ADMINO

version

Gestion d'Affasires
simplement efficace...

SOFTWARE LICENSE AGREEMENT AND LIMITED WARRANTY

PLEASE READ CAREFULLY THE TERMS AND CONDITIONS STIPULATED BELOW BEFORE USING THE SOFTWARE. By installing, copying, or utilizing the Software, you agree to the terms and conditions of this contract. If you are unable to comply with this License Agreement, do not copy, do not install or use the Software. As an exclusive distributor, INOVsoft Inc. grants you the right to use the Software and all related documentation. You assume full responsibility for the selection of the Software to achieve your intended results, and for the installation, use and results obtained from the Software. Like all INOVsoft Inc. software, the Sirius 5 Software is protected by Copyright Laws as well as other intellectual Property Laws. François Yelle, designer and owner of INOVsoft Inc., is the sole owner of all right, title, and interest in and to the Licensed Trademarks.

GRANT OF LICENSE

1- You may make copies of the Sirius 5 Software for back-up purposes.
2- INOVsoft Inc. grants you the right to use the Software on one or more computers.
3- You may transfer the Software and the present Contract to a third party only if this third party accept to respect the terms of this Contract. If you transfer the Software and the rights to use this Software, you must at the same time give up all the Software copies to this third party. You must not retain any copies of the Software. Such transfer terminates your license with INOVsoft Inc.

THE LICENSEE SHALL NOT :

1- Sell or rent the Software, nor directly or indirectly receive any money for the Software or any related functions. You can copy and distribute the Software by attaching the License and the related documentation supplied by INOVsoft Inc.
2- Decompile, disassemble or recompose all or any portion of the Software.
3- Modify the Sirius 5 documentation and the Help File content.

Failure to comply with one or any terms of this Agreement terminates your right to use the Sirius 5 Software and the License Agreement will be automatically terminated. Upon such termination, INOVsoft Inc. will be entitled to pursue all appropriate legal and/or equitable actions for any breach by the User of the Terms and Conditions recited herein.

LIMITED WARRANTY

The Licensed Software is provided free of charge and therefore on an « as is » basis, without any warranty of any kind. INOVsoft Inc. does not warrant that the functions contained in the Software will meet your requirements, or that the operation of the Software will be uninterrupted, error free, virus free, or that the related documentation will produce acceptable and accurate results or that defects in the Software will be corrected. INOVsoft Inc. warrants that the media (disks or CD-ROM supplied by INOVsoft Inc.) on which the Software will be recorded and delivered to be free from defects in materials and workmanship under normal use for a period of three (3) months from the date the media was delivered to you.

LIMITATION OF LIABILITY

In no event will INOVsoft Inc. be liable to you or any third party for any damages, or damages for loss of business, loss of profits, loss of business information or other damages, consequential or exemplary, out of the use or the inability to use the program, or for any claim by any other party, even if INOVsoft Inc. has been advised of the possibility of such damages.

GENERAL

Even though INOVsoft Inc. grants you the right to use the Software on one or more computers, it is understood that the particular nature of a network, the number of machines involved, the type of machines and the memory capacity of a network may all influence the Software performance. So therefore, INOVsoft Inc. cannot warrant the performance of the Software for that type of installation. In the event of any action under this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs and expenses, in addition to any other relief to which it may be entitled.

This Agreement shall be governed by the Canadian Laws, and interpreted and enforced according to these laws.
It is considered that you have read the Contract and will respect it. By loading, copying or using the Software, you agree to be bound by the Terms and Conditions of this Agreement. It is understood that this Agreement is the sole and entire agreement between the two (2) parties relating to the subject matter hereof. This Agreement supersedes all prior understandings, agreements and documentation relating to such subject matter.

INOVsoft Inc. offices are located at 2775 Roland Street in Ste-Adèle, Québec, J8B 1C9.
Customer Service can be reached by calling (450) 229-8200 or by sending an email to : support@inovsoft.com

INOVsoft Inc. reserves the right to modify the Software specifications without any notice.

Contents

5. Periodical Operations

6. Special Operations

Installation

1.1 Before Installing Software

ADMINO is a software adapted for the Microsoft Windows® Operating System version 32-BIT for Windows 98, ME, NT version 4, Windows® 2000 and Windows® XP. The Software is not compatible for the 16-BIT version of Windows 3.1 or 3.11. Make sure you are not running any other applications on your Desktop before installing ADMINO. Running other applications while trying to install ADMINO may cause installation errors.

Sirius 4 Users

If a Sirius Software version 4 is on your Desktop, you must make sure that the directory for the version 4 on your computer is different from the ADMINO directory. This will allow Sirius 4 version to still be functionnal and will also clarify the aspect and structure of your directories. It is not necessary to delete the version 4 from your Desktop. The version 4 should stay on your computer if you wish to use the Transfer Data Tools available from our Internet site to transfer your Business Data into ADMINO.

Sirius 5 Users

If a Sirius Software version 5 is on your Desktop, you can, if you wish, install the ADMINO Software in the Sirius 5 directory. This will allow the ADMINO Software to use the Company and Preference setups already installed for Sirius 5. You can also install ADMINO in its own directory and simply point to Sirius 5 Company path.

Network Installation

If you install the Software on a Network, make sure you have the rights required to create directories on the Network.

1.2 Single Station Installation

Start the Installation program supplied or install “ADMINO.EXE.”

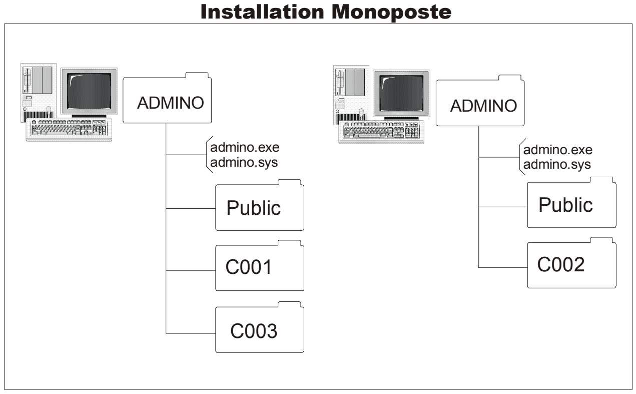
After reading and accepting the Operating Licence, the installation Directory should be specified (C:\ADM by Default).

After, follow the instructions to complete the installation. When installation is completed, you will have to restart your system so that the changes in the Setup file can be updated and working accordingly. If the Setup is adequate, you will not be asked by the System to restart your computer.

1.3 Network Installation

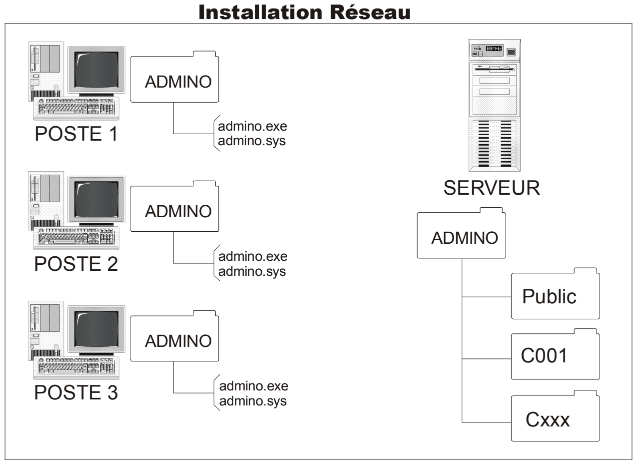
Network installation is very identical to Single Station installation. The ony difference is when you launch the Software for the first time. The scheme below illustrates the difference between the Single Station installation and the Network installation according to the instructions used in this book. There are many ways to define a Network Type Installation. In a certain way, the Single Station Installation described earlier can be considered as a Network Installation

Installation Monoposte



because both stations can share the C001, C002 and C003 directories. However, they do not share the Public directory and we will be using this structure to define a Network Installation for ADMINO. In the scheme below, the Software is not on the Server. The Server has a directory in which the sub directory Public and the Data directory is included for each of the Companies. The working stations have a directory with the Software in it but do not have a Public directory. You have to understand that the Public directory contains information permitting the Software to access the Company data.

Installation Réseau



When starting up, ADMINO locates the Public directory so to access the Data. To find the Public directory, the Software uses the information from the second line of the ADMINO.SYS file which is still with the program ADMINO.EXE.
The avantage for using the Network Installation type is that all working stations share the Public configuration (Company designation, printing options, logos, etc …) and the information managed by the Network is much easier.
If you wish to use this type of installation, here are the steps to follow :

1) Go with the Single Station Installation (see 1.2) for each of the working stations (DO NOT START THE SOFTWARE).

2) Create a Directory accessible to all working stations on the Server (EX: ADM).

3) In this Directory you just created (on the Server) copy the Public directory from one of the working stations which already have the ADMINO installation.

4) Erase the PUBLIC directories on ALL working stations where ADMINO was installed.

5) Use NOTEPAD from Windows® to modify the SECOND LINE ONLY in the ADMINO.SYS file with the appropriate path to the Public directory on the Server.

6) EX: *(previous line)* **PUBLIC** *(new line)* **\\SERVEUR\LECTEUR\ADM\PUBLIC**

7) Save the file and repeat the operation for all working stations having ADMINO installed on (you may copy the ADMINO.SYS file that just modified because the Software has not yet been launched).

8) The installation is now completed and the Software is ready to be started.

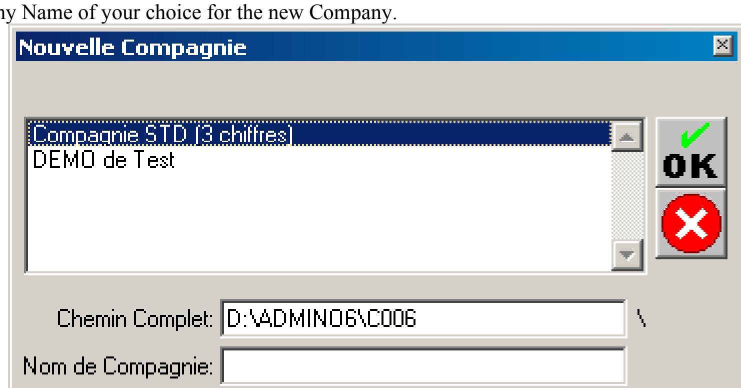
Initial Start Up

2.1 Software Initial Start up

Double click the icon from the Desk Top to start the Program or click on (START) at the bottom of your screen, then choose ADMINO from the Programs pull down menu. Once the software is started, you will see the followong dialogue :

This Welcome dialogue window will indicate the steps to follow when launching ADMINO for the first time. The first step is to create a database for a Company. You have the choice between the automatic setup which creates locally (on the workstation) one empty structure for your Company and one structure with data for some testing.

The manual setup allows you to choose a type of structure and the place where that structure will be created. The New Company dialogue window allows you to choose a type of Company (among the choices offfered), to define a complete Path where the data will be residing (chosen by default according to the ADMINO directory) and a Company Name of your choice for the new Company.

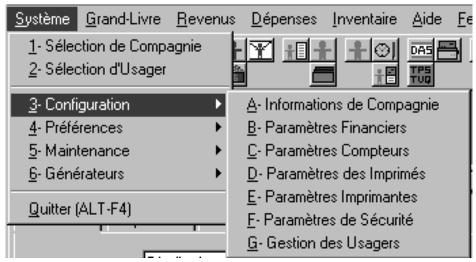


[NETWORK INSTALLATION] This dialogue window will only appear when you start the first working station. The Path Name will have to be modified depending on the desired location for the data (EX: \\SERVEUR\LECTEUR\ADMINO\C001). The subsequent start up for the other working stations will immediately indicate the Company created by the first workstation.

Consequently, the Main Menu will appear and the program will now be functionnal.

2.2 Accounting and Company Setup

The Accounting preparation and the Company Set up are very important tasks if you want the Software to be efficient for your Company. Certain parameters like the Fiscal Year dates must be specified right from the start otherwise they will not be modified easily once the Accounting transactions are processed unless you use special tools. Take a few moments to review the parameters indicated below before assigning appropriate values.



Company Information : type in the address and other Company information.
Financial Setup : type in your Fiscal year dates and correct Tax tables if needed.
Counters Setup : type in your starting numbers (invoices, orders etc…).
Printed Matter Setup : select and activate the printing options needed for your Company.
Printer Setup : indicate on which printer each of your documents will be send to.

Then, you can examine the **Charter of Accounts** from **General Ledger** from the Main Menu bar. Add or modify the accounts that your Company need (you can go and check section 3.6 *How to Add or Modify General Ledger Account*).

If you posted changes or modifications to your Charter of Accounts, you should check the Financial Setup (again) and the Financial Statements with the **Generator Tool** from the **System** option in the Main Menu (go to section 6.5 *How to Modify Financial Statements*).

Now you must verify the different classifications and categories used in the Software so to assure that they reflect the reality of your business (those created by default are general type).

Inventory Categories : control the Inventory Product behavioral accounting for sales and purchases (go to section 3.7 *How to Add or Modify Stock Categories from Inventory*).

Customers, Vendors, Employees Categories : control behavioral accounting for Customers, Vendors or Employess within the Software different tools and options (go to section 3.8 *How to Add or Modify Categories for Customers, Vendors and Employees*).

If you are using the ADMINO Payroll system, you should verify the Payroll parameters in **Expense** from the Main Menu (go to section 6.1 *How to Modify Payroll Parameters*).

If your financial year is already started, you will have to process the following operations :

- Type in your initial balance in the Charter of Accounts section.
- Type in your previous Sales invoices and use Transfer with the activated Sales Transfer Tool.
- Type in your previous Purchases invoices and use Transfer with the activated Purchase Transfer Tool.
- Type in your previous Payroll and use Transfer with the activated Payroll Transfer Tool.
- Verify all your balances before going on and posting other transactions.

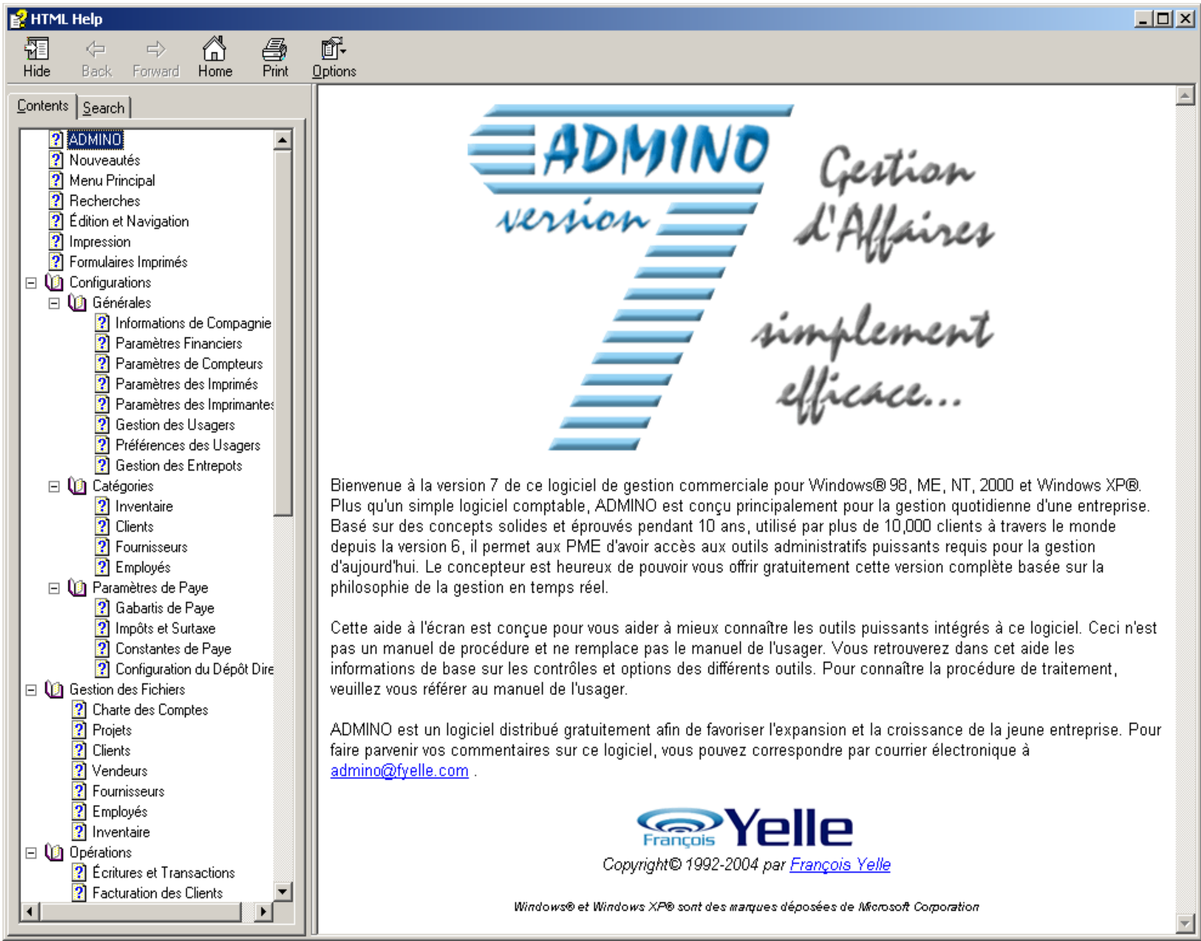
(go to specific sections refering to previous transactions)

YOU WILL NOT BE ABLE TO ENTER ANY HISTORY ONCE A TRANSACTION HAS BEEN CREATED

You are now ready to use the Software for your Company. You should however organize Inventory, Customer and Vendor Lists and create files for your employees.

2.3 How to get Help

A Help file included in the Software is available at all time from your screen. You just have to select **Help** from the Main Menu and then choose **ADMINO Help**. The **HTML Help** dialogue window will be on the screen.



In this Help file, you will find the Software options with an explanation for Tools and Controls from the dialogue window presented. This booklet is full of procedures to guide you around the Software. It does not however contains all the possibilities offered by the Tools. It shows you the recommended techniques to use the basic operations. The Help on the screen indicates the control functions within the Software Tools. These two Help systems assume that you already have training and/or accounting knowledge required to perform the administrative tasks mentionned. THESE ARE NOT ACCOUNTING TRAINING MANUALS.

2.4 Strategies to Miniminize Efforts and Time

ADMINO is, above all, a commercial management software. This means that the software has been prepared for daily utilisation in real time like processing invoices in front of the customer, taking telephone orders or entering a payment coming in by the mail system even before the money is deposit at the Banking institution. In short, mouvement entered in the software goes on at the same time the action takes place.

Even though it is not always practical and possible to do so, a management transaction should always be processed in the system as soon as possible. It has been proven that an immediate action entered in the system allows more transparency to the accounting system and prevents losing time associated to the eventual search of indexes or references when a transaction is posted later.

The software stresses that point by allowing a retroactive correction for daily events. Unless there is a physical or practical reason not to immediately post a transaction, it is always preferable not to post later if you can do it right away.

Files Operations

3.1 How to Add or Modify Customer Accounts

Select **Revenue** from the Main Menu and then – 2 **Customer Accounts** or click on (green) from the Toolbar.

To Add a File :

- Click on located on the right side of the **Customer Account Search** dialogue window.
- In the **Customer** dialogue window, enter all the customer information. Be sure not to forget the Account number of the customer.
- When all the information needed is entered, click on to **Save** the information.

To Modify a File :

- Select the Customer file from the **Customer Account** Search dialogue window.
- Modify all the information needed.
- Click on to **Save** the information.

To Delete a File :

- Select the Customer file from the **Customer Account Search** dialogue window.
- Click on to **Delete** the file (after being confirmed).
  (Please note that a file with an outstanding balance will not be deleted).

3.2 How to Add or Modify Vendor Accounts

Select **Expense** from the Main Menu and then – 2 **Vendor Accounts** or click on (red) from the Toolbar.

To Add a File :

- Click on located on the right side of the **Vendor Account Search** dialogue window .
- From the **Vendor** dialogue window, enter the customer information.. Be sure not to forget his Account Number.
- When all the information is entered, click on to **Save** the information.

To Modify a File :

- Select the Vendor file from the **Vendor Account Search** dialogue window..
- Modify all the information needed.
- Click on to **Save** the information.

To Delete a File :

- Select the Vendor file from the **Vendor Account Search** dialogue window.
- Click on to **Delete** that file (after being confirmed).
  (Please note that a file with an outstanding balance will not be deleted).

3.3 How to Add or Modify Products from Inventory

Select **Inventory** from the Main Menu and then – 1 **Products** or click on from the Toolbar.

To Add a File :

- Click on located on the right side of the **Inventory Search** dialogue window.
- From the **Product** dialogue window, enter the product information. Do not forget to enter the product number.
- When all the information is entered, click on to **Save** the information.

To Modify a File :

- Select the Products file from the **Inventory Search** dialogue window.
- Modify the information.
- Click on to **Save** the information.

To Delete a File :

- Select the Products file from the **Inventory Search** dialogue window.
- Click on to **Delete** the file (after being confirmed).
  (Please note the a product billed but not reported will not be deleted).

3.4 How to Add or Modify Employees Record

Select **Expense** from the Main Menu and then – 5 **Employees** or click on (yellow) from the Toolbar.

To Add a File :

- Click on located on the right side of the **Employee Record Search** dialogue window.
- In the **Employee** dialogue window, enter the employee information. Do not forget to enter his SIN and the default templates used. This will determine the cumulatives from page 3. These can be filled by selecting .
- When all the information needed is entered, click on to **Save** the information.

To Modily a File :

- Select the Employee file from the **Employee Record** Search dialogue window.
- Modify the information.
- Click on to **Save** the information.

To Delete a File :

- Select the Employee file from the **Employee Record** Search dialogue window.
- Click on to **Delete** the file (after being confirmed).
  (Please note that an employee with a <u>prepaid</u> salary will not be deleted).

3.5 How to Add or Modify Salespersons File

Select **Revenue** from the Main Menu and then – 8 **Salespersons**.

To Add a File :

- Click on located on the right side of the **Salespersons** dialogue window.
- From the next **Salesperson** dialogue window, enter the Salesperson information and also the salesperson number.
- When all the information is entered, click on to **Save** the information.

To Modify a File :

- Select the Salesperson file from the **Salespersons** dialogue window.
- Modify the information.
- Click on to **Save** the information.

To Delete a File :

- Select the Salesperson file from the **Salespersons** dialogue window.
- Click on to **Delete** the file (after being confirmed).

3.6 How to Add or Modify Accounts from General Ledger

Select **General Ledger** from the Main Menu and then – 2 **Charter of Accounts** or click on from the Toolbar.

To Add an Account :

- Click on located on the right side of the **G/L Account Search** dialogue window.
- In the next dialogue window, **Account**, enter the Account information and add the initial balance if there is one.
- When this is all done, click on to **Save** the information.
- You must then add this account to the Financial statement using the Financial Statement Generator.

To Modify an Account :

- Select the Account file from the **G/L Account Search** dialogue window.
- Modify the information.
- Click on to **Save** the information.
- All changes to an account are automatically posted to the Financial Statement.

To Delete an Account :

- Select the Account file from the **G/L Account Search** dialogue window.
- You can only delete an account **if there is no transaction in the General Ledger**.
- Click on to **Delete** an account (after being confirmed).
- If this account had an initial balance, make sure to balance the General Ledger too.

3.7 How to Add or Modify Stock Categories from Inventory

Select **Inventory** from the Main Menu and then – 3 **Stock Categories**.

To Add a Category :

- Click on located on the right side of the **Stock Category** dialogue window.
- Enter the Category information in the **Category** dialogue window.
- If the quantity of this product should be taken into consideration, you have to select **Quantity** on the Inventory Management Type line, located in the **Category** dialogue window. Then, you must specify all the General Ledger accounts for the category. If the Inventory Management Type line is **None**, the Inventory Accounts and Variation are not required.
- When everything is entered, click on to **Save** the information.

To Modify a Category :

- Select the Category file from the **Stock Category** dialogue window.
- Modify the Category information.
- A **Warning sign** will appear if you modify the Inventory Management Type because this type of change could affect the Inventory Quantity Management.
- Click on to **Save** the information.

To Delete a Category :

- Select the Category file from the **Stock Category** dialogue window.
- Click on to **Delete** the file (after being confirmed).
  (You cannot delete a category if there is an outstanding invoice).

3.8 How to Add or Modify Categories for Customer, Vendor & Employee

(Customer Categories, Vendor Categories and Employee Categories)

Choose **Revenue** from the Main Menu and – 7 **Customer Categories** or
Choose **Expense** from the Main Menu and – A **Vendor Categories** or
Choose **Expense** from the Main Menu and – B **Payroll Parameters** and then Choose – A **Employee Categories**.

To Add a Category :

- Click on located on the right side of the appropriate dialogue window, depending on the Category needed.
- Enter the Category information.
- When all the information needed is entered, click on to **Save** the information.

To Modify a Category :

- Again, select from the appropriate dialogue window the Category File you need to modify.
- Make the changes needed.
- Click on to **Save** the information.

To Delete a Category :

- Select from the appropriate dialogue window the Category File you want to delete.
- Click on to **Delete** the file (after being confirmed). (You will not be able to delete a Category if it is used in a file).

3.9 How to Add or Modify Projects

Select **General Ledger** from the Main Menu and then – 5 **Projects** or click on from the Toolbar.

To Add a Project :

- Click on located on the right side of the **Projects** dialogue window.

In the **Project** dialogue window, enter the Project information.

- When all the information is typed in, click on to **Save** the information.

To Modify a Project :

- Select the Project file to modify from the **Projects** dialogue window.
- Then, type in the new information.
- Click on to **Save** the information.

To Delete a Project :

- Select from the **Projects** dialogue window the Project file you want to delete.
- Click on to **Delete** the project (after being confirmed).

(You will not be able to use the **Sort** command anymore for this Project reports).

3.10 How to Add or Modify Users Management File

Select **System** from the Menu, then – 3 **Setup** and then – G **Users Management** .

To Add a User :

- Click on located on the right side of the **Users** dialogue window.
- In this **User** dialogue window, enter a **User Name** on the line and a **Security Level** also for this User. Enter a Password (optionnal) up to 6 characters (**ATTENTION** the lower and upper case letters should be respected when entering the Password).
- When all the information is entered, click on to Save the information.

To Modify a User :

- Select the User file from the **Users** dialogue window.
- Modify the information needed.
- Click on to **Save** the information.

To Erase a User :

- Select the User file from the **Users** dialogue window.
- Click on to **Delete** the User (after being confirmed).

3.11 How to Modify Preferences for User

You must be admitted in the System under a User Name if you wish to modify the preferences of that user.
Select **System** from the Main Menu, then – 4 **Preferences** and then – A **For User**.
From tlhe **User Preferences** dialogue window, modify the preferences.

- Click on to **Save** the information.

Daily Operations

4.1 How to Create or Modify General Ledger Transactions

Select **General Ledger** from the Main Menu, then – 1 **Transactions** or click on from the Toolbar.

To Add a Transaction :

By default you should already be in the Add mode ready for adding new transactions.
Enter the Transaction Date (only a date from the current fiscal year plus 12 more months will be permitted).

- If it is a salary remittance transaction or tax allowance, select this box ☐ Écriture de Remise (T/S) .
- Enter the description or note for the transaction (60 characters).
- Enter a reference (client, check, etc.) to search the transaction (optionnal).
- Select the accounts with or enter the account number in the grid on the first column. The Account description will appear (green for a debit account, red for a credit account).
- You can select the project with or enter the project number in the grid on the second column.
- Enter the amount for each account in the debit or credit column accordingly. The missing amount to balance a transaction can be posted automatically by the Software if you press the F2 key in the amount cell for that line. You will not be able to save a transaction that is not balanced.
- When the transaction is completed and balanced, click on to **Save** the transaction.

To Modify a Transaction :

- Click on to select the Transaction from the **Transaction** Search dialogue window.
- Once the transaction is selected, it will be on your screen.
- The date is not accessible for modification (you have to use to modify the date).
- Modify, if you need it, the description or the note.
- Modify, if you need it, the reference.
- Modify the account selection with or enter the account number in the grid in the first colomn.
- If you need it, modify the project with or enter the project number in the grid in the second column.
- Modify the amount for each account in the debit or credit column accordingly. The missing amount to balance a transaction can be posted automatically by the Software if you press the F2 key in the amount cell for that line. You will not be able to save a transaction that is not balanced.
- Once the modifications are completed, click on to **Save** the transaction.

To Cancel a Transaction :

- Click on to select the Transaction from the **Transaction** search dialogue window.
- Once you have selected it, it will appear on the screen.
- Use this to cancel the Transaction (after). The transaction will be reset to zero but will not dissapear from the journal.

4.2 How to Create or Modify Sales Order

Select **Revenue** from the Main Menu, then – A **Other Documents** and then – B **Sales Order** or click on from the Toolbar.
Depending on the size of the ADMINO window, the Sales Order dialogue window will appear on a single page (1024x768 pixels) or on 3 pages (tabs).

To Add an Order :

By default you should already be in the Add mode ready for new orders.

To Modify an Order :

If the security is activated, you should make sure that you have the rights required to do this operation. Click on to select an Order from the Sales Order dialogue window. Once selected, the order appears on the screen.

In both cases :

- Correct the Order date if needed.
- Select a Customer with or enter the Customer Number in the **Client** box and press ENTER or TAB. The information in the Customer File will fill up the boxes on the page. Correct the information if you need to.
- If your dialogue window is on 3 pages, click on the **Page 2** Tab.
- Select the Items with or enter the product number in the grid in the first column. The description and price of the product will appear depending on the information from the Inventory file and the criteria (price column) from the Customer file.
- Modify the quantity in the second column if needed.
- You can modify the price manually or select it with $19.99. In this **Price Selection** dialogue window is also included the tool for <u>détaxage</u>.

- You can also modify the rebate manually or use the tool to calculate the rebate.
- The taxes application can be adjusted with the tool (FST and PST).
- A serial number can also be posted in the last column.
- You can insert (INS) or delete (DEL) lines if you need to.
- You can type comments by entering these comments directly in the description box.
- No description nor any price will be printed as a comment.
- You can also view information on a product by clicking on . A dialogue window will appear with the Product File information and a grid showing all purchases made by the Customer. In this grid, you will be able to view one of the documents with a double-click on it.
- If your Command dialogue window is on 3 pages, click on the **Page 3** Tab.
- On this page will appear the total of the Order. If the Customer gives a deposit for this order, you should mark the box Dépot au Compte to activate a receipt (which will be launched right after the order is saved). All you have to do is enter the amount of the deposit and the receipt on page 3.
- Click on to **Save** the order. The **Printing** dialogue window will appear according to the parameter setup for the printed matter.

4.3 How to Create or Modify Customer Invoicing

Select **Revenue** from the Main Menu and then – 1 **Customer Invoicing** or click on from the Toolbar.
Depending on the size of the ADMINO window, the **Customer Invoicing** dialogue window will appear on one page only (1024x768 pixels) or on 3 pages (Tabs).

To Add an Invoice :

By default you should already be in the Add mode ready for new invoices.

To Modify an Invoice :

If the security is activated, you should make sure that you have the rights required to do this operation. Click on to select the Invoice from the **Customer Invoicing** dialogue window. Once the invoice is selected, it will show on the screen.

In both cases :

- Correct the Invoice date if needed.
- Select a Customer with or enter the Customer Number in the **Client** box and press ENTER or TAB. The information in the Customer File will be filling the boxes in the page. Make corrections if neccessary.
- If your Customer Invoicing dialogue window is on 3 pages, click on the **Page 3** Tab.
- Select the product with or enter the Product number in the grid in the first column. Product description and price will appear depending on the information from lthe Inventory File and the criteria (price column) from the Customer File.
- Modify the quantity in the second column if needed. You can modify the price manually or select it with . In this **Price Selection** dialogue window you can find the detaxage Tool. You can also modify the discount manually or use the tool to calculate the discount.
- Tax application can be adjusted with the tool (TPS et TVP).
- A Serial number can be typed in the last column.
- You can insert (INS) or delete (DEL) lines if needed.
- You can type comments directly in the **Description** box. No description nor any price will be printed for a comment.

- You can also view information on a product if you click on [button]. A dialogue window will appear with the information on the product and a grid showing previous purchases by the Customer. In that grid you can also view one of the documents by double clicking on it.
- If your invoice dialogy window is on 3 pages, click on the **Page 3** tab.
- On this page will appear the invoice total amount. You can post the invoice total balance to the Customer Account (unless for CASH Customer) or enter the balance in the appropriate box for that matter. The remittance amount can be divided and placed into different boxes (100$ in VISA and 50$ in Cash) whichever is needed. The F2 key allows you to type in the balance due in the box where the cursor is located while taking in consideration other transaction pending. Click on [button] to **Save** the invoice. The **Printing** dialogue window will appear according to the Printer Parameters.

4.4 How to Close Daily Sales

To Close only the Cash Drawer :

Select **Revenue** from the Main Menu and then – 6 **Cash Drawer Closure** or click [button] from the Toolbar.

- The **Cash Drawer Closure** dialogue window will appear showing all invoices already selected.
- Modifye the Invoice Selection (if you do not want to close all invoices).
- Click on Fermer la Sélection to process the Closure. The system will ask you if you wish to print a Closure report. Once the report will be printed (if you wish to do so) the system will ask if you wish to proceed with the closure. The closure report will not be available now for any closed invoices. You will have to use the Sales report if a copy of sale for that day is required.

To Close and Transfer Invoices :

Select **Revenue** from the Main Menu and then – 5 **Sales Closure / Transfer** or click [button] from the Toolbar.

- The **Closure/Transfer** dialogue window will appear showing all the invoices already selected to be transferred.
- Modify the Invoice Selection (if you do not wish to transfer all invoices).
- Click on Transférer la Sélection to process the Transfer. If an invoice or receipt causes an unbalanced transaction (because of a missing account, a missing category or any other reason) a message will indicate the unbalanced matter and a Error report will be offered at the end of the transfer. The other invoices will not be affected by this error.
- (<u>in the case of a lot transfer, les effets erronés seront exclues du lot</u>).

4.5 How to Post Purchases and Expenses

Select **Expense** from the Main Menu and then – 1 **Purchases_Expense** or click on [button] from the Toolbar.
The Purchase dialogue window will appear on 3 pages (Tabs).

To Add a Purchase :

By default, you are already in the Add mode ready for new purchase.

To Modify a Purchase :

In the security is activated, make sure that you have the rights required to process this operation. Click on [button] to select the purchase invoice needed from the Search dialogue window. Once the item is selected, it will appear on the screen.

In both cases :

- Correct the invoice date if needed.
- Select a Vendor with [button] or enter the Vendor Number in the **Vendor** box and press on ENTER or TAB. The information in the file for that vendor will be filling all the boxes on that page. Make corrections if needed.
- Enter the invoice number (at the far right end) in the **Number** box (this number must be unique for that vendor).
- Click on the **Page 2** tab.
- The default Expense account (in the Vendor file) will already be charged.

If you Post direct amounts in Expense :

- Select the accounts with [button] or enter the account number in the grid in the first column. The account description will appear to confirm the selection.
- Type in the expense amount. Taxes will be calculated according to the going rates.

- You can détaxer the amount by clicking with the mouse right button on .
- You can apply this expense line on a project by selecting the project with .
- You can also correct taxes manually for that line (columns located to the extreme right).
- You can insert (INS) or delete (DEL) lines if needed.
- You can type in comments by entering them directly into the **Description** box. No description nor any price will be printed for a comment.

If you enter Products to Expense :

- Select the product with or enter the product number in the grid in the third column. Description and product cost will appear according to the Inventory file information.
- Modify the quantity in the fourth colomn if needed
- You can modify the cost depending on the price paid.
- You can modify the rebate manually or you can use this tool to calculate the rebate.
- Tax application can be adjusted with this tool (TPS et TVP). You can also correct taxes manually for that line (column located on the extreme right).
- You can insert (INS) or delete (DEL) some lines if needed with these functions. You can type in comments by entering them directly into the **Description** box. No description nor any price will be printed for a comment.
- You can also view information on that product by clicking on . A window will appear showing the Product file information and a grid showing previous purchases from that Vendor. In that grid you can also view one of the documents with a double click on it.

In both cases :

- Click on the **Page 3** tab.
- On this page will appear the total amount for the purchase. You can carry the invoice amount to the Vendor account (by default) or mark the immediate payment box to process the payment. You will not be able to use the immediate payment if the immediate report (Closure/Transfer) is not activated. If the immediate payment is selected, you will have to click on to prepare the check and then activate the Save button.
- Click on to Save the Purchase invoice. The **Printing** dialogue window will appear if the Purchase invoice printing is selected in the Financial parameters located on the expense page.

4.6 How to Post Customer Payments

Select **Revenue** from the Main Menu and then – 3 **Customer Payments** or click on from the Toolbar.

- Select the Customer with or enter the customer number in the **Customer Number** box and press on ENTER or TAB. The Customer account information and the invoices not paid will be on the screen in the Invoices to be paid selection window.
- Correct the date of the payment (if needed).
- Enter the number and amount of the check or payment you received. As soon as a payment is confirmed in the box, the Invoices to be paid dialogue window will be activated. Select the invoices to be paid (double clicking on it) to transfer into the Payment selected box (the distribution amounts will change according to the invoice amount).
- If you do not wish to apply the global amount of the invoice, click on the invoice with the mouse right buttom to see the amount paid dialogue window.
- You can view an invoice (on the invoices to be paid side) by clicking on it once (to highlight it) and by clicking to see the document summary.
- Click to **save** the payment and process the transaction.

4.7 How to Post Vendor Payments

Select **Expense** from the Main Menu and then – 3 **Payments** or click on from the Toolbar.

- Select a Vendor with or enter the Vendor Account number in the **Account Number** box and press on ENTER or TAB. The information from the Vendor Account and the invoices to be paid will be posted in the Invoices to be paid Selection dialogue window. Selec the invoices to be paid (double-click) to transfer into the Invoices selected box (the distribution amounts will change depending on the invoice amount).
- If you do not want to pay the global amount of the invoice, click on the invoice with the right button of the mouse to view the amount paid dialogue window.
- You can view an invoice (on the invoice to be paid side) by clicking once on it (to highlight it) and by clicking on to post the document summary.

- Click on to prepare the check and activate the Save function. In the Check dialogue window, the basic information are filled by default. You can modify them if needed.
- Click on to **Save** the payment and process the transaction.

4.8 How to Prepare Payroll

In this section we assume that you already did setup the Payroll Parameters and the Templates that will be used for the employees (please refer to section 6.1 *How to Modify Payroll Parameters*).

Select **Expense** from the Main Menu, then – 6 **Payroll** and then – A **Pre - Payroll Process** or click on from the Toolbar.

- Sélect an Employee with or enter his Social Security Number in the **S.I.N.** box and press ENTER.
- By default the Employee File Template will be selected but will be accessible for changes as long as there is no data in the grid.
- Correct the Payroll dates if needed (these dates are determined according to the last payroll and the number of payroll per year).
- Click on (on top of the grid) to choose among the data available depending on that Templates. Depending on the data you will be able to enter the amount or the hours and the hourly rates.
- For the Sales Commissions, this icon will be active so to let you select the Commissions to be paid.
- A gain can be applied to a project with this icon or by typing the Project number in the third column.
- Click on to **Save** the pre-payment.
- A pre-payment can be corrected or modified until the pay day.

4.9 How to Process Payroll

This section assumes that you have already process the prétraitement de paye for the selected employees.

Select **Expense** from the Main Menu, then – 6 **Payroll** and then – B **Payroll Processing** or click on from the Toolbar.

- The **Payroll Processing** dialogue window will appear with all employees already having an activated pre-payroll. Modify the Employees selection (If you do not wish to process all the employees).
- If you put a check mark on ☐ Traitement Automatique (aucune pause) the Payroll processing will be done without any interruption for all the selected employees.
- Click on Traiter la Paye to start the Process. If the Automatic Processing is not marked, you will then see the processing result and you will be able to control the check number before saving the file.

4.10 How to Print or View Checks

Select **Expense** from the Main Menu and then – 7 **Checks** or click on from the Toolbar.

To Print a New Check :

- The **Check processing** dialogue window will appear with all the checks already selected to be printed. Modify the checks selection (if you do not wish to print all the checks). You can view a check resume by double clicking on it before printing it.
- Click on Imprimer la Sélection to start printing the checks. The printed checks will now be in the checks archives.

To View or Print an Archived Check :

- Click on Archives to get the Archives Search dialogue window. Select the check you need and it will appear on the main window. You will be able then to see it by double clicking on it.
- You can print it again by clicking on Reimpression .

4.11 How to Prepare Purchase Orders

Select **Inventory** from the Main Menu and then – 2 **Purchase Orders** or click on from the Toolbar.
The **Purchase Order** dialogue window will appear on the **Page 3** (Tab).

To Add an Order :

By default, you should already be in the Add mode ready for new Order.

To Modify an Order :

If the Security is activated, you should make sure that you have the rights required to proceed with the operation. Click on to select the Purchase Order needed from the Search Option dialogue window. Once selected, the Order will be posted.

In both cases :

- Correct the Invoice date if needed.
- Select a Vendor with or enter the Vendor Account Number in the **Vendor** box and press ENTER or TAB. The information in the Vendor file will be filling all the boxes on that page. Make corrections if needed.
- Enter all the other relevent details on that page for the Purchase Order.
- You can decide at this point to use the automatic order function. The Auto Order is a tool allowing you to verify the Inventory products supplied by this Vendor depending on certain quantity criteria (described in the Help file on the screen). With this tool, the products corresponding to the criterias are placed on the order with the required quantities. To activate the Auto Order, click on .
- Click on the **Page 2** tab to go to Products.
- Select the product with or enter the Product Number in the grid in the first column. The description and cost of the product will appear depending on the Inventory file information.
- The Substitute number (see Help from the Inventory File) will appear automatically. The Substitute Number is the Product Number from the Vendor and can be modified if needed. If the number is a new Substitute Number, it will be added to the Products Substitute when saving the order.
- Modify the quantity in the third column if needed.
- You can modify the cost manually or with the Cost Selection icon.
- You can insert (INS) or delete (DEL) lines if needed.
- You can type in comments by entering them directly in the **Description** box. No description nor any cost will be printed as a comment.
- You can also view information for a Product by clicking on . A dialogue window will appear with the Product File information and a Waiting Customer Order grid for the product. In that grid, you can view one of the documents with a double click on it.
- Click on to **Save** the Purchase Order. The Printing dialogue window will appear after using the Save function.

4.12 How to Post Reception of Merchandise

Select **Inventory** from the Main Menu and then – 2 **Purchase Orders** or click on from the Toolbar.
The Purchase Order dialogue window will appear on the **Page 3** tab. Receiving a Purchase Order is the same as processing an Order Modification.

If the Security is activated, you should make sure that you have the rights required to do the operations. Click on to select the Purchase Order needed from the Search tool dialogue window. Once selected, the Purchase Order will be on the screen.
Click on the **Page 2** Tab to go to Product.

- If the full Purchase Order is in, click on the .
- If not, you can enter the quantity received in the fourth column of the Received Products. If the number is red in that column, the Purchase Order is complete for that product.
- Click on to **Save** the Order. The quantities received will be reported to Inventory.

4.13 How to Post Changes to Customer Accounts

The only method to process corrections to Customers Accounts is to process an Invoice une facture de redressement for that customer. There are many reasons why you should use this method. This method allows to adjust inventory if necessary, to process une transaction de redressement for the General Ledger, to process correction to Customer Account (when invoice is transfer) and to allow a permanent reference (invoice) for the correction or redressement.

4.14 How to Post Changes to Vendor Accounts

The only method to process corrections to Vendor Accounts is to process une facture d'achat de redressement for that vendor. There are many reasons why you should use this method. This method allows to adjust inventory if needed, to process une transaction de redressement for the General Ledger, to process corrections to the Vendor Accounts (when the purchase order is transfered) and to allow a permanent (Purchase Invoice) for correction or redressement.

Periodical Operations

5.1 How to Process Civil Year Closure

The end of Civil Year for Employees means an accumulator zero reset and the printing of Payroll Forms (T4 slips and R1 forms). To process the zero reset, Sirius 5 offers a special tool. This closure should be done before processing payroll for the next Civil Year.

- To process a closure, select **General Ledger** from the Main Menu, then – 3 **Closures** and then – A **Civil Year Closure**.
- The **Civil Year Closure** dialogue window will appear. The Employees section is at the top of the window.
- Mark the Employees option and click on to process the closure.

5.2 How to Process Fiscal Year Closure

The Fiscal Year Closure is the most important periodical operation for this Software. The Fiscal Year Closure operation is an IRREVERSIBLE OPERATION by creating archives for the closed year and the re-adjustment of balances to the General Ledger for the current year. This re-adjustment implies the calculation of Net benefits and to zero reset the result accounts. Many controls should be processed before closing the fiscal year. The closure of the fiscal year becomes obligatory in the program when 24 periods are passed since the beginning of the fiscal year. The law anticipate a maximum delay of 6 months between the end of the fiscal year and the remittance of the coorporative income taxe. The program allows 6 more months to process the fiscal year. This should give enough time to process the fiscal year closure.

- To do this closure, select **General Manager** from the Main Menu, then – 3 **Closures** and then – B **Fiscal Year Closure**.
- The **Fiscal Year Closure** dialogue window appears with the instructions.
- Select to process the closure after having read the instructions.

5.3 How to Zero Reset Accumulators for Customers & Vendors

To Zero reset the Customers and Vendors Purchase Accumulators, Sirius 5 offers a specialized tool.

- To accomplish this closure, select **General Ledger** from the Main Menu, then – 3 **Closures** and then – A **Civil Year Closure**.
- The **Civil Year Closure** dialogue window appears. The section in the center refers to Customers and the one at the bottom refers to Vendors.
- Select the option or options needed and click on to process the zero reset function.

5.4 How to Prepare Employees Payroll Forms

At the end of a civil year, the employer should, after closuring the civil year, (Zero reset accumulatos for employees), supply T4 slips (Revenue Canada) and R1 forms if applicable (Provincial).
Because of the special nature of the Payroll system, the Payroll information report system should also be specially adapted.

Step 1 : Payroll Forms Setup

- Select **Expense** from the Main Menu, then – C **Payroll Utilities Reports** and then – B **Payroll Forms Setup** and choose between – 1 **T4 Payroll Forms Setup** or - 2 **R1 Payroll Forms Setup**.
- When the **T4 Printing Forms** dialogue window appears, three (3) sections are visible. The top section has 24 buttons CASE 1 for each of the boxes to be configurated.
- The bottom section on the right has objects (relevent lines in the templates) which can be attributed to a box.
- The bottom section on the left has the objects attributed to the selected box.
- Click on the buttom of the box to be configurated (the selected box will appear in blue).
- Select (double click) the objects you want to attribute to this box (refer to the Employer Manual for Forms composition so to know assigned objects).
- Repeat the operation for the other boxes to be configurated.
- Click on to **Save** the forms setup.

Step 2 : Payroll Forms Printing

- Before printing the forms, you should have on hand the files FT4.F04 and FR1.F04 in the company directory.
- You can create files with the Sirius Forms Generator or download them from our Internet site in the Support section – tools – Forms for ADMINO directory.
- You will not be able to print T4 slips or R1 forms without these files.
- Select the **Expense** option from the Main Menu, then – C **Payroll Utilities Reports** and then choose from – 1 **T4 Payroll Forms Print** or - 2 **R1 Payroll Forms Print**.

- In the **T4 Forms Printing** dialogue window, the default civil year date is the date from last year (you will be able to modify it if needed). You can also select a category for employees to be printed.
- Click on to know the number of forms to be printed using automatic mode.
- Click on to manually select the employees forms to be printed.
- Click on to activate the automatic forms printing.

5.5 How to Prepare Financial Statements

This section assumes that your Financial statements are setup according to your Charter of Account. If you want to make sure the setup is correct, consult the section 6.3 *How to Inspect and Analyse General Ledger Transactions*.

- To prepare Financial statements, select **General Manager** from the Main Menu, then – 4 **Financial Statements** and then the financial statement of your choice.
- For each of the financial statement, you can choose duration parameters or date to date which ever you need.
- The financial statement can also be requested for one or a group of projects..
- Once your parameters are selected, click on to print thr report.

5.6 How to Prepare Vacation Pay

This section assumes that your templates are setup correctly. If needed, consult the section 6.1 *How to Modify Payroll Parameters*.

A vacation pay is used to process the payment of accumulated amounts by the employee for a determined period. The payment is always done in the Employee Vacation Pay to be paid box, never in the Accumulated Vacation box. That is why once a year, on a determined date (April 1st or May 1st for most companies), we should transfer the accumulated vacation to Vacation to pay.

- Select **Expense** from the Main Menu, then – C **Payroll Utilities Reports** and then – E **Vacation Transfer**.
- Click on to process the transfer for all employees. The transfer can also be processed manually in the cumulatives file of each employee.
- Then, process the payroll prepayment for the selected employees by using the Vacation Payroll Templates.
- Process the payroll as usual to complete the operation.

5.7 How to Process Sales Tax

Periodically you have to pay the Sales Tax collected minus the Sales Tax paid. This operation is called Sales Tax Processing. The period varies according to the Company Status. By default, the program process it four (4)times a year (every three (3) months).

- Select **Expense** from the Main Menu and then – 9 **Sales Tax Processing** or click on TPS TVQ from the Toolbar to view the dialogue window.
- By default, the processing period is the last trimester (according to the current date). You can modify this period by selecting Changer Période .
- The system evaluates immediately the indicated period for the General Ledger Accounts specified in the Taxes setups (financial parameters).
- The accounts from which an amount is detected by the process will be indicated on a line in the selection dialogue window.
- By default, all the lines will be selected for processing. You should select the lines you wish to process.
- The section below (TOTAL Sales and TOTAL Purchases) allows you to see the amounts according to the sale and purchase documents. If an unbalanced situation is perceived (adjustment to G/L), the unbalanced amount will be posted in red down below on the right side.
- By double clicking a line in the selection dialogue window, it is possible to modify the amount.
- Select the lines to be edited and click on Imprimer Résumé to obtain a remittance resume printing.
- If the amount is negative (credit) you have nothing to pay.
- Otherwise, click on Payer la Sélection to obtain the checking dialogue window.
- Adjust the payment date and optionnally the cash account for payment.
- Select or enter the name (pay to) for a check payment.
- Click on to Save the check, the transaction and the payment.

5.8 How to post Payroll Remittance

Periodically you should pay the source deduction amounts, the employer portions and portion retained from the employee when processing payroll. This operation is called Payroll Remittance Processing. The period time varies depending on the Company Status. By default, the program is set for a once a month processing.

- Select **Expense** from the Main Menu, then – 8 **Remittance Processing** or click on DAS in the Toolbar to see the Processing dialogue window.
- By default, the period set is for last month (according to the current date). You can modify this period by clicking on Changer Période.
- The system immediately evaluates the indicated period time for the General Ledger Accounts which have a Payroll Remittance marked box in the file (chart management).
- The accounts detected by examination will be posted on one line and also the remittance description in the Selection box.
- By default, all the lines will be selected to process. You have to select the lines you wish to process according to Federal and Provincial remittances.
- The section at the bottom of Gross Salary allows you to see the complementary amounts for processing.
- By double clicking a line in the selection box, it is possible to modify the amount..
- Select the lines to process and click on Imprimer Résumé to Print the remittance resume.
- Click on Payer la Sélection to obtain the check payment dialogue window.
- Adjust the date for the payment and optionnally the cash account for the payment. Select or enter the name (pay to) for the payment.
- Click on to Save the check, the transaction and the payment.

5.9 How to Post Inventory

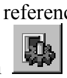
Inventory is posted according to the Inventory Lists reports.

- Select **Inventory** from the Main Menu, then – 5 **Reports** and then – A **Inventory Lists** to see the **Inventory Reports** dialogue window.
- From that dialogue window select the format and you can (optionnal) select a category.
- Click on to **print** the report.

5.10 How to Prepare Customer Statements

- Select **Revenue** from the Main Menu, then – 4 **Customer Statements** or click on from the Toolbar.
- Adjust the date if needed (Statements in date of) from the **Customer Statements** dialogue window. That date controls the age attributed to the unpaid invoices and affect the calculation of fees (if activated).
- Adjust from the same dialogue window the Minimum Amount if needed (this amount allows to exclude customers whose account balance does not reach the minimum indicated).
- Select again from the same dialogue window a Category (if needed).
- Activate if you wish the Administration Charges again from the same dialogue window. Specify the Annual Rate and the number of days to start fees evaluation (no fees will be charged on invoices posted with an inferior date according to the number of days specified).
- Click on to see the Statement Test to be printed by automatic mode.
- Click on to print manuallly a Customer statement selected from the Customer Search dialogue window.
- Click on to automatically activate printing of the Customer statement.

5.11 How to Post Price Changes from Inventory

- Select **Inventory** from the Main Menu and then – 4 **Price Change Tool** to see the **Inventory Price Change** dialogue window.
- Select a **Category** from the same dialogue window (if needed).
- Select a **Mode** for treatment.
  Reference Price : does a price revision based on reference price change for each of the items. The prices are adjusted according to the purcentage applied to the reference price.
  Direct Price : does a price revision based only on direct price. The prices are adjusted according to the calculation processed for them (or according to the calculation).
- Select the calculation method according to the Mode selected.
- Indicate the prices you wish to revise.
- **Three (3) treatment modes are available :**
- Click on  to process manually a Product Selection.
- Click on  to process a rotating treatment (Loop items list) where the system presents the items one at a time to process the changes (very popular with the reference Mode).
- Click on  to activate the Automatic Process for price changes. The system process the changes without any intervention.

Special Operations

6.1 How to Modify Payroll Parameters

The Payroll Parameters setup is essential if you want the Payroll System for your Company to be effective. Without any doubt, this is the most complex aspect of the Software from a User point of view.
To be able to fully understand the Sirius Payroll System, we should at least understand the next section. In a simple way, the Payroll System will organize the Employees Payroll using a particular recipe called Template. The recipe contains a sequence of ingredients and for each ingredient a measure (calculation methods) is supplied. Also, each ingredient knows when and where it should be included in the recipe. The measures (calculation methods) rely simply on standard measures (income taxe tables and other parameters) to do the work.

Step 1 Tax Tables

- Select **Expense** from the Main Menu, then - B **Payroll Parameters** and then – C **Federal Tax Table** to see the grid for different levels of Income Tax contribution. Use the Employer Guide to adjust all values accordingly. Click on to **Save** all the changes.
- Repeat the same procedures for the Provincial Tax table and Surtax if necessary (when this manual was printed there was no surtax in place yet).

Step 2 Other Payroll Parameters

- Select **Expense** from the Main Menu, then – B **Payroll Parameter** and then – G **Other Payroll Parameters** to see the **Other Payroll Parameters** dialogue window.
- Fill in the information or modification according to Parameters supplied by Government or Organisation ruling rates and parameters illustrated. Click on to **Save** the modifications.

Step 3 Payroll Templates

- Select **Expense** from the Main Menu, then – B **Payroll Parameters** and then – B **Templates** so to see the **Payroll Templates** dialogue window. Select an existing template with or create one yourself (you can load an existing template, modify and save it under another name).
- You can add the ingredients of your choice (gains, deductions or employer parts).
- Use **Help** on the Main Menu to see the specifications for each ingredients. There is one rule however that should never be broken.
- A line that is using a calculation preference pointing to another line should be done on a line SITUATED OVER THAT LINE (who has a smaller line number). We cannot ask the system to process a calculation on a line who does not exist yet in the process of the recipe.
- Do not forget to indicate the printing groups for the elements to show on the payroll stub and in the cumulatives of the employee file.
- Click on to Save the template payroll under the indicated name.

6.2 How to Post Changes in Sales Commissions

Select **Expense** from the Main Menu, then – C **Payroll Utilities Reports** and then – F **Sales Commissions**.

To Add a commission :

- Click on located on the right side of the **Commissions** dialogue window.
- Enter the information for that commission in the **Commission** dialogue window.
- When all the information is entered, click on to **Save** the information.

To Modify a Commission :

- Select the Commission to be modified from the **Commissions** dialogue window.
- Modify the information.
- Click on to **Save** the information.

To Erase a Commission :

- Select the Commission to be erased from the **Commissions** dialogue window.
- Click on to **Erase** the commission (after being confirmed).

6.3 How to Inspect and Analyse General Ledger Transactions

Select **General Ledger** from the Main Menu and then – 8 **Inspection and Analysis**.

- Click on from the **G/L Inspection and Analysi**s dialogue window to start the General Ledger Inspection
- If there is an error, the process indicator will be red and the icon will be activated so you can see and then print the errors.

6.4 How to Modify Financial Statements

Select **System** from the Main Menu, then – 6 **Generators** and then – **A**, **B**, **C** or **D** depending which one you wish to modify

- The Generator appears with the dialogue window choice indicated in the grid.
- All the accounts must appear in one of the Financial Statements (either Income Statement or Balance Sheet).
- If one of the accounts from the General Ledger (not a comment or one of the tools) appears in black instead of green (debit) or red (credit), it means it does not exist in the General Ledger and it should be deleted. The SBN code must appears in the Income Statement # 1 somewhere between the Income and the Expenses indicating to the Software how to calculate the Net Profit.
- The BN code allows the Balance Sheet to show the Net Profit where it should appear.
- The +- column allows the inversion of the amount to be displayed (EX: amortization cummulated) in the same column as the asset).
- The colums A,B,C,D,E,F,G,H,M represent the accumulators (intern calculator) able to calculate the amounts in the totals.
- The Selection box on the right is to help you see the accounts which do not show in Financial statement. You may select an account from this Selection box to add it to Financial statement.
- Click on to **Print** the Financial Statement.
- Click on to **Save** the Financial Statement.

6.5 Printed Documents and Printers Setup

Depending on the system you are using, you may choose the recommended printing type for your business. Some printed matter may not be available on certain equipment. The Software favors Windows® graphic impression but can also be used for printed matter terminal type (DOS) for most printed documents.

For printed matter :

- Select **System** from the Main Menu, then – 3 **Setup Configuration** and then – D **Printed Matter Setup** and the **Printed Matter Setup** dialogue window will appear.
- For each of the documents that you can specify a printing type, there is seven (7) parameters to setup.
- The first one is the type (or the name) of the printed matter.
- The next one is the printing adjustment (valid in terminal mode only) to move the vertical reference according to your printer.
- The next one is the printing of the Header (select it or not).
- And then the default number of copies.
- The last parameter will determine the printing mode for the software (the never function will print no document).
- At the bottom of the dialogue window, the default Font is selected among those supplied with the software. The admissible Fonts should not be proportionnal. They are all Fixed Fonts (ex : all the letters occupy the same space).
- RESTRICTIONS : the Ruban 40 cols. Type is not available for any other printer than the DOS # 1, 2 or 3 printers. The forms (????.F0?) are not available for DOS printers.
- On the last page at the bottom, you can specify a graphic file type BMP for the printer matter Header (see Help on the screen to view file details).

For Printers :

- Select **System** from the Main Menu, then – 3 **Setup** and then – E **Printer Setup**. The **Printer Setup** dialogue window will appear.
- For each of the documents, reports and other printed matter configurated earlier, you can select the appropriate printer.
- The available printers are those installed on the workstation plus the three (3) other DOS printers supplied by the terminal printing system.
- The third page contains the independent parameters which will be applied for DOS printers (if installed).
- RESTRICTIONS : the DOS printers cannot change characters while printing and the DOS printing is based on 132 columns only. Unless printing on a 14 inch wide pape, the printing will be done with compressed characters (17-20 cpi.). The code to activate compressed characters should be setup in the initial coding.
- The DOS printing should also specify the LPT1 port to 8 or COM 1 to 4.
- The DOS printing does not have the preview option available for graphic printing.