice. Shipping labels can be previewed, printed, emailed, faxed, or saved.



## Screen References - Select Invoice List

Use this screen to select an invoice. A list of all the invoices you have created in Express Accounts is displayed here. To open the Invoices list, click the **View menu** and select **Invoices**.

You can refine the contents of the Invoices list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed invoices by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the invoice selection to a specific customer, and the Display Invoices selector lets you choose between recorded or draft invoices only.

### Select

Click the Select button on the toolbar to select the highlighted invoice.

### Find Invoice - Command + F

Use this dialog box to search for a desired Invoice in the list. You can search by Date, Invoice number, Order, Customer or Salesperson.

### Find Next Invoice - F3

The commands Find Invoice and Find Next Invoice work together. The Option to use Find Next Invoice appears after you use Find Invoice. Find Next Invoice Will find the next Invoice with the same search criteria you entered in Find Invoice.

When using Find Next Invoice, after you have scrolled through all Invoices with matching search criteria from Find Invoice, A pop-up window will notify that "No more invoices matching '(SEARCH CRITERIA)' could be found."

**Note:** If you delete the search criteria from the text box in Find Invoice and click OK, a pop-up window will notify "No matching " could be found.". The Find Next Invoice function will now be grayed out and unselectable. The Find Next Invoice function will be available again after you use Find Invoice.

# Screen References - Quotes List

Use this screen to manage your customer quotes. A list of all the quotes you have created in Express Accounts is displayed here. To open the Quotes list, click the **View menu** and select

## Quote

Under the Quote menu you have the following actions with their short cut keys.

### *New Quote*

This option will open the Edit Quote dialog with a new empty quote.

### *Copy Quote*

This option will create a new Quote and fill in the customer and item information automatically using the selected Quote.

### *Delete Quote(s)*

This option will delete the selected quotes from the quotes list.

### *Edit Quote*

This option will open the Edit Quote dialog with the selected quote.

### *Create Order*

This option will create an Order from your Quote.

### *Create Invoice*

This option will create an Invoice from your Quote.

### *Find Quote - Command + F*

Use this dialog box to search for a desired Quote in the list. You can search by Date, Quote, or Customer.

### *Find Next Quote - F3*

The commands Find Quote and Find Next Quote work together. The option to use Find Next Quote appears after you use Find Quote. Find Next Quote Will find the next Quote with the same search criteria you entered in Find Quote.

When using Find Next Quote, after you have scrolled through all Quotes with matching search criteria from Find Quote, A pop-up window will notify that "No more quotes matching '(SEARCH CRITERIA)' could be found."

Note: If you delete the search criteria from the text box in Find Quote and click OK, a pop-up window will notify "No matching " could be found.". The Find Next Quote function will now be grayed out and unselectable. The Find Next Quote function will be available again after you use Find Quote.

For the following actions you must first have a Quote selected from your list.

### *Print Quote - Command + P*

This command will open a print dialog window and allow you to print your Quote or save as a .pdf document.

### *Print Preview - Command + Shift + P*

The Print Preview window displays the Quote as it will be printed by the printer.

### *Email Quote - Command + E*

Allows you to send the Quote to an email recipient.

### *Fax Quote*

Allows you to send a Quote via a telephone fax number.

### *Save As PDF*

Allows you to save your Quote as a .pdf document.

### *Import Quotes from CSV*

External data can be imported into Express Accounts using csv files. A window will open that allows you to choose the CSV file you want to import from where you have it saved.

## Help

The Help menu contains a link to the Express Accounts Help documentation, links for the Express Accounts webpage, technical support, related programs, and other links you might find useful.

You can refine the contents of the Quotes list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed quotes by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the quote selection to a specific customer, and the Display Quotes selector lets you choose between recorded or draft quotes only.

#### **New**

Click the New button on the toolbar to create a new quote.

#### **Copy**

Clicking the Copy button will create a new quote and fill in the customer and item information automatically using the selected quote.

#### **Delete**

To delete quotes, select the quote(s) you wish to remove from the list, and click the Delete button on the toolbar.

#### **Edit**

Click the Edit button on the toolbar to edit the currently selected quote. You can only edit one quote at a time.

#### **Order**

Click the Order button on the toolbar to create a new Order using the currently selected quote. The information for the new Order will be filled in using the selected quote.

#### **Invoice**

Click the Invoice button on the toolbar to create a new Invoice using the currently selected quote. The information for the new Invoice will be filled in using the selected quote.

#### **Preview**

Click the Preview button on the toolbar to see how the currently selected quote will appear when printed, saved as a PDF document, or emailed to a customer.

#### **Print**

Click the Print button on the toolbar to print the currently selected quote(s).

#### **Email**

Click the Email button on the toolbar to send one or more selected quote(s) as a PDF document to a recipient via email. You will be asked to provide an email address. Your email settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

#### **Fax**

Use the Fax button on the toolbar to send one or more selected quote(s) to a recipient via fax. You will be asked to provide a fax number. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

#### **Save**

Click the Save button on the toolbar to save the currently selected quote(s) as a PDF file on your computer.

## Screen References - Select Quote List

Use this screen to select a quote. A list of all the quotes you have created in Express Accounts is displayed here. To open the Quotes list, click the **View menu** and select **Quotes**.

You can refine the contents of the Quotes list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed quotes by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the quote selection to a specific customer, and the Display Quotes selector lets you choose between recorded or draft quotes only.

### Select

Click the Select button on the toolbar to selected the highlighted quote.

# Screen References - Sales Orders List

Use this screen to manage your customer sales orders. A list of all the sales orders you have created in Express Accounts is displayed here. To open the Sales Orders list, click the **View menu** and select **Sales Orders**.

## Order

Under the Order menu you have the following actions with their short cut keys.

*Convert this order to an invoice*

This option will create your Order into an Invoice.

*Find Order - Command + F*

Use this dialog box to search for a desired Order in the list. You can search by Date, Order number, Quote or Customer.

*Find Next Order - F3*

The commands Find Order and Find Next Order work together. The Option to use Find Next Order appears after you use Find Order. Find Next Order Will find the next Order with the same search criteria you entered in Find Order.

When using Find Next Order, after you have scrolled through all Orders with matching search criteria from Find Invoice, A pop-up window will notify that "No more orders matching '(SEARCH CRITERIA)' could be found."

Note: If you delete the search criteria from the text box in Find Order and click OK, a pop-up window will notify "No matching " could be found.". The Find Next Order function will now be grayed out and unselectable. The Find Next Order function will be available again after you use Find Order.

For the following actions you must first have an Order selected from your list.

*Print Order - Command + P*

This command will open a Print dialog window and allow you to print your Order or save as a .pdf document.

*Print Preview - Command + Shift + P*

The Print Preview window displays the Order as it will be printed by the printer.

*Email Order - Command + E*

Allows you to send the Order to an email recipient.

*Fax Order*

Allows you to send an Order via a telephone fax number.

*Save As PDF*

Allows you to save your Order as a .pdf document.

*Import Orders from CSV*

External data can be imported into Express Accounts using csv files. A window will open that allows you to choose the CSV file you want to import from where you have it saved.

## Help

The Help menu contains a link to the Express Accounts Help documentation, links for the Express Accounts webpage, technical support, related programs, and other links you might find useful.

You can refine the contents of the Sales Orders list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed sales orders by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the sales order selection to a specific customer, and the Display Sales Orders selector lets you choose between recorded or draft sales orders only.

## New

Click the New button on the toolbar to create a new sales order.

## Delete

To delete sales orders, select the sales order(s) you wish to remove from the list, and click the Delete button on the toolbar.

#### **Edit**

Click the Edit button on the toolbar to edit the currently selected sales order. You can only edit one sales order at a time.

#### **Invoice**

Click the Invoice button on the toolbar to create a new Invoice using the currently selected order. The information for the new Invoice will be filled in using the selected order.

#### **Preview**

Click the Preview button on the toolbar to see how the currently selected sales order will appear when printed, saved as a PDF document, or emailed to a customer.

#### **Print**

Click the Print button on the toolbar to print the currently selected sales order(s).

#### **Email**

Click the Email button on the toolbar to send one or more selected sales order(s) as a PDF document to a recipient via email. You will be asked to provide an email address. Your email settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

#### **Fax**

Use the Fax button on the toolbar to send one or more selected sales order(s) to a recipient via fax. You will be asked to provide a fax number. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

#### **Save**

Click the Save button on the toolbar to save the currently selected sales order(s) as a PDF file on your computer.

## Screen References - Select Sales Orders List

Use this screen to select a sales order. A list of all the sales orders you have created in Express Accounts is displayed here. To open the Sales Orders list, click the **View menu** and select **Sales Orders**.

You can refine the contents of the Sales Orders list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed sales orders by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the sales order selection to a specific customer, and the Display Sales Orders selector lets you choose between recorded or draft sales orders only.

### Select Order

Click the Select button on the toolbar to select the highlighted sales order.

### Find Order - Command + F

Use this dialog box to search for a desired Order in the list. You can search by Date, Order number, Quote, Customer or Salesperson.

### Find Next Order - F3

The commands Find Order and Find Next Order work together. The Option to use Find Next Order appears after you use Find Order. Find Next Order Will find the next Order with the same search criteria you entered in Find Order.

When using Find Next Order, after you have scrolled through all Orders with matching search criteria from Find Invoice, A pop-up window will notify that "No more orders matching '(SEARCH CRITERIA)' could be found."

**Note:** If you delete the search criteria from the text box in Find Order and click OK, a pop-up window will notify "No matching " could be found.". The Find Next Order function will now be grayed out and unselectable. The Find Next Order function will be available again after you use Find Order.

## Screen References - Purchase Orders List

Use this screen to manage your purchase orders. A list of all the purchase orders you have created in Express Accounts is displayed here. To open the Purchase Orders list, click the **View menu** and select **Purchase Orders**.

You can refine the contents of the Purchase Orders list by using the interactive filter controls below the main toolbar.

Use the Period drop menu to filter the listed purchase orders by date, and the Start and End date pickers can be used to fine tune the date period.

The Supplier selector can also be used to further restrict the purchase order selection to a specific supplier

The Display Purchase Orders selector lets you choose between recorded or draft purchase orders only.

The Status selector can be used to filter 'Open' or 'Received' purchase orders.

### **New (if available)**

Click the New button on the toolbar to create a new purchase order.

### **Delete (if available)**

To delete purchase orders, select the purchase order(s) you wish to remove from the list, and click the Delete button on the toolbar.

### **Select (if available)**

Click the Select button on the toolbar to selected the highlighted purchase order.

### **Edit**

Click the Edit button on the toolbar to edit the currently selected purchase order. You can only edit one purchase order at a time.

### **Preview**

Click the Preview button on the toolbar to see how the currently selected purchase order will appear when printed, saved as a PDF document, or emailed to a customer.

### **Print (if available)**

Click the Print button on the toolbar to print the currently selected purchase order(s).

### **Email**

Click the Email button on the toolbar to send one or more selected purchase order(s) as a PDF document to a recipient via email. You will be asked to provide an email address. Your email settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

### **Fax**

Use the Fax button on the toolbar to send one or more selected purchase order(s) to a recipient via fax. You will be asked to provide a fax number. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

### **Save**

Click the Save button on the toolbar to save the currently selected purchase order(s) as a PDF file on your computer.

### **Bill**

Click the Bill button on the toolbar to convert currently selected purchase order easily into bills/accounts payable records. You can only convert one purchase order to bill at a time.



## Screen References - Accounts Payable List

Use this screen to manage your accounts payable. A list of all the accounts payable you have entered in Express Accounts is displayed here. To open the Accounts Payable list, click the **View menu** and select **Accounts Payable**.

You can refine the contents of the Accounts Payable list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed accounts payable by date, and the Start and End date pickers can be used to fine tune the date period. The Supplier selector can also be used to further restrict the accounts payable selection to a specific supplier, and the Display Purchase Orders selector lets you choose between recorded or draft purchase orders only.

### **New**

Click the New button on the toolbar to enter a new accounts payable.

### **Delete**

To delete accounts payable, select the accounts payable you wish to remove from the list, and click the Delete button on the toolbar.

### **Edit**

Click the Edit button on the toolbar to edit the currently selected accounts payable. You can only edit one accounts payable at a time.

### **Payment (if available)**

Click this button to apply payment for the selected account payable bill.

## Screen References - Select Account Payable List

Use this screen to select an account payable. A list of all the accounts payable you have entered in Express Accounts is displayed here. To open the Accounts Payable list, click the **View menu** and select **Accounts Payable**.

You can refine the contents of the Accounts Payable list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed accounts payable by date, and the Start and End date pickers can be used to fine tune the date period. The Supplier selector can also be used to further restrict the accounts payable selection to a specific supplier, and the Display Purchase Orders selector lets you choose between recorded or draft purchase orders only.

### **Select**

Click the Select button on the toolbar to select the highlighted account payable.

## Screen References - Payments of Accounts Payable

Use this screen to manage your payments of accounts payable. A list of all the payments you have entered in Express Accounts is displayed here. To open the Payments list, click the **View menu** and select **Payments of Accounts Payable**.

You can refine the contents of the Payments list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed payments by date, and the Start and End date pickers can be used to fine tune the date period. The Supplier selector can also be used to further restrict the payment selection to a specific supplier.

### **New**

Click the New button on the toolbar to enter a new payment.

### **Delete**

To delete payments, select the payment(s) you wish to remove from the list, and click the Delete button on the toolbar.

### **Edit**

Click the Edit button on the toolbar to edit the currently selected payment. You can only edit one payment at a time.

# Screen References - Customers List

Use this screen to manage your customer records. A list of all the customers you have entered in Express Accounts is displayed here. To open the Customer list, click the **View menu** and select **Customers**.

Note that when the Customers List is accessed through the Invoice, Order, Quotes, New Credit Notes and Receipt windows that the Invoice, Quote, Order, Payment, and Statement buttons and some menus and menu items will not be displayed in the the list window.

## Select (if available)

Click the Select button to select a supplier for entry into a form.

## Add

Click the Add button on the toolbar to create a new customer record.

## Delete

To delete a customer record, select the customer record(s) you wish to remove from the list, and click the Delete button on the toolbar.

## Edit

Click the Edit button on the toolbar to edit the currently selected customer record. You can only edit one customer record at a time.

## Quote (if available)

Click this button to create a new quote for the selected customer.

## Order (if available)

Click this button to create a new order for the selected customer.

## Invoice (if available)

Click this button to create a new invoice for the selected customer.

## Payment (if available)

Click this button to receive a payment for the selected customer.

## Statement (if available)

This menu button provides various statement actions for the currently selected customer.

- Print - Print a statement for the customer directly to a printer.
- Print Preview - View the customer's statement as it would be printed, but on your computer's screen instead.
- Email - Send a statement for the selected customer in PDF format via email. You will be asked to provide an email address. Your email settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.
- Fax - Send a statement for the selected customer via fax. You will be asked to provide a fax number. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.
- Save as PDF - Save a statement as a PDF file on your computer.

## Save

Click this button to save records of all customers.

- Save as PDF - Save records as a PDF file on your computer.
- Save as CSV - Save records as a CSV file on your computer.

## Display Customers Group

Click on this drop down to filter and view only customers belonging to a specific customer group.

To create customer groups, see the [Customer Groups List](#) topic under the Screen References section of this help manual.

## Display inactive customers

Check this box to include any inactive customers in the customer list.

The inactive customers will be highlighted with a colored background.

#### **Customer menu**

Click the Customer menu to view options for adding, editing and deleting customers; creating quotes, orders, invoices, and applying payments; emailing or phoning a customer; finding a customer in the list; managing customer groups, importing customers from CSV, Outlook or another business, or exporting the customer list; recalculating the customer balance; and printing an envelop with the customer's address on it.

#### **Report menu**

Click the Report menu to print, preview, email, fax, save a pdf or csv report of the list of customers.

#### **Shipping Label (if available)**

Click the Shipping Label menu to view options for creating a shipping label for the currently selected customer. Shipping labels can be previewed, printed, emailed, faxed, or saved.

# Screen References - Suppliers List

Use this screen to manage your supplier records. A list of all the suppliers you have entered in Express Accounts is displayed here. This list is also displayed when you want to select a supplier to enter into a form, such as the Payments and Purchases form.

## **Select (shown only when selecting a supplier for a form)**

Click the Select button to select a supplier for entry into the Payments and Purchases form.

## **Add**

Click the Add button on the toolbar to create a new supplier record.

## **Delete**

To delete a supplier record, select the supplier record(s) you wish to remove from the list, and click the Delete button on the toolbar.

## **Edit**

Click the Edit button on the toolbar to edit the currently selected supplier record. You can only edit one supplier record at a time.

## **Find Supplier**

Select this option to open the Find Supplier window. From here, enter the Supplier name you want to search for to locate it in the list.

## **Find Next Supplier**

Select this option to find the next Supplier in the list with the last term searched for, or use the shortcut F3 to locate the next Supplier in the list.

## **Email (if available)**

Click the Email button on the toolbar to send an email to the currently selected supplier.

## **Call (if available)**

Click the Call button on the toolbar to call the currently selected supplier. Clicking this button will open Express Talk, a VoIP Softphone. You can learn more about Express Talk at <http://www.nch.com.au/talk/index.html>

## **Export Data for Mail Merge (if available)**

Use this option to export your suppliers list if you need to use it for mail merge. Please see [Mail Merge](#) for more details.

## **Import Suppliers from CSV**

This option is only available from the desktop version of Express Accounts. It is also not available from the Supplier menu when the Supplier list is opened from the Payments and Purchases form.

You can import a list of suppliers you have used previously to save time entering new suppliers into Express Accounts. To import a list, open the Suppliers list, click the **Supplier** menu and click **Import Suppliers from CSV**. Browse to the CSV file and click Open. The Match CSV Fields dialog will open in Express Accounts. You'll need to match up the columns from the CSV file with headings in Express Accounts. For more information on how to do this, see the help topic [Match CSV Fields](#) in the Screen References section of this manual.

## **Statement (if available)**

This menu button provides various statement actions for the currently selected supplier.

- Print - Print a statement for the supplier directly to a printer.
- Print Preview - View the supplier's statement as it would be printed, but on your computer's screen instead.
- Email - Send a statement for the selected supplier in PDF format via email. You will be asked to provide an email address. Your email settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

- Fax - Send a statement for the selected supplier via fax. You will be asked to provide a fax number. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.
- Save as PDF - Save a statement as a PDF file on your computer.

# Screen References - Payments List

Use this screen to manage your customer payments. A list of all the payments you have received in Express Accounts is displayed here. To open the Payments list, click the **View menu** and select **Payments**.

You can refine the contents of the Payments list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed payments by date, and the Start and End date pickers can be used to fine tune the date period. The Customer selector can also be used to further restrict the payment selection to a specific customer.

## Payment

Under the Payment menu you have the following actions with their short cut keys.

*Find Payment - Command + F*

Use this dialog box to search for a desired Payment in the list. You can search by Date, Payment number, or Customer.

*Find Next Payment - F3*

The commands Find Payment and Find Next Payment work together. The Option to use Find Next Payment appears after you use Find Payment. Find Next Payment Will find the next Payment with the same search criteria you entered in Find Payment.

When using Find Next Payment, after you have scrolled through all Payments with matching search criteria from Find Payment, A pop-up window will notify that "No more Payments matching '(SEARCH CRITERIA)' could be found."

Note: If you delete the search criteria from the text box in Find Payment and click OK, a pop-up window will notify "No matching " could be found.". The Find Next Payment function will now be grayed out and unselectable. The Find Next Payment function will be available again after you use Find Payment.

## New

Click the New button on the toolbar to enter a new customer payment.

## Delete

To delete payments, select the payment(s) you wish to remove from the list, and click the Delete button on the toolbar.

## Edit

Click the Edit button on the toolbar to edit the currently selected payment. You can only edit one payment at a time.

## Refund

Click this button to apply a refund on the selected payment.

## Preview

Click the Preview button on the toolbar to see how the currently selected payment will appear when printed, saved as a PDF document, or emailed to a customer.

## Print

Click the Print button on the toolbar to print the currently selected payment(s).

## Email

Click the Email button on the toolbar to send one or more selected payment(s) as a PDF document to a recipient via email. You will be asked to provide an email address. Your email settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

## Fax

Use the Fax button on the toolbar to send one or more selected payment(s) to a recipient via fax. You will be asked to provide a fax number. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.



**Save**

Click the Save button on the toolbar to save the currently selected payment(s) as a PDF file on your computer.

## Screen References - Enter New Column Name

Use this dialog box to edit the column name.

### **Enter New Column Name**

Enter a new column name that will replace current column name.

## Screen References - Refund

The Express Accounts Refund window allows you to apply a refund on the selected payment. In payments list dialog, select a payment, click "Payments" in menu bar and select Refund. **Customer Refund**

**Date:**

Enter the date the refund for the refund

**Customer:**

Select the customer from the drop-menu, or enter a new customer using the customer button to the right of the drop-menu.

**Amount:**

If you selected a customer, this field will automatically fill with the customer's account balance. If the payment does not match this number, enter the exact amount paid.

**Method:**

Select how the refund was made.

**Reference Number:**

Enter the reference number. Leave this field blank if you charge by credit card online; the reference number will generate automatically after success. If you do not charge by credit card, entering a reference number is optional, but can help you keep soft references between refunds and invoices.

**Record:**

Click on this button to Record the payment. To select the action (Record and Print) click on the pull down list.

# Screen References - Items List

Use this screen to manage your items records. A list of all the items you have entered in Express Accounts is displayed here. To open the Items list, click the **View menu** and select **Items**.

## **Select (if available)**

Use the select button to add the selected items to the items list.

## **Add**

Click the Add button on the toolbar to create a new item record.

## **Delete**

To delete a item record, select the item(s) you wish to remove from the list, and click the Delete button on the toolbar.

## **Edit**

Click the Edit button on the toolbar to edit the currently selected item record. You can only edit one supplier record at a time.

## **Print to**

You can print the document by clicking the Print To button.

This will open the Select Report Value to Sort By dialog which allows you to choose which column to sort the Items by.

From here the View button will open the generated report with the choice to email, fax, print and save the report.

## **Item menu**

In addition to the options on the toolbar, the Item menu also includes options for the following:

### **Find Item**

Select this option to open the Find Item window. From here, enter the item name you want to search for to locate it in the list.

### **Find Next Item**

Select this option to find the next item in the list with the last term searched for, or use the shortcut F3 to locate the next item in the list.

### **Import Items from CSV**

To import items into Express Accounts from a CSV list, select this option.

### **Import Items from other Business**

To import items from another Express Accounts business, select this option.

## Screen References - Vehicle List

Use this screen to manage your vehicles. A list of all the vehicles you have entered in Express Accounts is displayed here. To open the Vehicle list, click the **View** menu and select **Vehicle List**.

You can view all the mileage records for a vehicle in this list by selecting a vehicle, clicking the menu, then selecting **View Trips** (you can also right-click a vehicle and select **View trips for selected vehicle**). This will open the Vehicle Mileage List window filled with only the mileage records for the selected vehicle.

### **Select (if available)**

Click the Select button to select a vehicle for mileage records.

### **Add**

Click the Add button on the toolbar to create a new vehicle.

### **Delete**

To delete a vehicle, select the vehicle(s) you wish to remove from the list, and click the Delete button on the toolbar. Deleting a vehicle with associated mileage records will ask if you want to delete the mileage records as well.

### **Edit**

Click the Edit button on the toolbar to edit the currently selected vehicle. You can only edit one vehicle at a time.

## Screen References - Vehicle Mileage List

Use this screen to manage your vehicle mileage records. A list of all the mileage records you have entered in Express Accounts is displayed here. To open the Mileage list, click the **View** menu and select **Mileage List**.

### **Add**

Click the Add button on the toolbar to add mileage for a vehicle.

### **Delete**

To delete a mileage record, select the record(s) you wish to remove from the list, and click the Delete button on the toolbar.

### **Edit**

Click the Edit button on the toolbar to edit the currently selected mileage record. You can only edit one record at a time.

# Screen References - Print Preview

The Preview window displays each page of the document as it will be printed by the printer.

## **Edit (if available)**

You can edit this document by clicking the Edit button.

This will close the preview window and open the edit Invoice dialog in order for you to modify the current record.

## **Email**

You can email this document by clicking the Email button.

This will open a window to enter the recipient's email address(es) and an optional message, and will send an email to the entered address(es) with the document as an attachment.

## **Print (if available)**

You can print the document by clicking the Print button.

This will open the printer selection and settings dialog where you can select which pages of the document to print.

## **Fax (if available)**

You can fax this document by clicking the Fax button.

This will open a window to enter the desired fax number, and will fax the document to the entered number.

## **Save PDF (if available)**

If you want to save the record in PDF, you can do so in Save PDF button.

This will open a file browser window and will let you choose where you want the PDF file to be saved.

## **Set Recurring (if available)**

If you want to save the current invoice to a recurring invoice, you can do so via Set Recurring button.

This will open the Recurring Invoice Schedule window for you to set the options related to a recurring invoice.

## **Apply Payment (if available)**

If you want to apply a payment to the current invoice, you can do so via Apply Payment button.

This will open the Payment Method window for you to specify the payment mode and verify amount to be paid.

## **Set Logo (if available)**

If you haven't set the business logo, you can do so via Set Logo button.

This will open a file browser dialog where you can search and select your business logo.

## **Delete (if available)**

This will ask for you confirmation before deleting the invoice record.

## **Invoice Layout (if available)**

If you want to apply some customizations on your invoice, you can do so via Invoice Layout button.

This will open the Invoice Style page of your Preferences window.

## **Previous and Next (if available)**

Use the Previous and Next buttons to view each page of the document when there is more than one page to print.

**Close** The Close button closes the window.

# Screen References - Recurring Invoices List

Use this screen to manage your recurring invoices. A list of all the recurring invoice schedules you have created in Express Accounts is displayed here. To open the Recurring Invoices list, click the **View menu** and select **Recurring Invoices**.

## **New**

Click the New button on the toolbar to create a new recurring invoice. This will open the New Invoice window, which you should fill out like a normal invoice and save as a recurring invoice to set the invoicing schedule.

## **Delete**

To delete recurring invoices, select the recurring invoice(s) you wish to remove from the list, and click the Delete button on the toolbar.

## **Edit**

Click the Edit button on the toolbar to edit the currently selected recurring invoice. You can only edit one recurring invoice at a time.

## **Schedule**

Click the Schedule button on the toolbar to view and/or change the schedule for the selected recurring invoice, or to change the action taken when the invoice is generated (email, fax, print, save, etc.).

## **Preview**

Click the Preview button on the toolbar to see how the recurring invoice will appear when printed, saved as a PDF document, or emailed to a customer.

## **Show Log**

Select this option from the Invoice menu to view the log related to the selected recurring invoice. The log will show information about past activity related to the selected recurring invoice.

## **Find Recurring Invoice**

Select this option to open the Find Recurring Invoice window. From here, enter the invoice name you want to search for to locate it in the list.

## **Find Next Recurring Invoice**

Select this option to find the next invoice in the list with the last term searched for, or use the shortcut F3 to locate the next invoice in the list.

## **Run**

Click the Run button on the toolbar to generate all currently due invoices for the selected recurring invoice, according to its schedule.



# Screen References - Recurring Orders List

Use this screen to manage your recurring sales orders. A list of all the recurring sales order schedules you have created in Express Accounts is displayed here. To open the Recurring Orders list, click the **View menu** and select **Recurring Orders**.

## **New**

Click the New button on the toolbar to create a new recurring sales order. This will open the New Order window, which you should fill out like a normal sales and save as a recurring sales order to set the order schedule.

## **Delete**

To delete recurring sales orders, select the recurring order(s) you wish to remove from the list, and click the Delete button on the toolbar.

## **Edit**

Click the Edit button on the toolbar to edit the currently selected recurring sales order. You can only edit one recurring sales order at a time.

## **Schedule**

Click the Schedule button on the toolbar to view and/or change the schedule for the selected recurring sales order, or to change the action taken when the order is generated (email, fax, print, save, etc.).

## **Preview**

Click the Preview button on the toolbar to see how the sales order will appear when printed, saved as a PDF document, or emailed to a customer.

## **Find Recurring Order**

Select this option to open the Find Recurring Order window. From here, enter the order name you want to search for to locate it in the list.

## **Find Next Recurring Order**

Select this option to find the next order in the list with the last term searched for, or use the shortcut F3 to locate the next order in the list.

## **Run**

Click the Run button on the toolbar to generate all currently due sales orders for the selected recurring sales order, according to its schedule.

## Screen References - Credit Notes List

Use this screen to manage your credit notes. Here you will see a list of all the credit notes entered into Express Accounts. To open the Credit Notes list, click the **View menu** and select

You can refine the contents of this list by using the interactive filter controls below the main button bar. You can use the 'Period' selector to filter the listed credit notes by date, and the 'Start' and 'End' date pickers can be used to fine tune the date period. The 'Customer' selector can also be used to further restrict the credit notes selection to a specific customer.

### **Select (Only available when the list is accessed from Apply Credit Note window)**

Click this button to apply the selected Credit Note to the Apply Credit Note window.

### **New (if available)**

Click this button to create a new credit note.

### **Delete (if available)**

To delete credit notes, select the credit note(s) you wish to remove from the list, and click this button.

### **Edit (if available)**

Click this button to edit the currently selected credit note. This only applies to one credit note at a time. Editing is not allowed to already applied credit notes.

### **Apply (if available)**

Click this button to apply the currently selected credit note towards an existing invoice.

### **Undo Credit (if available)**

Click this button to undo the credit applied to invoices from the selected credit note.

### **Preview**

Click this button to see how the credit note will appear when printed, saved as a PDF document, or emailed to a customer.

### **Print**

Click this button to print the currently selected credit note(s).

### **Email**

Use this button to send one or more selected credit note(s) as a PDF document to a recipient via email. You will be asked to provide an email address.

### **Fax**

Use this button to send one or more selected credit note(s) to a recipient via fax. You will be asked to provide a fax number.

### **Save**

Click this button to save the currently selected credit note(s) as a PDF file on your computer.

## Screen References - Salesperson List

Use this screen to manage your salespeople. A list of all the salespeople Express Accounts is aware of is shown here. To open the Salesperson list, click the **View menu** and select **Salespeople**.

### **Add**

Click this button to add a new salesperson record.

### **Delete**

To delete salesperson records, select the salesperson you wish to remove from the list, and click this button.

### **Edit**

Click this button to edit the currently selected salesperson record.

# Screen References - View Journal

Use this screen to manage your journals. A list of all the journal entries you have made in Express Accounts is displayed here. To open the Journal, click the **View menu** and select **Journal**. To view a specific journal, from the **Home tab** click on the journal's tab under the toolbar.

You can refine the contents of the Journal list by using the interactive filter controls below the main toolbar. Use the Period drop menu to filter the listed journal entries by date, and the Start and End date pickers can be used to fine tune the date period. The Account selector can also be used to further restrict the journal entry selection to a specific account, and the Ref filter further restricts the journal view to a specific reference number.

## Add

Click the Add button on the toolbar to create a new journal entry.

## Delete

To delete a journal entry, select the journal entry(s) you wish to remove from the list, and click the Delete button on the toolbar.

## Edit

Click the Edit button on the toolbar to edit the currently selected journal entry. You can only edit one journal entry at a time.

## Preview

Click the Preview button on the toolbar to see how the journal will appear when printed, saved as a PDF document, or emailed.

## Print

Click the Print button on the toolbar to print the current journal view.

## Email

Use this button to send the current journal view as a PDF document to a recipient via email. You will be asked to provide an email address. Your email settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

## Fax

Use this button to send the current journal view to a recipient via fax. You will be asked to provide a fax number. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

## Save

Click the Save button on the toolbar to save the current journal view as a PDF file on your computer.

## Import transactions from CSV

Click this link to start the importing process from a CSV (Comma-separated values) format file to the journal list. Importing will fail if the entries are not balanced, or if any of the required information is blank or missing. Required fields are: Journal, Reference, Description, Account, and Debit Amount or Credit Amount.

## Screen References - View Journal - General Ledger Transactions

A list of transactions that has been allocated to a specific account is displayed here.

### **Delete**

To delete a journal entry, select the journal entry(s) you wish to remove from the list, and click the Delete button on the toolbar.

### **Edit**

Click the Edit button on the toolbar to edit the currently selected journal entry. You can only edit one journal entry at a time.

### **Refresh**

Click the Refresh button on the toolbar to refresh the journal list after a change has been made.

# Screen References - Checks List

Use this screen to manage your checks. A list of all the checks you have created in Express Accounts is displayed here. To open the Checks list, click the **View menu** and select **Checks**.

## **New**

Click the New button on the toolbar to create a new check. This will open the Payments and Purchases window, which you should fill out like a normal payment and save as a recurring sales order to set the order schedule.

## **Void**

To void checks, select the check(s) you wish to void from the list, and click the Void button on the toolbar.

## **Edit**

Click the Edit button on the toolbar to edit the currently selected check. You can only edit one check at a time.

## **Preview**

Click the Preview button on the toolbar to see how the check will appear when printed, saved as a PDF document, or emailed.

## **Print**

Click the Print button on the toolbar to print the currently selected check(s).

## **Email**

Click the Email button on the toolbar to send one or more selected check(s) as a PDF document to a recipient via email. You will be asked to provide an email address. Your email settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

## **Fax**

Click the Fax button on the toolbar to send one or more selected check(s) to a recipient via fax. You will be asked to provide a fax number. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

## **Save**

Click the Save button on the toolbar to save the currently selected check(s) as a PDF file on your computer.

# Screen References - New Account Dialog

The New Account Dialog is where you create new accounts to be added to the Chart of Accounts. To locate this dialog, click the **View** icon in the toolbar and select **Chart of Accounts**. From the Chart of Accounts dialog, click the **New** icon in the toolbar to open the New Account Dialog.

Add a new account from the list of Standard Default Accounts, or create an entirely new account from this dialog.

## Use Standard Default Accounts

Select the type of account you would like to add by checking it, then click the **Add Account(s)** button to add it to the Chart of Accounts

### Create New Account

#### Account Name

Enter a name for the account you are creating.

#### Type

Select an account type by clicking the radio button next to: Asset, Liability, Equity, Income, or Expenses. Then, specify the type using the drop menu to the right of the account type.

#### Classification for Cash Flow

The selection you make in this field will be used for the Cash Flow Statement reports. Your choices are Operating, Investing or Financing.

#### Account Number

Enter an account number. The number of digits in the account must match the digit amount set on the Chart of Accounts list, which is four by default.

#### Default Linked Account for (If available)

The selection you make in this field will be used as the default account for selected transactions.

#### Opening Balance

Enter an opening balance for the account, or keep it at zero.

#### Account is just a Header Account

If the account is a header account it means that nothing can be posted directly to the account but on reports the account prints the subtotals of all accounts below it with the same prefix.

#### Cash Postable

If an account is cash postable it means it will appear in the list of accounts that payments can be made from or deposits made to. Bank and Credit Card accounts usually have this option ticked.

#### Tax Included

Check this box if payment from this account will include sales tax. The tax will be based on values entered on the Tax tab of Preferences, but can also be adjusted on the Payments and Purchases dialog.

#### Add

When all the details for the new account have been filled in, click the Add button to add the account to the Chart of Accounts list.

## Screen References - Find Key String

Use this dialog box to search for a desired string in the list. Press **Command+F** from the list window to open this dialog.

### **Enter the search term here**

Enter the desired search term in the text box provided below to find the matching data in the list window.



## Screen References - Enter New Group Name

Use this dialog box to create or edit a customer group name. To open this dialog, open the Customers list from the **Home tab** by clicking the **View** icon and selecting **Customers**, then click the **Customer menu** and select **Manage Customer Groups**, then click the **Add** icon, or double-click an entry to edit the customer group name.

### Enter New Group Name

Enter a new group name that will replace current group name.

## Screen References - Customer Groups List

Use this screen to manage your customer groups. Here, you will see a list of all the customer groups you have created in Express Accounts. You can also use this list to create new customer groups. To open the Customer Groups List, click the **View menu** and select **Customers**.

From the **Customer** menu, select **Manage Customer Groups**. Alternatively, this screen can be accessed from a customer's record, accessed from the Customer List on the Other tab by clicking the customer folder icon next to the customer groups drop-menu.

Once you have create customer groups, you can assign them to individual customer records on the Other tab of their customer record. See the **Customer List** topic in the Screen References section of this manual for more information about managing customer records.

### **Select (if available)**

Click the **Select** button to add the selected customer group to the customer record.

### **Add**

Click the **Add** button to create a new customer group.

### **Delete**

To delete customer groups, select the customer groups(s) you wish to remove from the list, and click the **Delete button**.

### **Edit**

Click the **Edit** button to edit the currently selected customer group in the list. This only applies to one customer group at a time.

Additionally, the following functions are available from the Customer Group menu:

#### **Find Customer Group**

Select this option to open the Find Customer Group window. From here, enter the group name you want to search for to locate it in the list.

#### **Find Next Customer Group**

Select this option to find the next customer group in the list with the last term searched for, or use the shortcut F3 to locate the next group in the list.

## Screen References - Non-invoiced Cash Sale

The Non-invoiced Cash Sale window is where you quickly create an invoice, receive payment, and print a receipt for a transaction from one window. To access the Non-invoiced Cash Sale window, click **Non-invoiced cash sale** block on the main or sales screen, or click **Enter non-invoiced cash sale** from the left sidebar on the Sales screen.

### Invoice Items

This is the list of items on the invoice. Click inside the list to add a new item. You can modify Item, Description, Qty, Price by clicking them. You can also use a bar code scanner to add new items.

### Add Item

Click this button to enter an item in the item list.

### Remove Item

Click this button to remove the selected item in the item list.

### Add Discount

Input a discount amount. Note that this field is only available when discounts are enabled in Preferences.

### Discount(%)

Input a number for discount without the % sign. E.g., 20 means 20% discount.

### Deposit Account

Select a deposit account for the transaction from the drop menu.

### Salesperson

Enter the salesperson for this non-invoiced cash sale, or choose one from the pull-down list.

### Comments

These comments are printed on the bottom of the receipt.

### Private Comments

These are comments for internal use only - they are not printed on the receipt.

### Total

This is the total display.

### Record Cash

Click on this button to Pay by Cash and Record the Transaction. To select the action (to Pay by Credit Card, Check or Create an Invoice) click on the pull down list.

Pay by credit card. You will need to input the customer's credit card information and use the default setting to charge by credit card. Credit card payments can be configured from Preferences->Credit Card Gateways.

Pay by check. You will need to input the check number.

Save to invoice without collecting payment for the transaction.

## Screen References - Shipping Label

Use this dialog box to set shipping instructions that will be printed on a shipping label.

### **Please enter Shipping instructions**

Enter an instructions that will be printed on a shipping label.

## Screen References - Change Customer Group

Use this dialog box to change the group membership of a customer.

### **Select New Customer Group.**

Select a customer group from the dropdown.

## Screen References - Change Salesperson

Use this dialog box to change the salesperson associated with a customer.

### **Select New Salesperson.**

Select a salesperson from the dropdown.

## Screen References - Browse Transaction File Dialog

Use this dialog box to browse for the bank statement's transaction file (CSV/OFX).

**Bank file:**

You can browse for your bank statement's transaction file in CSV or OFX format.

## Screen References - Import Transaction

Use this dialog box to select which of the bank statement's transactions to import. Select the transactions by enabling the checkbox on the left side.

### **Account**

Choose the account from the drop down list in to which the selected transactions will be imported in to.

### **Import**

Click this button to start the importing process. Users must be able to select at least one transaction from the list.



## Screen References - Apply Discount Quote

**Fixed flat discount to the whole quote** Select this option to add a flat amount as a discount to the entire quote.

**Fixed percentage discount to the whole quote**

Select this option to add a percentage-based discount to the entire quote. Currently this type of discount must be added after all other items in order to calculate the amount correctly.

**Apply line-by-line discounts to specific items**

Select this option to enable the discount column for each item on the quote.

## Screen References - Apply Discount Order

**Fixed flat discount to the whole order** Select this option to add a flat amount as a discount to the entire order.

**Fixed percentage discount to the whole order**

Select this option to add a percentage-based discount to the entire order. Currently this type of discount must be added after all other items in order to calculate the amount correctly.

**Apply line-by-line discounts to specific items**

Select this option to enable the discount column for each item on the order.

## Screen References - Apply Discount Credit Note

**Fixed flat discount to the whole credit note** Select this option to add a flat amount as a discount to the entire credit note.

**Fixed percentage discount to the whole credit note**

Select this option to add a percentage-based discount to the entire credit note. Currently this type of discount must be added after all other items in order to calculate the amount correctly.

**Apply line-by-line discounts to specific items**

Select this option to enable the discount column for each item on the credit note.

## Screen References - Apply Discount Cash Sale

**Fixed flat discount to the whole cash sale** Select this option to add a flat amount as a discount to the entire cash sale.

**Fixed percentage discount to the whole cash sale**

Select this option to add a percentage-based discount to the entire cash sale. Currently this type of discount must be added after all other items in order to calculate the amount correctly.

**Apply line-by-line discounts to specific items**

Select this option to enable the discount column for each item on the cash sale.

# Screen References - Custom Reports

The Custom Reports window is where you can create, edit, share and print customized reports for purposes such as tax filing. To access the Custom Reports window, click the **Custom Reports** block on the reports tab screen, or click **Custom Reports** from the left sidebar on the Reports tab.

The Custom Reports window is divided into two main sections: Field Entry and Report Text. Please refer to the topics below and the help under related windows and dialogs for more in-depth information.

## Toolbar

### New (Report)

Click the **New** button on the toolbar to create a new report form. A sample report form will be created and listed in the **Report Form** pull-down list under the toolbar. You can then modify the new report form to your requirements.

### Edit (Report)

Click the **Edit** button on the toolbar to edit the report text of the selected report form.

### Delete (Report)

Click the **Delete** button on the toolbar to delete the selected report form. *Caution:* This action is permanent. Deleted report forms cannot be recovered.

### Import

Import lets you import a report form into your form list. The report form to be imported must be an EAF file generated by Express Accounts. This is useful for sharing forms between separate installations of Express Accounts.

### Export

Click this button to export or to back up the selected report form. Exported report forms can be imported later, or they can be shared with other users and on Express Accounts online forums.

### Preview

Click this button to preview the generated report text before printing.

### Print

Click this button to open the system's print dialog for printing the generated report.

### Save

Click this button to save the generated report text into a PDF file. Note: If you wish to save it as a simple text file, please do so by copying the report text and pasting it in the text-editor of your choice.

### Email

Click the Email button to send the report to an email. The generated report will be sent as an attachment to the email.

### Fax

You can send a report by Fax as a PDF file by clicking the Fax button. Your fax settings must be set up before this operation can be completed, which can be done on the Other tab of the Preferences dialog in the Send Settings section.

### Report Form Parameters (under the toolbar)

#### Report Form

This drop menu lists all the available report forms from the active business. New report forms are automatically added to this list when the New button is clicked in the toolbar.

#### Rename

Click the Rename button to rename the selected report form. This must be unique and must not contain any of the following characters: \<>|:.\*?

#### Period

Select a time period for the report from the pull-down-list. This will ensure account balances are pulled from the time period you are reporting on.

### **Start**

When "Select Period" is selected in the Period drop-menu, you can select a start date from the date picker to generate the report for a specific time period. This is also an in-built field and can be accessed by typing the field name PERIODSTART in the report text.

### **End**

When "Select Period" is selected in the Period drop-menu, you can select an end date from the date picker to generate the report for a specific time period. This is also an in-built field and can be accessed by typing the field name PERIODEND in the report text.

### **Field Entry**

This section contains the user-defined fields list. Each row in the list displays the attributes of a field such as field name, its value or formula, and the current estimate or evaluated value. You will create fields to represent the values that will appear on your final report, or in other field equations. Each field has a field type (viewed by double-clicking the field), which determines the value displayed. Please see the [Add/Edit Field Dialog](#) topic for more information about field types.

Double-click on a row to view other attributes of the field or to edit it. A row displayed in red indicates an error in evaluating the field. The reason for an error can be viewed by double-clicking the field row.

You can add, edit or delete a field by clicking the respective buttons from the bottom of the panel.

A field's estimated value can be substituted in the Report Text section by using the field name in square brackets, e.g., [Field1].

There are few in-built system fields which cannot be modified or deleted:

PERIODSTART - Start date of the report.

PERIODEND - End date of the report.

COMPANYNAME - Name of the currently active business.

COMPANYADDR - Address of the currently active business.

### **Add (Field)**

Click this button to add a field to the selected report form.

### **Edit (Field)**

Click this button to edit the selected field.

### **Delete (Field)**

Click this Delete button to delete the selected field(s). Deleted fields cannot be recovered.

### **Report Text**

The Report Text section lets you write the text for your report with the desired formatting, and is where you designate how the field values you created in the Field Entry section are displayed. To edit the text, click the **Edit Report** button at the bottom of the window, then type in the Report Text pane. Click **Save Report** to save your changes to the report text.

To enter field text into the Report Text, enclose the field name in square brackets, e.g., [Field1]. When the report is generated, the value will replace the field place holders.

The report is generated as a simple text/pdf file without any style or formatting to keep it simple for the majority of users. However, technically advanced users can easily create the reports in csv, html or xml format.

### **Edit/Save Report**

This button toggles between 'Edit Report' and 'Save Report' modes allowing user to either edit the text or save the report.

## Screen References - Add/Edit Field Dialog

This dialog is used for entering or editing the field properties of a field in the report form. Every field generates an estimate (currency amount or text) to be substituted in the report. There are different types of fields, such as currency value (e.g., \$125.99, \$55.0), simple expression (e.g., Field1 + Field2), etc, described in more detail below. Each field contains four basic properties, which are described below.

### Field name:

Enter a field name. A field name is required to substitute the estimated value in the Report Text section. Field names must be unique and different from other field names in a report. It must always start with an alphabetic character and contain only alpha-numeric characters. Symbols such as `<>|*?` and spaces are not allowed. For example: ABC, Field1, a12, line1, and TotalAssets are valid field names; however, 123, 1a, 2?, \$total, line\_1, my field, etc. are invalid field names.

### Field type:

Select a field type from the pull-down list. Each field type is described below:

*Currency Value:* This can be used for entering a specific amount or value. E.g., \$12, 123.45, etc.

*Account Balance:* This is the most important field as it can be used to extract account balances from Express Accounts. See the 'Field value' section below for examples.

*Simple Expression:* This allows user to perform arithmetic operations. The allowed operators are +, -, \*, and / for addition, subtraction, multiplication and division respectively. E.g., Field1 + Field2 gives you sum of existing fields Field1 and Field2.

*Comparison Expression:* This can be used to compare two different field values or expressions, and then to enter an amount in the report based on the comparison. See the 'Field value' section below for examples.

*True/False Value:* This can be used for entering a boolean type (True/False, Yes/No) value in the report. This can be very useful for checkboxes and answering Yes/No type questions in the report form. See the 'Field value' section below for examples.

*Rounding:* This can be used for rounding an expression or amount in the report form. See the 'Field value' section below for examples.

### Field value:

Enter a field value. The format for field value differs with field type. However, it is recommended to click the **Edit Value** button to enter the field value, except for currency and simple expression types when the button is disabled. Formats for some field types are explained below:

*Account Balance:* "[Account number/type]:[PERIODSTART]:[PERIODEND]" It is strongly recommended you click the Edit Value button to enter or edit this field value, so that you don't have to worry about typing the format correctly.

E.g., typing 4110:PERIODSTART:PERIODEND gives you the balance of account number 4110 for the date period defined on main window of the report form. PERIODSTART always begins 00:00:00th hours of the start day and PERIODEND ends 23:59:59 (i.e. last second) of the day. You can also get the account balance for different date periods, e.g., 4110:2013-01-01:2013-12-31. Date formats entered here must be in YYYY-MM-DD format. Similarly, 1110:PERIODSTART: gives you the balance of account number 1110 at the start (00:00:00th hour) of defined start date and, 1110::PERIODEND gives you the balance of account number 1110 at the end (23:59:59th hour) of defined end date.

*Comparison Expression:* "[Left expression]:[Comparison operator]:[Right expression]":[True state expression]:[False state expression]

It is strongly recommended you click the Edit Value button to enter or edit this field value, so that you don't have to worry about typing the format correctly.

E.g., Field1:>:Field2:Field1:Field2 decodes to - "If Field1 is greater than Field2, then the field value is Field1, or else field value is Field2."

*True/False Value: "[0/1];[Text]"*

E.g., 1:Yes can be used to answer a form question with a 'Yes' text value. Similarly, 0:N answers the form question with letter 'N'.

*Rounding: "[Rounding rule];[Rounding interval];[expression]"* It is strongly recommended you click the Edit Value button to enter or edit this field value, so that you don't have to worry about typing the format correctly.

E.g., U:1.00:5.45 rounds up 5.45 to 6.00. Similarly, D:1.00:5.45 rounds down 5.45 to 5.00, and u:1.00:Field1 rounds Field1 to the closest dollar value, if the value is in middle of interval, it rounds up.

**Field description:**

This is an optional field. Enter text that would best describe the field, or any personal note about the field you'd like to remember. This field will not be displayed in the field or the report.



## Screen References - Add Invoice Item

**Quantity:**

Enter the number of quantity to be added.

**Item Code:**

Enter or select the unique short code for the item you would like to add or edit.

**Description:**

Enter the full description you want to be displayed on the invoice.

**Tax:**

Select the tax rate which applies. If you only see None you may need to configure the Tax Options (Options from the main window then click the Tax tab).

**Unit Value:**

Enter the unit value of item.

**Discount:**

Enter the discount for the item.

**Save changes to this item:** Click on check box to save changes to the current item.

## Screen References - Add Order Item

**Quantity:**

Enter the number of quantity to be added.

**Item Code:**

Enter or select the unique short code for the item you would like to add or edit.

**Description:**

Enter the full description you want to be displayed on the order.

**Tax:**

Select the tax rate which applies. If you only see None you may need to configure the Tax Options (Options from the main window then click the Tax tab).

**Unit Value:**

Enter the unit value of item.

**Discount:**

Enter the discount for the item.

**Save changes to this item:** Click on check box to save changes to the current item.

## Screen References - Add Quote Item

**Quantity:**

Enter the number of quantity to be added.

**Item Code:**

Enter or select the unique short code for the item you would like to add or edit.

**Description:**

Enter the full description you want to be displayed on the quote.

**Tax:**

Select the tax rate which applies. If you only see None you may need to configure the Tax Options (Options from the main window then click the Tax tab).

**Unit Value:**

Enter the unit value of item.

**Discount:**

Enter the discount for the item.

**Save changes to this item:** Click on check box to save changes to the current item.

## Screen References - Add Credit Note Item

**Quantity:**

Enter the number of quantity to be added.

**Item Code:**

Enter or select the unique short code for the item you would like to add or edit.

**Description:**

Enter the full description you want to be displayed on the credit note.

**Tax:**

Select the tax rate which applies. If you only see None you may need to configure the Tax Options (Options from the main window then click the Tax tab).

**Unit Value:**

Enter the unit value of item.

**Discount:**

Enter the discount for the item.

**Save changes to this item:** Click on check box to save changes to the current item.

## Screen References - Back Up Data

It is essential that you backup your data regularly just in case something goes wrong. Please select one of the options below.

### **Backup Options**

#### **Back up to a Network Folder**

This is a good option if you are working in an office. Ask your Network Administrator to create a safe folder on the shared server. Select this folder and click Backup. The entire application folder will be copied to that folder. If something goes wrong (like a hard drive crash) you just copy back the folder and everything will be restored.

#### **Back up to a Removable Drive**

As an alternative use this option to backup to an external USB hard drive or USB key flash drive. Please consider using MEO to encrypt the files if using removable media.

## Screen References - Fax Number

Please enter the telephone number for the fax to send to.

**Remember this fax number**

Tick 'Remember this fax number' to save the number for use in the future.

## Screen References - Email Address

Please enter the email address you want to send to. This needs to be the full email address, e.g. tom.jones@example.net . To send to multiple email addresses, separate each address with a comma. For problems with sending an email, please refer to [this page](#).

### **Remember this email address**

If this option is available, tick 'Save this as email ...' to save the email address for use in the future.

## Screen References - Fax Settings

To send faxes you need an electronic gateway to send direct from your PC using email protocols. Click on the recommended gateways link for more information.

**Gateway domain (after @):**

To send faxes you must enter the gateway domain (that is the part after @). For example to send a fax to [FaxNumber]@yourfaxco.com enter yourfaxco.com as the domain.



## Screen References - User Account

Each web interface account is identified by its email address. To set up or edit a user account, click the **Preferences** icon in the toolbar, click the **Web Access** tab, and click the **Add** button to set up a new user account, or select an existing user account and click the **Edit** button.

### **Display name:**

Enter the user name. This is used for display purposes on the Web Access tab.

### **Email address:**

This is used to uniquely identify the user. The user will enter their email when they log in to the web interface. The email address is also used by the user to recover a lost or forgotten password.

### **Password:**

Enter the password for this user. The user will use this password to log in to the web interface. They can change their password in the web interface by clicking the Change Password link under Actions in the right sidebar.

### **Password Again:**

Enter the password for this user again, to make sure it has been entered correctly.

### **Account enabled**

Check this option to enable the account. If the account is disabled, the user will not be able to access the web interface.

### **User privileges**

#### **Administrator**

Checking this option will allow this user to modify others user's preferences and to add/edit/remove transactions.

#### **User**

Checking this option allows this user to be able to add/edit/remove transactions.

#### **Viewer**

Checking this option allows this user to view transactions, but does not allow them to add/edit/remove transactions.

### **Organizations**

This is the list of organizations that the user can access. The list contains any businesses that have been set up through the program. Users with Administrator privileges are allowed to access all organizations.

## Screen References - Print Preview

The Preview window displays each page of the document as it will be printed by the printer.

### **Print (if available)**

You can print the document by clicking the Print button.

This will open the printer selection and settings dialog where you can select which pages of the document to print.

### **Previous and Next**

Use the Previous and Next buttons to view each page of the document when there is more than one page to print.

### **Close**

The Close button closes the window.

## Screen References - Details for Exporting to EDI

This dialog allows you to set data needed for sending EDI document.

### **Sender qualifier**

Sender qualifier and identifier must uniquely identify you as a supplier.

### **Receiver qualifier**

Receiver qualifier and identifier must uniquely identify a receiver of invoice(s).

### **Application Codes**

Application sender and receiver codes must uniquely identify the sender and receiver of the invoice(s). Same as Sender identifier and Receiver ID qualifier respectively.

## Screen References - Apply Discount

### **Fixed flat discount to the whole invoice**

Select this option to add a flat amount as a discount to the entire invoice.

### **Fixed percentage discount to the whole invoice**

Select this option to add a percentage-based discount to the entire invoice. Currently this type of discount must be added after all other items in order to calculate the amount correctly.

### **Apply line-by-line discounts to specific items**

Select this option to enable the discount column for each item on the invoice.

## Screen References - Text Attributes

This window is where you adjust the text settings for a block of text on the invoice, which is an option accessible from the Preferences ~ Page Styles page.

**Font:**

Select the font face for the text.

**Size:**

Select the font size for the text.

**Style:**

Select if the text should be bold or italicized.

**Color:**

Click inside the color box to select a new text color.

**Alignment:**

Select right, center or left alignment for the text.

## Screen References - Closed-To-Date

This dialog allows a user to enable/disable closed-to-date feature, and specify closed-to-date. To open this dialog, click **Closed-to-date...** link from **Accounts** menu from the main page.

### **Enable closed-to-date**

Select this option to activate closed-to-date feature. Once activated, new transaction entries will only be allowed for dates after closed date.

### **Closed-to-date:**

Enter the date for closed-to-date feature. When enabled, no new transaction entries will be allowed for dates up until this date.

## Screen References - Making Tax Digital for VAT

This dialog allows a user to grant authorization to the application to connect to HMRC, and be able to submit and retrieve VAT returns. (For users in the United Kingdom only)

### **Authorize application**

Select this option to authorize application to connect to HMRC.

### **Retrieve VAT obligations**

Select this option to retrieve vat obligations.

### **Submit VAT Returns**

Select this option to submit vat return for period.

### **View VAT Returns**

Select this option to retrieve a submitted VAT return.

### **Retrieve VAT liabilities**

Select this option to retrieve VAT liabilities. (Not yet supported)

### **Retrieve VAT payments**

Select this option to retrieve VAT payments. (Not yet supported)

# Screen References - Submit VAT Returns

This is the dialog for submitting VAT returns for a specific period.

## **Period:**

The VAT period that this obligation belongs to

## **VAT due on sales and other outputs:**

VAT due on sales and other outputs. This corresponds to box 1 on the VAT Return form. The value must be between -999999999999.99 and 999999999999.99

## **VAT due on acquisitions from other EC Member States:**

VAT due on acquisitions from other EC Member States. This corresponds to box 2 on the VAT Return form. The value must be between -999999999999.99 and 999999999999.99

## **Total VAT due (the sum of boxes 1 and 2):**

Total VAT due (the sum of vatDueSales and vatDueAcquisitions). This corresponds to box 3 on the VAT Return form. The value must be between -999999999999.99 and 999999999999.99

## **VAT reclaimed on purchases and other inputs (including acquisitions from the EC):**

VAT reclaimed on purchases and other inputs (including acquisitions from the EC). This corresponds to box 4 on the VAT Return form. The value must be between -999999999999.99 and 999999999999.99

## **Net VAT to be paid to HMRC or reclaimed by you (difference between boxes 3 and 4):**

The difference between totalVatDue and vatReclaimedCurrPeriod. This corresponds to box 5 on the VAT Return form. The value must be between 0.00 and 999999999999.99

## **Total value of sales and all other outputs excluding any VAT:**

Total value of sales and all other outputs excluding any VAT. This corresponds to box 6 on the VAT Return form. The value must be in pounds (no pence) between -999999999999 and 999999999999

## **Total value of purchases and all other inputs excluding any VAT (including exempt purchases):**

Total value of purchases and all other inputs excluding any VAT (including exempt purchases). This corresponds to box 7 on the VAT Return form. The value must be in pounds (no pence) between -999999999999 and 999999999999

## **Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states:**

Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states. This corresponds to box 8 on the VAT Return form. The value must be in pounds (no pence) between -999999999999 and 999999999999

## **Total value of all acquisitions of goods and related costs, excluding any VAT, from other EC member states:**

Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states. This corresponds to box 9 on the VAT Return form. The value must be in pounds (no pence) between -999999999999 and 999999999999

**When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.**

This is a declaration that the user has finalised their VAT return.



## Screen References - Select Period for VAT Return

This is the dialog for selecting period to retrieve a submitted VAT return.

**Period:**

Select the VAT period that this obligation belongs to

## Screen References - Payment

The Express Accounts Payments window allows you to Add or Edit payments received. To apply a new payment, click the **Sales tab** and click the **Payments** icon on the toolbar, or press **To edit an existing payment**, first open the Payments list by clicking the **View menu** and selecting **Payments**, then select the payment you need to edit, and click the **Edit** button in the toolbar.

### Customer Payment

#### Date:

Enter the date the payment was received (not the date of the invoice).

#### Customer:

Select the customer from the drop-menu, or enter a new customer using the customer button to the right of the drop-menu.

#### Amount:

If you selected a customer, this field will automatically fill with the customer's entire account balance. If the payment does not match this number, enter the exact amount paid instead. The payment amount will be distributed across the unpaid invoices listed below, completing the oldest invoices first. You may manually redistribute applied amounts in the invoice list. Any unapplied amount will be shown as *Unapplied amount remaining*.

#### Method:

Select how the payment was made. Available options are Cash, Check, Credit Card, Bank Deposit, and Other

#### Reference number:

Enter the reference number. Leave this field blank if you charge by credit card online; the reference number will generate automatically after success. If you do not charge by credit card, entering a reference number is optional, but can help you keep soft references between payments and invoices.

#### Deposit account:

Select an account from the drop menu to apply the payment to.

### Invoices

#### Unapplied amount remaining:

This is the total amount remaining that has not been applied toward any invoices.

### List of Invoices

This is the list on invoices that you can apply the payment amount to. The applied amounts will automatically be filled in starting with the oldest invoice, if you wish you may adjust the applied amounts for each invoice by clicking on the Applied field, or the edit icon for each invoice.

#### Show paid invoices

Check this if you wish to show paid invoices in the invoice list view. The paid invoices will be highlighted with a gray background and will not have a *Due* amount.

#### Record

Click on 'Record Only' button to apply and save the payment. To record and print, click on the pull down list and select the action.

## Screen References - Refunds and Returns

The Refunds and Returns Dialog. Refunds can be paid to the customers with a negative balance. To adjust the balance of the customers with a positive balance, the options are: a) edit an existing customer's invoice, b) issue a credit note for the customer.

### **Select Customer**

The list of customers. Only the customers with invoices in the last 12 months are listed.

### **Adjust Invoice**

Edit the invoices for the selected customer.

### **Issue Credit Note**

Issue Credit Note for the selected customer.

### **Pay the Customer Refund**

Open new refund window and set the amount to refund the customer.

## Screen References - Apply Credit Note

The Apply Credit Note window is where you can apply a customer's credit notes to their overdue invoices. Select a credit note from the pull-down list to load the information, or you can click the button on the right to open the Credit Note List window, where you can select from pre-existing credit notes or create a new one. Once you have selected a credit note, the Invoices list will fill with all the invoices assigned to the customer. Enter the amount you wish to apply against each invoice in the Applied column; this column will automatically be filled in using the amount of the credit note you selected.

### **Customer Payment**

#### **Date:**

Enter the date the payment was received (not the date of the invoice).

#### **Credit Note:**

Select the credit note from the drop-menu. You can use the buttons to the right of this field to look at the list of credit notes and edit the selected credit note.

#### **Customer:**

The customer of the selected credit note. This field is filled automatically once you select a credit note to apply; the listed invoices are for this specific customer.

#### **Amount:**

This field will automatically be filled once you select a credit note to apply.

#### **Deposit account:**

Select the account the credit should be applied to.

#### **Invoices**

#### **Unapplied Amount Remaining:**

This is the total amount which has not yet been applied to any invoices.

#### **Show paid Invoices**

Check this if you wish to show paid Invoices in the Invoice list view.

# Screen References - Enter Payments of Accounts Payable

The Express Accounts Payments window allows you to Enter or Edit payments. To enter a new payments of Accounts Payable, click **Enter Payments of Accounts Payable** from the **Purchases** menu. To edit an existing payment, first open the Payments list by clicking **View** and selecting **Payments of Accounts Payable**, then select the payment you need to edit, and click the **Edit** button in the toolbar.

## **Payment**

### **Date:**

Enter the date the payment was made (not the date of the bill).

### **Supplier:**

Select the supplier from the drop-menu. You also have the option of leaving this field blank if you enter a bill number.

### **Account paid from:**

Select the account from which this payment will be made. You may also create a new account.

### **Method:**

Select how the payment was made.

### **Amount:**

If you selected a supplier or bill number, this field will automatically fill with the supplier's account balance. If the payment does not match this number, enter the exact amount paid.

### **Reference number:**

Enter the reference number. Entering a reference number is optional.

### **Check no.:**

Enter a check number. This is only applicable if you select Check as a payment method. Express Accounts will automatically increment check numbers for you.

### **Journal memo:**

Add a note about this transaction that will help you identify it in the journal.

### **Bills**

This is the total amount remaining that has not been applied to any invoices.

### **Record**

Click on this button to Record the payment.

## Screen References - Vehicle

The Vehicle dialog is where you enter the name and description for a new vehicle.

**Vehicle Name:**

Enter the vehicle name.

**Vehicle Description:**

Enter the vehicle description.

## Screen References - Vehicle Mileage

The Vehicle Mileage dialog is where you enter the information pertaining to the mileage accrual of a vehicle.

**Vehicle:**

You can either type in the name of a vehicle, or select one from the drop menu. Adding a new vehicle into this field will create a new record for that vehicle.

**Customer:**

Enter the customer to associate this trip with. You can either type in the name of a customer, or select one from the drop menu. Adding a new customer into this field will create a new record for that customer, which you can complete later with their contact details. Entering a customer is optional, and can be used for mileage reports.

**Job Code:**

Enter a job code for this trip, to be used for your reference and in mileage reports. A customer has to be entered in order to enter a job code.

**Trip Start Date:**

Enter the trip start date.

**Trip End Date:**

Enter the trip end date.

**Odometer Start:**

Enter the starting odometer reading for this trip.

**Odometer End:**

Enter the ending odometer reading for this trip.

**Total Mileage:**

This field will be automatically calculated once the Odometer Start and Odometer End fields are filled.

**Notes:**

Enter any notes pertaining to the trip. This field is optional.

# Screen References - Mileage Reports

## **Select Period**

Select the date range over which to generate the mileage report.

## **Vehicle Mileage Summary**

This is a summary report which sums all the mileage for each vehicle, over the selected time period.

## **Detailed Mileage Report**

This is a detailed report which displays every individual trip for each vehicle, over the selected time period.

## **Vehicle Mileage Customer Report**

This is a detailed report which displays all the mileage associated with a customer and/or job code, over the selected time period. This information can be used to bill customers for vehicle mileage costs.



## Screen References - Account Transfer

### **Transfer from account:**

Select the account to transfer an amount from. Upon selecting an account from this list, the current account balance will be displayed.

### **Transfer to account:**

Select the account to transfer an amount into.

### **Amount to transfer:**

Enter the amount to transfer. This number cannot be greater than the current balance of the account being transferred from.

### **Date:**

Enter the date of the account transfer. This cannot be a future date.

### **Record:**

Click on this button to Record the transfer.

## Screen References - Recurring Invoice Schedule

Invoices that are sent on a recurring basis can be set up on a recurring schedule through Express Accounts. To create a recurring invoice schedule, fill out an invoice as usual, click the button and then select the **Save as Recurring** from the Record Invoice dialog.

### **Start date:**

Enter the date when the invoice should first be generated.

### **Interval:**

Select how often the invoices should issue.

### **Action:**

Select the action that should be done after invoice has been recorded, if the invoice should be printed, emailed, or faxed.

### **Replace the string %period% in any description with dates**

It is sometimes useful to print the actual billing period on the invoice to the customer to explain what period the invoice is for. To do this enter descriptions with the word "period" circumfixed with percentage symbols, i.e., %period%, that way whenever a recurring invoice is issued, the %period% will be replace with the actual dates of the invoice.

### **Update the prices of any items that have been changed**

If this is ticked, whenever a recurring invoice is recorded it will check if the item price has changed. If it has, the invoice prices will be updated.

## Screen References - Recurring Order Schedule

Sales orders that are sent on a recurring basis can be set up on a recurring schedule through Express Accounts. To create a recurring order schedule, fill out the sales order as usual, click the Record button at the bottom and then select the **Save as Recurring** option from the Record drop-menu at the bottom.

**Start date:**

Enter the date when the order should first be generated.

**Interval:**

Select how often the orders should issue.

**Action:**

Select the action that should be done after order has been recorded, if the order should be printed, emailed, or faxed.

**Replace the string %period% in any description with dates**

It is sometimes useful to print the actual billing period on the order to the customer to explain what period the order is for. To do this enter descriptions with the word "period" circumfixed with percentage symbols, i.e., %period%, that way whenever a recurring order is issued, the %period% will be replaced with the actual dates of the order.

**Update the prices of any items that have been changed**

If this is ticked, whenever a recurring order is recorded it will check if the item price has changed. If it has, the sales order prices will be updated.

## Screen References - Statement Period

The Statement Period dialog allows you to select a time period for generating a customer statement. This dialog opens when a customer is selected from the [Customers List](#) and the Statement button is clicked in the toolbar.

### **Automatically use month or oldest due**

If this option is selected the date will be the earlier of this month (if more than half way), last month or one month prior to the oldest invoice due date.

### **Enter statement period**

If this option is selected, you can explicitly enter the period for the invoice.

#### **Start date:**

Enter the date (inclusive) from which transactions are shown on the statement, or select the start date from the calendar icon.

#### **End date:**

Enter the date (inclusive) to which transactions are shown on the statement, or select the end date from the calendar icon.

## Screen References - Customer Statements

The Customer Statements dialog allows you to select multiple customers to generate statements for within a certain time period. There are five methods for generating statements: print, print preview, email, fax, or saving as a PDF. The method you choose will apply to every customer selected in the list.

### **Customer Filter**

#### **Check All**

Check this box if you want to select or deselect all customers

#### **Select Customers:**

This is the list of the customers that Express Accounts will generate statements for.

#### **Sort by Date**

If this checkbox is selected, then the invoices on statements will be sorted by date instead of invoice number.

#### **Select Period**

##### **Automatically use month or oldest due**

If this option is selected, the date will be the earlier of this month (if more than half way), last month, or one month prior to the oldest invoice due date.

##### **Enter statement period**

If this option is selected, you can explicitly enter the period for the invoice.

##### **Start date:**

Enter the date (inclusive) from which transactions are shown on statements, or select the start date from the calendar icon.

##### **End date:**

Enter the date (inclusive) to which transactions are shown on statements, or select the end date from the calendar icon.

## Screen References - Multiple Businesses

A single installation of Express Accounts can manage many businesses. Each business runs as if it is an entirely different install-separated from the other businesses kept in Express Accounts. Every single setting can be changed for each business. Each business has its own customers, items, payments and, of course, invoices.

**To add a business**, from the Accounts menu select "Multiple Businesses...". Then click the Add New Business button. After you click Add the Quick Start Wizard will run.

**To delete a business**, from the Accounts menu select "Multiple Businesses...". Highlight the business you want to delete and click the Delete Business button.

## Screen References - Account Properties

The Account Properties dialog is where you manage information about each account in the Chart of Accounts. This dialog is opened from the Chart of Accounts list by double clicking an existing account in the list. Open the Chart of Accounts list by clicking the **View menu** and selecting Chart of Accounts. The web version of this dialog may be opened with the **Add New Account** button on the **Chart of Accounts List** page.

### **Account**

#### **Number:**

This is the account number given to the account on creation or from the default accounts list. The account number can be changed only if there aren't any transactions for this account.

#### **Type:**

The type of the account, Asset, Liability, Equity, Income or Expense, is set when you create the account. It cannot be changed later. If you have made a mistake, delete the account and create a new one.

#### **Subclass:**

The subclass of the Income or Expense account.

#### **Classification for cash flow:**

The selection you make in this field will be used for the Cash Flow Statement reports. Your choices are Operating, Investing or Financing.

#### **Name:**

Enter the name of the account as you would like it to appear on all reports.

#### **Header account (for subtotals only, no posting)**

If the account is a header account it means that nothing can be posted directly to the account but on reports the account prints the subtotals of all accounts below it with the same prefix.

#### **Cash postable (e.g., bank or credit card)**

If an account is cash postable it means it will appear in the list of accounts that payments can be made from or deposits made to. Bank and Credit Card accounts usually have this option ticked.

#### **Tax included**

Check this box if payment from this account will include sales tax. The tax will be based on values entered on the Tax tab of Preferences, but can also be adjusted on the Payments and Purchases dialog.

#### **Opening balance:**

If you are bringing this account from another accounting system, enter the opening balance as at the date the accounts were transferred. Manually changing an opening balance is not recommended after the initial setup. Accounts payable and accounts receivable opening balances can be changed through respective suppliers and customers opening balances.

#### **Default linked account for:**

(If available) The selection you make in this field will be used as the default account for selected transactions.

## Screen References - Select Template

Templates can be used for common Payments and Purchases Transactions and for Receipt and Deposit Transactions. To select a template you have already created, click the **Use Template** button in the lower right corner of the Payments and Purchases dialog or the Receipts and Deposits dialog. To create a new template, see Name Template in the Screen References section of this manual.

### **Select template**

Select the template you wish to use and click the Load button.

### **Delete Template**

Select the template(s) you wish to remove and click the Delete button.



## Screen References - Name Template

Templates can be used for Payments and Purchases Transactions and for Receipt and Deposit Transactions. To create a new template, enter a payment transaction (see the Payments and Purchases topic in the Screen References) or a receipt or deposit transaction (see the Receipts and Deposits topic in the Screen References), but before you record the transaction, click the **Save As Template** button in the lower left of the dialog.

**Name:**

Enter the name for the template. The template will be saved and the transaction recorded when you click OK.

## Screen References - Select Date

### **Select date**

For reports displaying data for a single day, such as the Balance Sheet, you will need to select the date for the report. Fixed period choices available are today, yesterday, end of last month, or end of last year. Or, you can choose Select from the menu, and then specify a specific date by entering it in the Date field, or selecting the date from the calendar.

### **Date:**

Enter the date or click the calendar button to display a date selector.

## Screen References - Select Period for the Report

### **Select period**

For reports that display data over a period of time, such as the Invoice report, Salesperson report, or the Cash Flow statement, you will need to specify which dates the report should span. Select the period for the report from the drop menu. Fixed period choices available are the today, this month or last month, this quarter or last quarter, this year or last year, this fiscal year or last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the period of the report.

### **Start date:**

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

### **End date:**

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

## Screen References - Select Report Value to Sort By

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report. Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

# Screen References - Select Period with Sort for the Report

## Select period

### Select period:

Select the period for the report from the drop menu. Fixed period choices available are: today, this month, last month, this quarter, last quarter, this year, last year, this fiscal year, and last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the period of the report.

### Start date:

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

### End date:

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

## Report Sorting

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report.

Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

# Screen References - Select Period and Customers for the Report

## Select Period

### Select Period:

Select the period for the report from the drop menu. Fixed period choices available are: today, this month, last month, this quarter, last quarter, this year, last year, this fiscal year, and last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the period of the report.

### Start Date:

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

### End Date:

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

## Report Sorting

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report. Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

## Customer Filter

### Check All

Check this box if you want to select or deselect all customers

### Select Customer:

This is the list of the customers that you need to generate reports.

## Screen References - Select Periods for the Report

For reports that compare the data of two periods of time, such as the Income Statement Analysis report, you will need to specify which dates the report should span.

### **This period**

Select the first period for the report. Fixed period choices available are the today, this month or last month, this quarter or last quarter, this year or last year, this fiscal year or last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the first period of the report.

#### **Start date:**

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

#### **End date:**

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

### **Previous period**

Select the second period for the report. Fixed period choices available are the today, this month or last month, this quarter or last quarter, this year or last year, this fiscal year or last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the first period of the report.

#### **Start date:**

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

#### **End date:**

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.

## Screen References - Select Account and Period

For the reports Account Enquiry and Reconciliation Report, found by clicking the Report menu and selecting Other Reports, you will be prompted to select which account the report should be generated for.

### **Select account and period**

Select the account and period for the report. Select one of the preset periods from the drop-menu, or you can choose "Select Period" and then enter any start date and end date you like in the boxes below for the period of the report.

#### **Start date:**

Enter the date (inclusive) that the report period will start from. Clicking the down arrow will display a calendar from which the start date can be selected.

#### **End date:**

Enter the date (inclusive) that the report period will end on. Clicking the down arrow will display a calendar from which the end date can be selected.



## Screen References - Select Budget

For the Budget Report, found by clicking the Report menu and selecting Other Reports, you will be prompted to select which budget the report should be generated for.

### **Select Budget**

Select the budget for the report.

## Screen References - Report Items per Customer

For the Items per Customer report, you will need to specify the customer and which dates the report should span.

### **Generate Report for Items per Customer**

#### **Select Customer:**

Select the customer for the report.

#### **Select Period:**

Select the period for the report. Fixed period choices available are the current month, the previous month, the current calendar year. Or you can choose Select and then enter any Start Date and End Date you like in the boxes below for the period of the report.

#### **Start Date:**

Enter the date (inclusive) the report period will start from. Clicking the down arrow will display a calendar from which the start date for the report can be selected.

#### **End Date:**

Enter the date (inclusive) the report period will end on. Clicking the down arrow will display a calendar from which the end date for the report can be selected.

#### **Report Sorting**

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report. Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

# Screen References - Accounts Receivable Aging Report

## Report Sorting

Use the Sort by Column pulldown list to select the column that the report will sort with. This is dependent on the report being generated, and a default choice will be selected for each report.

Use the radio buttons to select which direction the report will sort: Ascending (from low to high) or Descending (from high to low).

## Customer Filter

### Check All

Check this box if you want to select or deselect all customers

### Select Customer:

This is the list of the customers that you want to generate reports.

# Screen References - Report Customer Sales

## Generate Report for Customer Sales

### Check All

Check this box if you want to select or deselect all customers

### Select Customer:

This is the list of the customers that you need to generate reports.

### Select Period:

Select the period for the report. Fixed period choices available are the current month, the previous month, the current calendar year. Or you can choose Select and then enter any Start Date and End Date you like in the boxes below for the period of the report.

### Start Date:

Enter the date (inclusive) the report period will start from. Clicking the down arrow will display a calendar from which the start date for the report can be selected.

### End Date:

Enter the date (inclusive) the report period will end on. Clicking the down arrow will display a calendar from which the end date for the report can be selected.

# Screen References - Choose Businesses and Report

To view a balance sheet, income statement, cash flow statement for more than one business, select the businesses and report type from this dialog. The dialog can be opened from the Reports List on the Reports tab.

## Businesses

A list of all the businesses set up through Express Accounts appears in the Businesses section of this dialog. Select the business you want to consolidate reports for by checking the box next to the business name.

If your businesses are in different currencies, the report will be in the currency of the current business selected in Multiple Businesses. You will want to update the information in the Currency and Rate columns. Updating these columns does not change the currency of each business, it is used to enter an exchange rate, so that the calculations will be correct for the active currency. To select a new currency, click the currency cell, and a drop-menu will appear. If your currency does not appear in the list, type it into the field. To enter a new rate, type the new rate into the rate cell.

## Reports

A list of reports is displayed in the lower window. Select the report that you want to view.

**Select Date:** For reports displaying data for a single day, such as the Balance Sheet, you will need to select the date for the report. Fixed period choices available are today, yesterday, end of last month, or end of last year. Or, you can choose Select from the menu, and then specify a specific date by entering it in the Date field, or selecting the date from the calendar.

### Date:

Enter the date or click the calendar button to display a date selector.

### Save Report as CSV:

You can save your report in a spreadsheet file format.

## Screen References - Select Report

The Select Report dialog is where you can view all the report types available in Express Accounts, and where you select a report to view. To view the full report list, click the **Report menu** and select **Other Reports**. To view a report in the list, select it and click the **View** button.

- Unpaid Accounts Report - view a list of all customers with an outstanding balance.
- Invoices Report - view a list of all invoices created during a specified time period.
- Quotes Report - view a list all quotes created during a specified time period.
- Orders Report - view a list all orders created during a specified time period.
- Sales Invoice Payment Report - view a list of all invoice payments received during a specified time period.
- Salesperson Report - view a list of salespeople, their dollar amount in sales, and the percentage of total sales they made during a specified time period.
- Item Sales Report - view a list of all items sold, and the dollar amount the item generated during a specified time period.
- Inventory Report - view a list of all inventory items, their unit value, and the total value of your on-hand inventory.
- Balance Sheet - view a summary of the business's assets, liabilities and equity from a specified date.
- Chart Of Accounts - view a list of all the accounts in the Chart of Accounts, including the account number and type, and whether entries to the account debit or credit the account.
- Income Statement - also referred to as a Profit and Loss Statement, or P & L. View a report of the business's revenue during a specified time period.
- Income Statement Analysis - view a comparison of revenue generated by the business during two specified time periods.
- Account Enquiry - view the transactions on any account and its balance for a specified time period.
- Cash Flow Statement - view the cash generated during a specified time period.
- Trial Balance - view the balances of your credit and debit accounts over a period of time to check for accounting errors.
- Reconciliation Report - view all transactions that have been reconciled during a specified time period.
- Items Per Customer Report - view a list of items ordered by a customer during a specified time period.
- Accounts Payable Report - view a list of all accounts payable during a specified time period.
- Payments of Accounts Payable Report- view a list of all payments to accounts payable during a specified time period.
- Customers Report - view a list of all customer balances.
- Customer Sales Report - view a list of all customer sales both invoices and paid during a specified time period.
- Sales Tax Report - view a comprehensive report of the taxes your company collected and, if specified in Options ~ Sales Tax, the taxes your company has paid towards purchases.
- Mileage Reports - select one of three types of mileage reports (generated for a specified time period): a general summary showing the mileage accrual of all vehicles, a detailed mileage report showing each trip for a vehicle, and a customer report showing all the mileage associated with a customer.
- Consolidated Reports - select a business and choose to view the balance sheet, income statement, or cash flow statement for that business.

- Accounts Receivable Aging Report - view a report for outstanding balances according to the amount of time they have been outstanding. Report can be filtered by customer.
- Budget Report - select a budget and view the differences between the actual and allocated amounts.
- Custom Reports - select this to begin creating customized reports for your business. Please see the [Custom Reports](#) help page for more information on how to use this feature.

## Screen References - Select Period for the Report

### Select period

For reports that display data over a period of time and an option to select a report sub-type, such as the Sales Tax Report (Accrual and Cash basis), you will need to specify which dates the report should span. Select the period for the report from the drop menu. Fixed period choices available are the today, this month or last month, this quarter or last quarter, this year or last year, this fiscal year or last fiscal year. Or you can choose Select from the drop menu, and then enter a Start Date and End Date in the fields for the period of the report. A pulldown list for report type is also provided.

### Start date:

Enter the date (inclusive) that the period will start from. Click the down arrow to display a calendar from which the start date can be selected.

### End date:

Enter the date (inclusive) that the period will end on. Click the down arrow to display a calendar from which the end date can be selected.



## Screen References - New Item

**Item code:**

Enter a unique short (but memorable) code for this item.

**Item description:**

Enter the full description of the item.

**Unit value:**

This is the price of one of the item.

**Quantity:**

Input the quantity of the item.

## Screen References - Pay by Cash

The Pay by Cash dialog is used during a Non-Invoiced Cash Sale. To complete a non-invoiced cash sale, from the **Sales tab** click the **Enter non-invoiced cash sale** link in the sidebar, enter the items being sold, and select **Record Cash** from the Record drop-menu at the bottom.

### **Amount due:**

This field shows amount due.

### **Change due:**

Change due value will show the amount of change owed back to the customer. The value will display automatically once the Cash field (below) has been filled in.

### **Cash:**

Enter the amount paid by a customer. If the customer has given an amount over the amount due, the change due will be displayed in the Change due field (above).

### **Print receipt**

Check this checkbox if you want to print a receipt.

## Screen References - Pay by Check

The Pay by Check dialog is used during a Non-Invoiced Cash Sale. To complete a non-invoiced check sale, from the **Sales tab** click the **Enter non-invoiced cash sale** link in the sidebar, enter the items being sold, and select **Record Check** from the Record drop-menu at the bottom.

**Check number:**

Enter the check number.

**Amount due:**

This field shows amount due.

**Print receipt**

Check this checkbox if you want to print a receipt.

## Screen References - Choose Payment Method

The Choose Payment Method dialog appears when an Invoice is recorded with payment. It is used to designate payment type before the invoice and payment are recorded.

### **Payment method**

#### **Cash**

Select the Cash option if the customer paid by cash.

#### **Check**

Select the Check option if the customer paid by check, then enter the check number in the field below the check option (below).

#### **Check number:**

Input the check number if the customer paid by check and the Check option is selected (above).

## Screen References - Save Customer

The Save Customer dialog appears after an invoice is recorded if, during invoice creation, a customer was selected and then manually changed. You have the option of changing the name of the customer record permanently, creating a new separate customer record, or not taking action.

## Screen References - Email to Many

It is possible to email several invoices at once. From the **View menu**, select Invoices to bring up the invoices list. Select multiple invoices using the Shift or Ctrl keys and then click the **Email**

### **Send email to**

#### **Send all invoices to this email address**

Send all data to a specified email address.

#### **Send to the customer's email address**

Send data to the customer's email address record. **If customer does not have an email address**

#### **Prompt for the email address**

This option will ask for an email address from the user.

#### **Skip customer**

Don't send when no email address was provided.

## Screen References - Select Customer

It is possible to combine two or more quotes or orders and convert them to an invoice. If the user selects two or more quotes or orders from different customers, they will be warned that different customers have been selected, and then given the option to select which customer the quotes or orders should be recorded to.

To view the Orders list, select the Sales Orders->View menu option. To view the Quotes list, select the Quotes->View menu option. Select two or more quotes or orders using the Shift or Ctrl keys, then click the Invoice icon on the toolbar. When prompted, select which customer account the invoice should be recorded to.

### **Customer:**

Select a customer from the list.

## Screen References - Run Automatic Statements

When the time comes to run automatic statements for your customers, a link will appear in the sidebar. Once the link is clicked, the user will be asked to select the appropriate method for Automatic Statements to execute.

### **Select method**

#### **Email if an email exists, otherwise print**

When this option is selected, the statement will be emailed to the customer if the customer record contains an email address. Otherwise, the statement will be printed so it can be delivered to the customer by other means.

#### **Print statements to the printer for everyone**

Select this option to print all statements.

#### **Email statements to the customer (Prompt if no email)**

When this option is selected, the statement will be emailed to the customer if their customer record contains an email address. Otherwise, Express Account will prompt you for an email address. If no email address is provided, the statement will not be created.



## Screen References - Salesperson

The Salesperson dialog is where you enter the name for a new salesperson record. To add a new salesperson, click the **View menu**, select **Salespeople**, and then click the **Add** icon on the toolbar. Salesperson records will also be created automatically if a new name is entered on a quote, sales order, or invoice.

### **Salesperson information**

#### **Name:**

Enter the salesperson name.

## Screen References - Tax Rate

The Tax Rate dialog is where new tax rate details for invoice computation can be entered, or existing tax rate details can be edited. Access the Tax Rate dialog by opening the Preferences dialog, click the Tax tab, and click **Add** to create a new tax rate, or select an existing tax rate and click **Edit** to edit tax rate details.

### **Tax Name:**

Enter the tax name. This is used for display purposes.

### **Simple Tax Rate (%):**

This is the rate to be used for invoice computations.

### **Combined Tax Rate:**

Create a tax group composed of simple taxes.

### **Compounding so rate 2 is applied after rate 1**

When this option is enabled, tax rate 1 is applied on item-value, then tax rate 2 is applied on top of total that has already been taxed with tax rate 1. When the option is disabled, both tax rate 1 and tax rate 2 are applied on item-value.

### **Show zero percent**

Enable this checkbox if the user wants to print zero percent tax rates in Invoices. (Applicable in EU and UK only.)

### **Sales tax collected account:**

Select the account you would like any sales tax collected to be allocated to.

### **Sales tax paid account:**

Select the account you would like any sales tax paid to be allocated to.

## Screen References - Import Items from Other Business

The Import Items from other Business dialog lets you transfer items from other Express Accounts businesses into the current one. To import items into the current Express Accounts business, click the **View menu** and select **Items**. In the **Item** menu, select **Import Items from Other Business**.

### **Businesses**

A list of all the businesses set up through Express Accounts is listed in the Businesses section of this dialog. Select the business where you want to import data *from*.

### **Items**

When a business is selected in the top window, a list of that business's items is displayed in the lower window. To select the items that you want to be copied, make sure their boxes are checked.

## Screen References - Import Customers from Other Business

The Import Customers from Other Business dialog lets you transfer items from other Express Accounts businesses into the current one. To import customers into the current Express Accounts business, click the **View menu** and select **Customers**. In the **Customer** menu, select **Import Customers from Other Business** .

### **Businesses**

A list of all the businesses set up through Express Accounts is listed in the Businesses section of this dialog. Select the business where you want to import data *from*.

### **Customers**

When a business is selected in the top window, a list of that business's customers is displayed in the lower window. To select the customers that you want to be copied, make sure their boxes are checked.

## Screen References - Linked Accounts

The Linked Accounts dialog appears when Express Accounts is missing information about crucial accounts. In order to create invoices, customer payments, and business purchases, Express Accounts requires account numbers for the following accounts: Deposit Account, Accounts Receivable, Accounts Payable, Income Account, Expense Account, Freight Collected, Freight Paid, Sales Tax Collected, and Sales Tax Paid. You can enter your new account numbers/description, or you can select from existing accounts in the [Chart of Accounts](#)

## Screen References - Edit Accounts

The Express Accounts Edit Payment window allows you to edit applied payments.

**Applied:**

Payment amount to apply to this invoice.

## Screen References - Edit Account

Account Allocation dialog is used for setting the amount to the account for an entry by selecting the account name or number.

**Account Number:**

Select the account number.

**Account Description:**

Select the account name.

**Amount:**

Enter the amount.

**Tax:**

Select the tax to be applied.

**DR/CR:**

Choose debit or credit.

## Screen References - Select Accounts

### **Account List**

List of all accounts.

### **Select All**

Select all account of list.

### **Select None**

Select none account of list.



## Screen References - Invoice Records Log

Express Accounts keeps a record of actions related to invoices, such as when they were printed, faxed or emailed. This can be useful to reference if a question about whether an invoice was sent ever arises.

Open the Invoice Records Log from the Invoice List by right clicking an invoice and selecting **Show Logs** from the right-click menu.

This dialog box displays the logs of the selected record. Click Save As to save the selected log in a file.

Click Print to print the log.

## Screen References - Email Address

Please enter the email address you want to send to. This needs to be the full email address, e.g., tom.jones@example.net . To send to multiple email addresses, separate each address with a comma. For problems with sending an email, please refer to [this page](#).

### **Remember this email address**

If this option is available, check 'Save this email ...' to save the email address for use in the future.

### **Attach or Include Invoice**

You may choose whether to have the invoice attached to the email as a PDF file, or to include it within the email as an HTML document.

## Screen References - Email Address - Payment

Please enter the email address you want to send to. This needs to be the full email address, e.g., tom.jones@example.net . To send to multiple email addresses, separate each address with a comma. For problems with sending an email, please refer to [this page](#).

### **Remember this email address**

If this option is available, check 'Save this email ...' to save the email address for use in the future.

### **Attach or Include Payment**

You may choose whether to have the payment attached to the email as a PDF file, or to include it within the email as an HTML document.

## Screen References - Email Address - Refund

Please enter the email address you want to send to. This needs to be the full email address, e.g., tom.jones@example.net . To send to multiple email addresses, separate each address with a comma. For problems with sending an email, please refer to [this page](#).

### **Remember this email address**

If this option is available, check 'Save this email ...' to save the email address for use in the future.

### **Attach or Include Refund**

You may choose whether to have the refund attached to the email as a PDF file, or to include it within the email as an HTML document.

## Screen References - Adjust Row Value

This dialog is used for adjusting the row values of the budget.

## Screen References - Edit Row Values

This dialog is used for adjusting the row values of the budget.

## Screen References - Browse transaction file

### Bank file:

You can browse for your bank statement's transaction file in CSV or OFX format.

## Screen References - Edit Account Value

This dialog can be used for entering an account balance from ExpressAccounts for a specified period or a point of time.

**Account:**

Select an account or account type from pull-down-list.

**Period:**

Select a period or point of time from the pull-down-list.



## Screen References - Edit Comparison Expression Value

This dialog can be used for entering a comparison type expression in the report form. It allows you to compare two different field values or expressions, and enter an amount in the report form based on those comparison.

Enter the left-side expression or amount.

Select a comparison type.

Enter the right-side expression or amount.

### **Value when above condition is true:**

Enter an expression or an amount to be substituted in the report text, when above condition is valid or true.

### **Value when above condition is false:**

Enter an expression or an amount to be substituted in the report text, when above condition is invalid or false.

## Screen References - Edit True/False Value

This dialog can be used for entering a boolean type (True/False, Yes/No) value in the report. This can be very useful for checkboxes and answering Yes/No type questions in the report.

**Select state:**

Select True or False state.

**Value name:**

Enter the desired text for current state. You can also enter unicode characters and symbols.

## Screen References - Edit Rounding Value

This dialog can be used for rounding an expression or amount in the report.

**Rounding Rule:**

Select a rounding rule.

**Rounding Interval:**

Select a rounding interval.

**Expression to round:**

Enter an expression or an amount. E.g., Field1+Field2, 259.66, etc.

## Screen References - Rename Report Form

This dialog is used for renaming the report form name.

**New report form name:**

Enter a report form name. It must contain valid file name characters as the report form's file name will be same as the report form name.

## Screen References - Column Order

Column Order window allows you to change the Invoice item list's headers ordering.  
Contains the list of available column headers (ordered from left to right).

### **Move Up**

Move the column header to a higher order.

### **Move Down**

Move the column header to a lower order.

## Screen References - Item ~ Item

The Item tab of the Item dialog is where you enter or edit an item's description and price details. To edit an existing item, click the **View menu**, select **Items**, select the item you wish to edit and click **Edit**. New items can be created in quotes, orders and invoices and then edited with more detail in this way. New items can also be created using the Item dialog by clicking the **View menu**, selecting **Items**, and clicking **Add** in the toolbar.

### **Item code:**

Enter a short, unique (but memorable) code for this item. This will not be displayed on invoices, quotes and orders.

### **Item description:**

Enter the full item description you want to display on invoices, quotes and orders.

### **Unit selling price (or rate):**

This is the selling price for a single unit of the item.

### **Unit purchase price (or cost):**

This is the purchase price or cost for a single unit of the item.

### **Tax:**

Select the tax rate that applies to the item. If the only option you see is 'None,' you need to configure the Tax Options first (click the Preferences icon from the main window, then click the Tax tab).

### **Income account:**

If you have multiple entries in the income statement, select the account here. Default is General Sales. This then will be subtotaled in the Accounting Report.

### **Expense account:**

If you have multiple entries in the income statement select the account here. Default is General Products Purchased. This then will be subtotaled in the Accounting Report.

## Screen References - Item ~ Inventory

The Inventory tab of the Item dialog is where you enter or edit an item's inventory levels. To edit an item's inventory, click the **View menu**, select **Items**, select the item you wish to edit and click **Edit**, then click the **Inventory tab**.

### **Manage the inventory stock levels**

Tick (Check) this if you want to manage the inventory stock levels.

### **Current quantity:**

This is the current quantity of the item.

### **Ideal quantity:**

This is the ideal quantity of the item.

### **Warning quantity:**

This is the warning quantity of the item. Express Accounts will notify you when the quantity gets to this level.

## Screen References - Supplier ~ Supplier

The Supplier dialog is where you enter or edit a supplier's contact information. When a supplier has been entered into Express Accounts, they will be available for selection in the Supplier drop-menu when creating purchase orders or paying bills. To create a new supplier record from the desktop version, click the **View** menu, select **Suppliers**, and click **Add** in the toolbar. To create a record from the web interface, click the **Supplier Lists** link, then click the **Add New Supplier** button at the top of the screen.

### **Supplier name:**

Enter the business name of the supplier, such as Acme, Inc.

### **Contact person:**

Enter the full name of your contact person in the supplier's company.

### **Contact first name:**

This is the first name of the person you deal with, or the way you address them.

### **Address:**

Enter the supplier's address.

### **Phone (primary):**

Enter the supplier's primary phone number.

### **Phone (alternative):**

Enter the supplier's alternate phone number.

### **Fax:**

This fax number is used for sending purchase orders by fax.

### **Email:**

This email address is the one used for sending purchase orders by email, if email is the preferred method.

### **VAT registration number:**

Supplier's VAT registration number

### **Set tax exempt for this supplier**

Check this if you wish to not apply taxes on any transaction of this supplier.

### **Additional info:**

Enter an additional information, such as ABN.

### **Payment terms: (if available)**

Select the terms of payment which will appear by default on an accounts payable created for this supplier.



## Screen References - Supplier ~ Info

### **Opening balance:**

Enter the opening balance of the supplier.

### **Balance due:**

This is the current total balance due to the supplier

### **Last order:**

This is the date that the last purchase order for the supplier was created.

### **Orders**

#### **Search Orders**

Click on this button to search for all orders belonging to this supplier.

This is the list of orders belongs to the supplier. To view an order, double click on it.

## Screen References - Customer ~ Customer

The Customer tab of the Customer dialog is where you enter or edit a customer's primary contact information. To edit an existing item, click the **View menu**, select **Customers**, select the customer you wish to edit and click **Edit**. New customers can be created while filling out quotes, orders and invoices and edited with more detail in this way. New customers can also be created using the Customer dialog by clicking the **View menu**, selecting **Customers**, and clicking **Add** in the toolbar.

**Customer name:**

Enter the business name of the customer, such as Acme, Inc.

**Contact person:**

Enter the full name of your contact person with the customer.

**Contact first name:**

This is the first name of the person you deal with, or the way you address them.

**Use mailing address as shipping address**

Check this box to use the customer's billing address as their shipping address.

Enter the customer billing address. If the customer has a different shipping address you can enter that on the Other tab.

**VAT registration number:**

Enter the customer's VAT registration number

**Phone (primary):**

Enter the customer's primary phone number.

**Phone (alternative):**

Enter the customer's alternate phone number.

**Fax:**

Enter the customer's fax number.

**Email:**

This email address is the one used for sending invoices by email if email is the preferred method.

**Additional Printed Info:**

Enter any additional information to be printed on invoices, such as ABN.

**This customer is active**

Check this box to show that this customer is currently active.

## Screen References - Customer ~ Other

The Other tab of the Customer dialog stores additional information about the customer, such as their shipping address, and several options that will appear by default when creating invoices for this customer. Open this tab by clicking the **View menu**, selecting **Customers**, and clicking the **Other** tab.

### **Shipping address:**

If the customer's preferred shipping address is different from the billing address, enter it here. If the shipping address is the same as the billing address, click the 'Use mailing address as billing address' checkbox on the Customer page.

### **Prefers invoices by:**

Select the method which Express Accounts should use to send invoices to this customer when generating new recurring invoices.

### **Set tax exempt for this customer**

Check this if you wish to not apply taxes on any transaction for this customer.

### **Payment terms:**

Select the terms of payment which will appear by default on an invoice created for this customer.

### **Salesperson:**

This is the name of the salesperson who will be selected by default when an invoice is created for this customer.

### **Customer notes:**

These notes are for internal use only. They can be used, for example, to indicate the customer's history or for special terms.

### **Customer group:**

Select the group that this customer belongs to. To manage customer groups, use the button to the right of the Customer group field.

## Screen References - Customer ~ Info

The Info tab of the Customer dialog stores information about the customer's account. Open this tab by clicking the **View menu**, selecting **Customers**, and clicking the **Info** tab.

**Opening balance:**

Enter the opening balance of the customer, if they have one.

**Balance due:**

This is the current total balance due for the customer.

**Oldest due date:**

This is the due date of the oldest invoice of the customer.

**Last invoice:**

This is the invoice number of the last invoice created for this customer.

**Invoices**

**Search Invoices**

Click on this button to search for all invoices belonging to this customer. The invoices will appear in the table beneath this button.

This is the list of invoices belonging to the customer. To populate the list, click the Search Invoices button above this table. To view an invoice, double click on it.

## Screen References - Express Accounts Quick Start Wizard ~ Quick Start: Business Details

The Quick Start Wizard runs when Express Accounts is first installed and when a new business is set up.

**Business name:**

Enter the name of the business.

**Address:**

Enter the address of your business.

**Contact details:**

Enter the contact details you want to appear on invoices, reports, and other documents. For example, phone, fax and email address.

# Screen References - Express Accounts Quick Start Wizard ~ Quick Start: Chart of Accounts

## **Use the default chart of accounts for a business.**

This is the recommended option if you are starting a new set of accounts. The Express Accounts default list is pre-configured and suitable for most businesses. You can modify or add accounts as required later.

### **Checking Account Opening Balance:**

Enter the initial checking account balance.

### **Credit Card Account Opening Balance:**

Enter the initial credit card account balance.

### **Create a new chart of accounts list manually.**

Use this option if you want to create your own chart of accounts list with your own numbering system. This takes more time to set up, but may be suitable if you already have a bookkeeping system.

### **Import chart of accounts from the primary business**

Use this option to copy the chart of accounts already entered into Express Accounts under the primary business.

## Screen References - Express Accounts Quick Start Wizard ~ Quick Start: Business Type

Select the radio button which best describes your business. This only affects the labels on invoices and can be changed later either in the **Business** section in **Preferences** or under **Invoice Text** in the **Invoice** section in **Preferences**.

## Screen References - Express Accounts Quick Start Wizard ~ Express Accounts Quick Start Wizard

The Regional Settings window allows you to choose region-specific symbols, unit of measurement and other formats for your business.

**Currency symbol:**

This is the symbol used for money in your country, such as \$.

**Currency name:**

This is the name used for money in your country. For example, Dollars or Pounds.



## **Screen References - Express Accounts Quick Start Wizard ~ Quick Start: Select Your Province**

### **Select your province:**

Select the province where your business resides.

## **Screen References - Express Accounts Quick Start Wizard ~ Quick Start: Select Your Country**

### **Select your country:**

Select the country where your business resides.

### **Select your province:**

Select the province where your business resides.

## Screen References - Express Accounts Web Access Wizard ~ Set Up Web Access

**Would you like to set up Web Access now?**

**Set up remote access from the local network/internet.**

Guides you to set up Web Access.

**No, don't allow any remote access.**

Aborts Web Access setup.

# Screen References - Express Accounts Web Access Wizard ~ User Account Web Access

## Web Accounts

### Display Name:

Enter the user's name. This is used for display purposes.

### Email Address:

This is used to uniquely identify the user. The user will use their email as the account name, to login to the web interface, and if they lose their password.

### Password:

Enter the password for this user. The user will use this to login to the web interface.

### Password Again:

Enter the password for this user again, to make sure it has been entered correctly.

### Account Enabled

Tick this option to enable the account, and to allow the user access to the web interface.

### User Privileges

#### Administrator

Checking this option will allow this user to modify others user's preferences and to add/edit/remove transactions.

#### User

Checking this option allows this user to be able to add/edit/remove transactions.

#### Viewer

Checking this option allows this user to view transactions, but does not allow them to add/edit/remove transactions.

### Organizations

This is the list of organizations that the user can access. By default, Administrators are allowed to access all organizations.

# Screen References - Express Accounts Web Access Wizard ~ Choose Web Access Type

## **Local Access - Access your data from inside your local network.**

Select this option if you will only be accessing Express Accounts from the same network, not from remote locations over the internet. Not that you will still use a browser to access Express Accounts using this option.

## **Public Access - Access data from anywhere using a web browser.**

Select this option if you need to access Express Accounts from computers or devices in remote locations or that aren't on the same network.

## **Access Status**

The Access Status displays any errors associated with your connection type, or will notify you if you are configured properly for Web Access. If you see errors, the status should provide hints for fixing the errors. Ask your network administrator for help configuring your system.

## Screen References - Express Accounts Create New Budget Wizard ~ Create New Budget

**Date:**

Enter the date for the budget.

**Choose Budget Type**

**Balance Sheet (ending balance)**

Balance Sheet type of budget focuses on the ending balance.

**Profit and Loss (all activity for the year)**

Profit and Loss Budget deals with all the activities for the year.