



# Getting Started

Hilbert Software, Inc.

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21<sup>st</sup> Century Accounting *Getting Started*

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# Getting Started

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This manual will help you get started with your new accounting software. It contains a brief overview of the accounting functions and features, system requirements, information about how to take advantage of 21<sup>st</sup> Century Accounting features (including the flexible account structure when you set up your chart of accounts), and checklists for setting up your books.

The final section of the manual gives you a summary of the double-entry posting performed by each of the data entry functions that post to the general ledger.

Appendix A provides an extra copy of installation instructions for all current editions. The separate *Installation Guide* has installation instructions for your specific edition.

Separate manual:  
*Setup and Ops:*  
*Tutorials*

The *Setup and Daily Operations: Tutorials* manual in this package takes you through a series of tutorials that show how to set up and use the system.

## Introducing 21<sup>st</sup> Century Accounting

Welcome to 21<sup>st</sup> Century Accounting for Windows. The core application suite—General Ledger, Bank Accounts, Receivables, Payables, Sales, and US Payroll—provides a complete basic accounting package for small- to medium-sized businesses that are looking forward to continuing growth.

Built to grow with  
you

At the heart of 21<sup>st</sup> Century Accounting is an accounting engine core that can be embedded in a wide variety of total business software solutions for growing businesses.

The system has been expressly designed for the easy integration of vertical Add-In applications developed by approved third-party developers.

Register your 21<sup>st</sup> Century Accounting product now to receive bulletins in the future as Add-Ins become available. In fact, we heartily invite

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your suggestions for additions to the core application suite. As you become familiar with the product, you will undoubtedly think of enhancements that can make your business more efficient and your job easier.

Design for growth means that the 21st Century Accounting basic accounting engine already supports—

- Easy translation of the interface for international use
- Intuitive, easy-to-use API for integrating Add-In applications

## **System Features**

21<sup>st</sup> Century Accounting has a wide variety of ease-of-use features built around the most solid accounting engine in the industry. Use the list below as a quick guide to features that might not be apparent when you are just getting started. See which ones will make your job easier:

- |                             |   |
|-----------------------------|---|
| Customization               | <ul style="list-style-type: none"><li>• Customizable segmented general ledger account number structure that you can change as your business changes</li><li>• Editable account numbers even when accounts are active</li><li>• Customizable alphanumeric IDs for general journal entries, invoices, checks, receipts, and so forth</li><li>• Customizable financial reports</li><li>• Customizable data entry screens</li></ul> |
| Quick data entry            | <ul style="list-style-type: none"><li>• Keyboard-only data entry (without using the mouse)</li><li>• Popup calculator with tape display; cut and paste from and to application fields</li><li>• Popup selector lists</li><li>• Popup finder for finding particular items and characters in lists</li></ul>  |
| Quick access to information | <ul style="list-style-type: none"><li>• Drill-down to details in report Preview windows</li><li>• “Sticky notes” for window-specific notes, tips, or instructions</li><li>• Complete online context Help and task-oriented instructions</li></ul>   |
| And more ...                | <ul style="list-style-type: none"><li>• Multiple open batches in all data entry modules</li><li>• Flexible security options to suit your company’s needs</li><li>• Multiple control accounts</li></ul>  |

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## Core Applications

21<sup>st</sup> Century Accounting provides the core system management and accounting functions summarized in this section at the time this manual was printed.

- “System management” from the System menu
  - Set up and manage security
  - Create and manage companies and company-wide preferences
  - Back up your data and restore backups
  - Create and manage individual user preferences
  - Turn “sticky notes” off and on
  - Turn screen customization on
  - Manage printers
- General Ledger
  - Manage the selected company’s financial calendar, account structure, and chart of accounts
  - Set up G/L custom journals, account budgets, and historical balances
  - Customize financial reports
  - Enter transactions into general and custom journals
  - Print general ledger reports
- Bank Accounts
  - Manage the selected company’s bank accounts and credit card accounts
  - Set up cash receipts journals
  - Enter deposits and manage bank reconciliation
  - Enter and optionally print disbursements checks for cash-based businesses
  - Void posted checks and receipts
  - Print bank-related reports
- Receivables
  - Manage customers and their attributes (control accounts, sales taxes, payment terms, finance charges, history, and so forth)

- 
- Manage cyclical Receivables activities (recurring charges, finance charges, statements, and account aging)
  - Print Receivables reports, customer statements, and mailing labels
  - Sales
    - Enter sales invoices, returns, credit memos, debit memos, sales orders, and invoice updates
    - Manage product list
    - Print sales and sales order analysis reports, product list, and picking tickets
  - Payables
    - Manage vendors and their attributes (control accounts, sales taxes, payment terms, history, and so forth)
    - Enter vendor invoices, credit memos, debit memos, and invoice updates
    - Generate and print vendor payment checks or enter manual vendor payment checks
    - Print Payables reports, Payables cash requirements, 1099s, and mailing labels
  - Payroll
    - Manage employees and their attributes (pay, benefits, deductions, taxes, history, and so forth)
    - Enter hours and other employee-specific info (when applicable) and generate payroll runs
    - Generate and print paychecks or enter after-the-fact paychecks
    - Produce W-2s, 941s, tax remittance checks, and print Payroll reports
  - Help
    - Open online Help contents and index
    - View Tips; turn Tips on and off
    - Visit Hilbert Software on the Web
    - Send comments and Problem Reports to Technical Support automatically by email
    - Send company data to Hilbert Software

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## Plan for a Smooth Transition

To make your transition to 21<sup>st</sup> Century Accounting go smoothly, you need to answer the following questions:

- Meet hardware requirements** Do you need to make any changes to your hardware or your network? You can find current requirements and recommendations on our web site at <http://www.hilbertsoft.com/C21/C21-FAQ.shtml#Hardware>. (Check out the other **FAQs** while you are there.)
- Learn Windows** Do you know how to use Windows? If you are not already familiar with Windows, you'll want to acquire some Windows skills. Like all Windows applications, 21st Century Accounting follows the conventions and uses the tools available to all Windows programs.
- This manual will not teach you how to use Windows. It assumes that you know how to use Windows Explorer, that you are comfortable using the Tab key to go from field to field, and that you understand terms like "desktop," icon, shortcut keys, files, folders, and drag-and-drop.
- There are many ways to learn about Windows. Several free online courses are cited on our web site at <http://www.hilbertsoft.com/C21/C21-technotes.shtml>, Note #80075. (Check out the other **Tech Notes** while you are there.)
- You can also find books as well as hands-on courses for Windows beginners.
- Review security** Do you need more security? Do you need to protect confidential data from casual eyes? Do you want to make sure that the people who access your accounting data understand correct procedures? See the details in the *Setup and Daily Operations* manual, "Tutorial: User IDs" and "Tutorial: Access Control."
- Revisit the Chart of Accounts** Is it time to revisit your Chart of Accounts? Flexible account structure, being able to add segments at any time, being able to change account numbers at any time – does your COA take advantage of 21<sup>st</sup> Century Accounting General Ledger account features? Redesign your COA to grow with your company. See the details in "Designing Your Chart of Accounts" beginning on page 19.
- Plan your backup procedures** Do you have a backup plan? The importance of maintaining current, restorable backups of your company data cannot be emphasized too much. See the details in "Backing Up Frequently," beginning on page 16.

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## System Requirements

See our web site for current system requirements, including networking requirements. Go to <http://www.hilbertsoft.com/C21/C21-FAQ.shtml#Hardware>.

Purchasers of 21<sup>st</sup> Century Accounting should follow the general recommendation for all Windows users: when you buy computer hardware, get as much computing power as you can afford, especially as much memory as possible.

21<sup>st</sup> Century Accounting itself has a relatively small "footprint" in terms of disk space and memory requirements, but the Windows support for any application is memory-intensive. The more memory your computer has, the more satisfied you will be with the performance of all your applications, including 21<sup>st</sup> Century Accounting.

Networking performance also profits from lots of memory in the computer you use as your application Server.

## Installation

Your installation instructions are in a separate document called *Installation Guide*. You can also find installation instructions for all editions in Appendix A of this manual.

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## Getting Acquainted

21<sup>st</sup> Century Accounting has the user in mind. You will find tools for customizing windows, notes you can leave for yourself or for the next user, a variety of documentation aids including comprehensive online Help, and other features that make your job easier. For your convenience, the information in this section also appears in the *Setup and Daily Operations: Tutorials* manual.

### Starting 21<sup>st</sup> Century Accounting

Installing 21<sup>st</sup> Century Accounting sets up the Hilbert Software (zebra) icon on your desktop. Double-click the zebra icon on your desktop to start up 21<sup>st</sup> Century Accounting.

### Logging In

Every time you start up 21<sup>st</sup> Century Accounting, a login window pops up. The first time you start up, the system lets you use a "Guest" password to log in.



#### Login Window

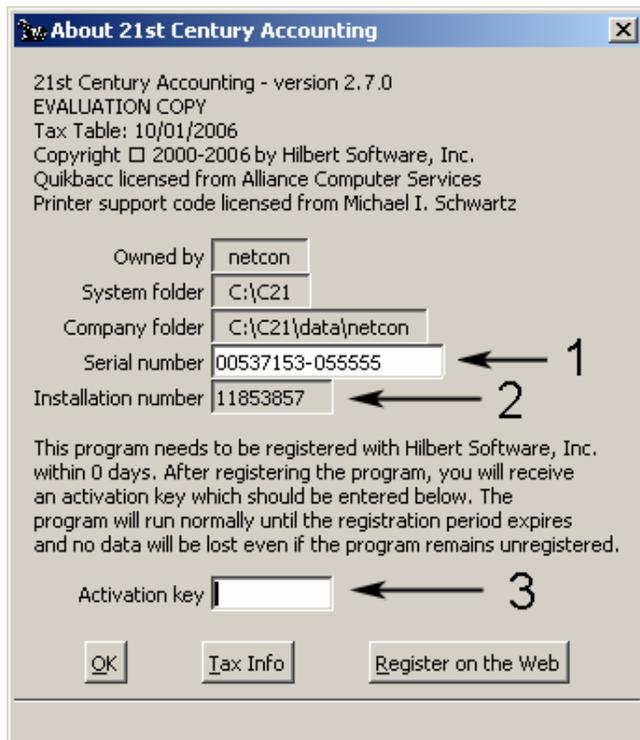
First time login      Just click the OK button in this window to log in.

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## Getting Your Activation Key

Get your AK within 21 days      The Activation Key reminder pops up when you log in. After you install and run 21<sup>st</sup> Century Accounting, you have 21 days “grace” during which to get your Activation Key. The reminder stops once you enter the AK.

How to get your AK      You can fax your Registration Card with serial number and Installation number to 512-440-8583 or register online at [http://www.hilbertsoft.com/C21/C21\\_register.shtml](http://www.hilbertsoft.com/C21/C21_register.shtml).



You send us your –

**1 Serial Number** -- in the Help/About window and on the registration card in the package  
**and**

**2 Installation Number** -- in the Help/About window. The Installation Number also pops up in a start-up reminder window until you fill in the Activation Key.

And we will send you an –

**3 Activation Key** -- which you type into box #3 in the Help/About window.

### Help/About window with Activation key field

Meanwhile ...      If you aren't ready to get your Activation Key yet, click OK in the reminder window to go on and start up the system. Remember that you have 21 days before the system reverts to “Evaluation” mode. (Your data will not be affected. You just won't be able to print hardcopy reports in Evaluation mode.)

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## Learning to Use the System

This *Getting Started* manual shows you how to move around in 21<sup>st</sup> Century Accounting windows and tells you about the online help – both on your computer and on our web site. For detailed lessons on setting up and performing daily operations, go to the *Setup and Daily Operations: Tutorials* manual.



### Main menu

Notice the small "footprint" of the main menu on your desktop, with the accounting main menu commands displayed horizontally. The main menu format leaves plenty of room so you can see other applications that you are running.

You can grab the menu bar with the mouse and move it around on the desktop or click the zebra icon (top left corner), select Move, and reposition the menu bar with the Arrow keys.

You can use your own data while learning

If you are converting from another system using one of the built-in data conversions, you can convert your companies to 21st Century Accounting repeatedly without any harm to the data in your old system. You'll have some data to "play with" in 21st Century Accounting.

...or use Netcon, the sample data

Select Netcon to work with if you need to practice on the sample data. You can back up the untouched Netcon and then restore it whenever you want to start over.

Tips on how to move around in 21<sup>st</sup> Century Accounting windows

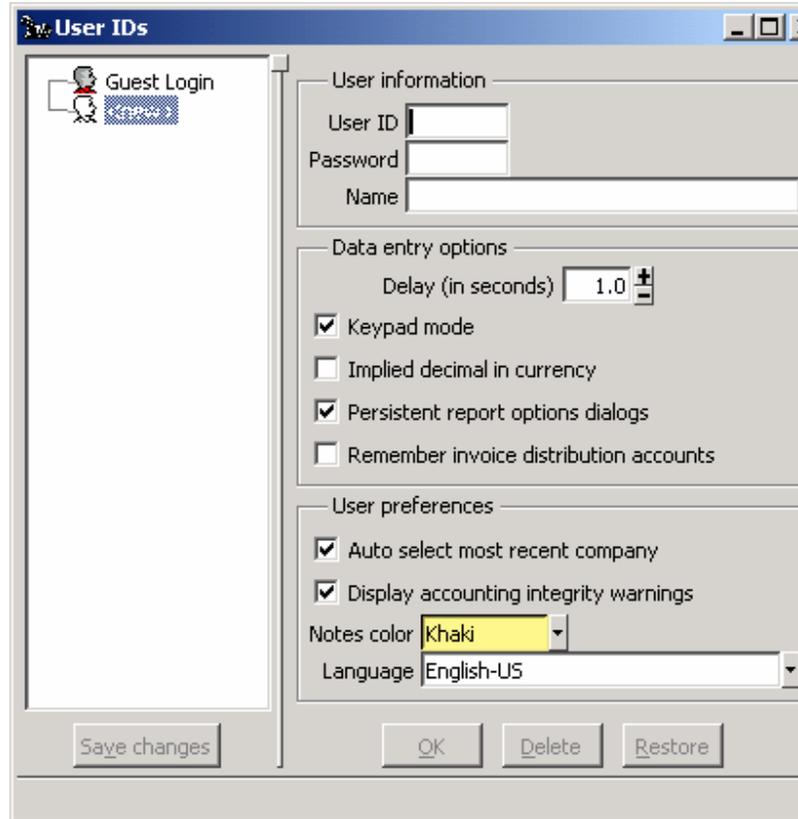
To see how to work in 21st Century Accounting windows, run System/User IDs. To run the command, click System, go down the menu that pops down, highlight User IDs, and click to open the User IDs window.

Let's practice moving from the left "pane" to the right "pane."

The **left** pane displays all the existing items plus "<new>." For example, on the left you see "Guest Login," the User ID that comes with the system.

To edit the existing User, highlight Guest Login in the left pane and press **F2**. (Or highlight Guest Login and press **Tab**.)

To create a new User, with the cursor in the left pane, press **F9**. (Or highlight <new> and press **Tab**.)



The screenshot shows the 'User IDs' window with a left pane containing a tree view with 'Guest Login' selected. The right pane is divided into three sections: 'User information' with fields for 'User ID', 'Password', and 'Name'; 'Data entry options' with a 'Delay (in seconds)' spinner set to 1.0 and checkboxes for 'Keypad mode', 'Implied decimal in currency', 'Persistent report options dialogs', and 'Remember invoice distribution accounts'; and 'User preferences' with checkboxes for 'Auto select most recent company' and 'Display accounting integrity warnings', a 'Notes color' dropdown set to 'Khaki', and a 'Language' dropdown set to 'English-US'. At the bottom are buttons for 'Save changes', 'OK', 'Delete', and 'Restore'.

#### User IDs window, learning how to move about

In the **right** pane you edit existing items and create new ones — items such as User IDs (in this window). In other windows that work just like this one you create and edit customers, bank accounts (and so forth) AND create and edit transactions such as invoices or general journal entries (and so forth).

To move back from the right pane into the left pane, press **F6**.

### Assigning User IDs and Preferences

Keep these points in mind when you set up your company's users.

User IDs,  
Passwords, and  
User Preferences

Unique IDs and passwords serve two purposes. You can set up certain preferences for each unique user ID and you can set up access control (security) based on user IDs.

Certain data entry options and user preferences are associated with user IDs and passwords. Even if you don't need the additional security, you

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should configure different users so they can have different options and preferences. Use System/User IDs to set up users and customize their preferences.

When you're ready to practice setting up User IDs, see the lesson in the *Setup and Daily Operations* manual, "Tutorial: User IDs."

#### Access Control

Use System/Access Control if your company requires different levels of security for different employees. You can set up users or groups of users and control their access to an entire application (such as System, General Ledger, or Payables) or to individual commands (such as Customize Windows, Create Payments, or Calculate Payroll). Access Control allows you to prevent unauthorized access to confidential company information.

When you're ready to practice setting up Access Control, see the lesson in the *Setup and Daily Operations* manual, "Tutorial: Access Control."

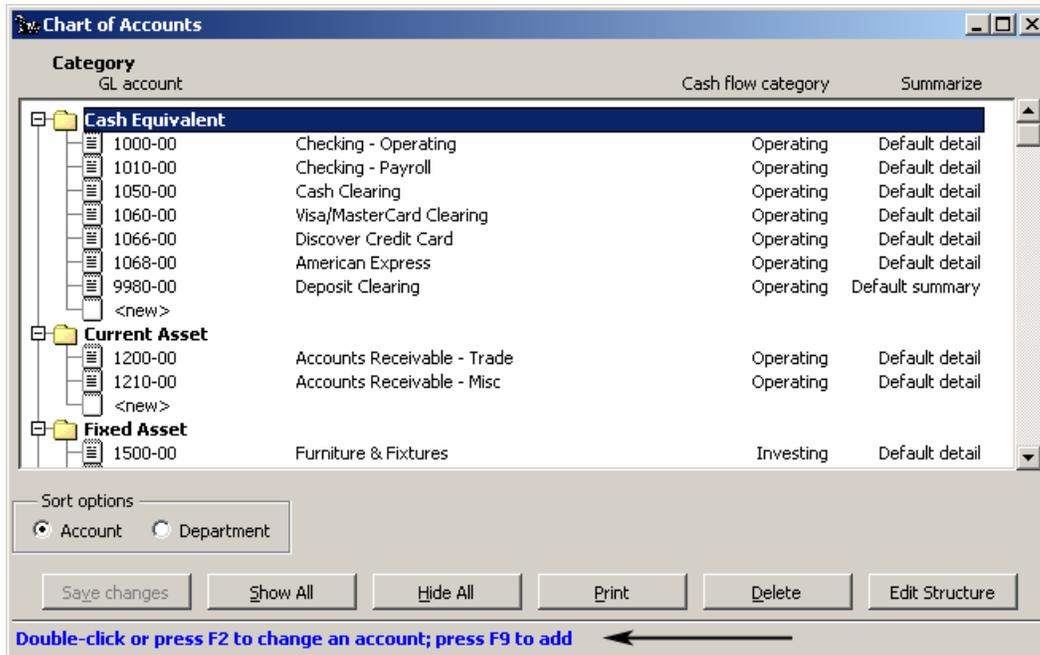
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## Using Hints, Options Menus, Tips of the Day, and Help

In addition to this *Getting Started* manual, 21<sup>st</sup> Century Accounting provides online advice, guidance, and in-depth information to help you take advantage of the ease-of-use and power of the system.

### Hints

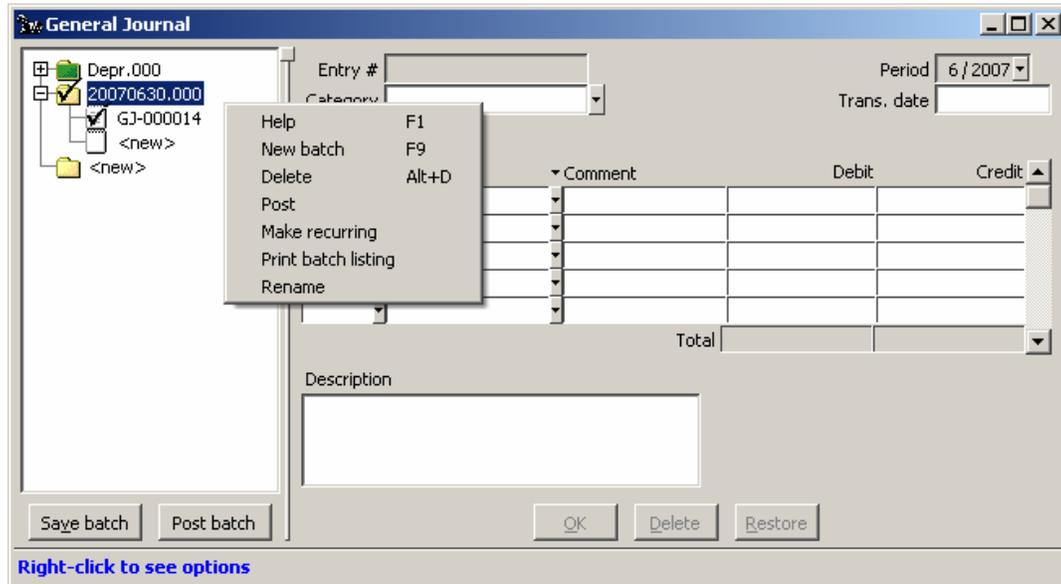
Wherever possible, the program provides hints in the status bar (the narrow panel across the bottom of the data entry window). In some cases, hints are positioned beside the field to which the hint applies. Whenever you aren't sure how to proceed, look for the hint in the data entry window.



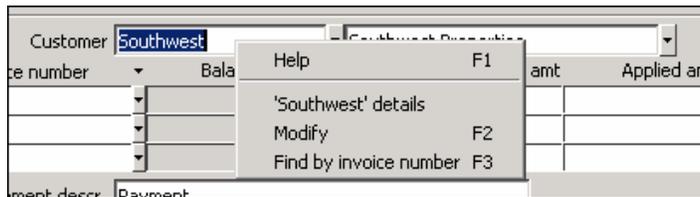
**HINTS at the bottom of every window tell you how to proceed**

**Right-click options menu**

Frequently you'll see "Right-click to see options" in the status bar. For example, at any time, with the mouse pointer on an item in the left pane, click the right mouse button. (This assumes your mouse is configured for right-hand use; left-click if you've configured the mouse buttons for left-hand use.) An options menu opens to show you what actions are available at that point. The options menus also show the keyboard shortcuts for the available actions. Options menus are available virtually everywhere in every window.



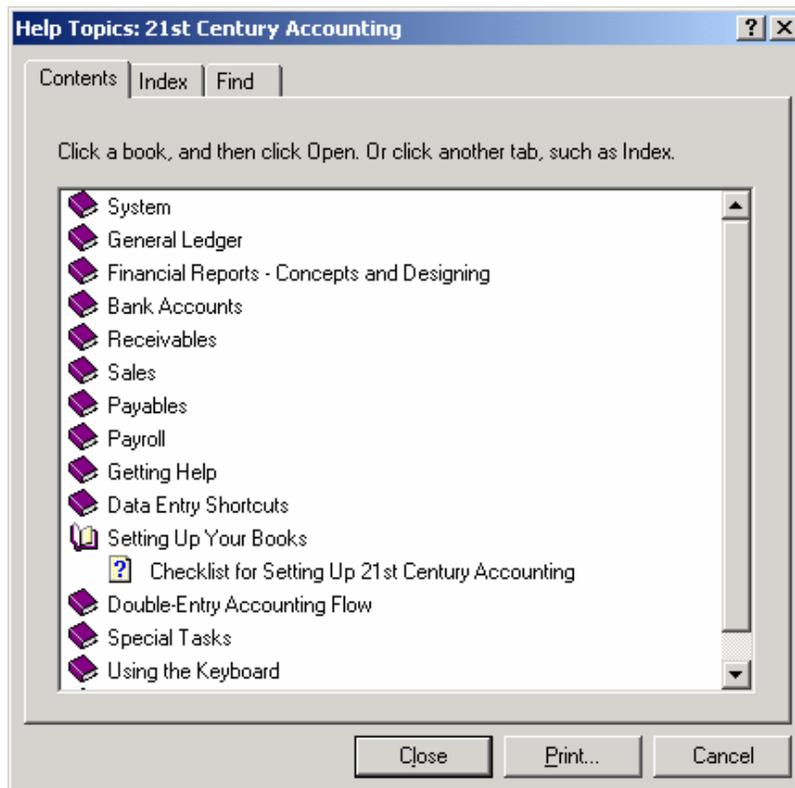
**General Journal window, Right-click options menu for left pane**



**Deposits window, Right-click options menu for customer field**

**Using Help:  
Contents, Index,  
Find**

You can also open the Help like a book by selecting Contents from the Help menu on the 21st Century Accounting menu bar. In the Help Contents, you will find these sections, among others:



### Help Contents

Double-click the **book icon** beside a topic to view the contents of the main topic.

- **The applications.** Double click the book icon beside an application name to see a list of all the functions in the application. Double-click a function (command) name to see a discussion of the function.
- **Special Tasks.** Guides you step-by-step through common tasks in 21<sup>st</sup> Century Accounting such as setting up security, backing up and recovering data, entering receipts, and creating recurring entries.
- **Setting Up Your Books.** Step-by-step instructions for setting up your books efficiently and quickly.
- **Data Entry Shortcuts.** A quick course on how to take advantage of the many ease-of-use features that turn you into a “power user” in a few minutes.
- **Using the Keyboard.** A complete list of keystrokes and shortcuts so you can accomplish “mouseless” quick data entry.

- **BPI Users.** A “map” of all the BPI Accounting© commands and functions to equivalent functions in 21<sup>st</sup> Century Accounting.

Click the **Index tab** to search the Help Index just as you would search the index of a book for quick access to particular topics.

Click the **Find tab** to enter a single word. The Help will display every topic that contains that word. You can view the Help topics that use that word.

Using Help to send info and data

Use Help commands for Development and Technical Support issues.

- Use **Help/Send Feedback** to email your comments and suggestions about 21st Century Accounting to Product Support.
- Use **Help/Submit Problem Report** to email a description of a problem, plus the compressed posted batches file and any error batch files associated with the currently selected company.
- Use **Help/Send Company Data to Hilbert Software** to send Hilbert Software a backup of your data for analysis. The system automatically sends the data over the Internet using an Internet file transfer procedure.

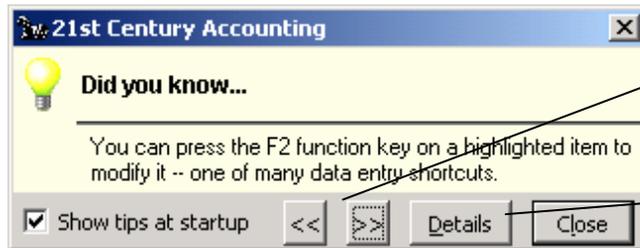
Using Help/About to find your version number

Use the **Help/About** command to display –

- The 21st Century Accounting version number
- The currently installed Tax Table date,
- The location of the software and the currently selected company
- Your 21st Century Accounting Serial Number.

Tip of the day

21<sup>st</sup> Century Accounting displays a tip like the one shown here every time you start up the system (unless the tips have been turned off). Tips are designed to direct you to useful bits of information about using the system that you might otherwise take awhile to find. Don’t ignore the tips!



Cycle through the Tips by clicking the forward and back arrows.

Click the Details button for additional information.

**Tip of the Day**

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## ***Getting Help on the Web***

You can find additional assistance on the 21<sup>st</sup> Century Accounting web site:

- **FAQs** (Frequently Asked Questions).
- **Hot Topics.** A page devoted to current "hot" support issues that affect some users. Look first on this page for your issue to see if a solution or workaround is suggested.
- **Download Software Upgrades.** Available on the Web as installation programs. Download, click to install, and you have the latest new features.
- **Download Payroll Tax Updates.** Available on the Web as installation programs, as soon as they are released – a very quick and easy way to obtain tax updates.
- **Technical Notes.** Solutions and workarounds for unusual situations, environments, and other problems submitted by users.
- **Tutorials.** Printable lessons with screenshots illustrating a number of setup and daily tasks.
- **Operations Map.** A map of daily business operations to 21<sup>st</sup> Century Accounting functions where you can most efficiently and effectively complete each business operation.

You can reach Tutorials, FAQs, and Tech Notes by clicking the command on the Help menu. You can reach all resources from our home page at <http://www.hilbertsoft.com/>.

## ***Backing Up Frequently***

The importance of maintaining current, restorable backups of your company data cannot be emphasized too much!

The System/Company/Backup/Restore function allows you to back up and restore your data, selecting from various backup options for optimizing (speed or size), selecting the backup drive, and verifying the integrity of the data.

The Backup/Restore submenu lets you choose to back up a company, restore a company, test the backup (a good idea before you restore), and list the backed up files.

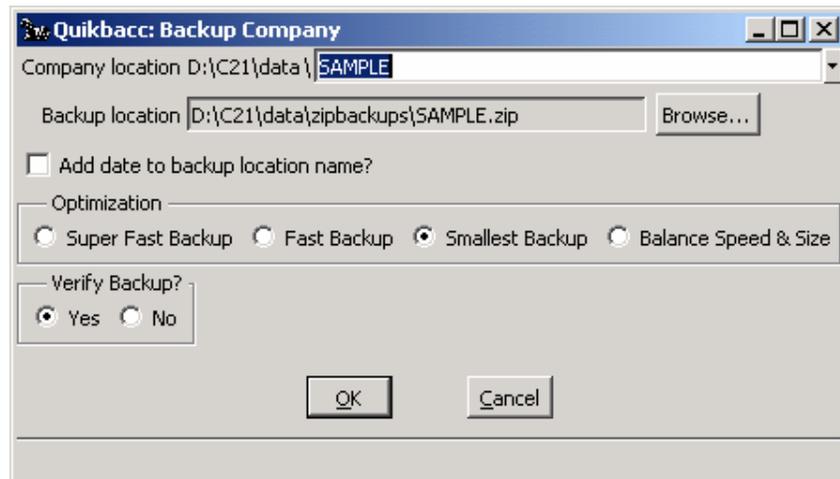
When you back up a company, the paths you enter in the Backup Company window will be there the next time you back up. If you have only one company, you will only need to select the company, open the Backup Company window, and click the OK button to back the data up.

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## Backup

Follow these steps to back up a company.

1. Run System/Company/Backup/Restore/Backup.



### Company Backup window

The system displays a window that lets you confirm the (From) Company location and (To) Backup location paths. The default company to be backed up is the currently selected company, if one is selected. The default backup location is the most recent backup or restore location. The window also offers several more backup options.

2. If necessary, select "Choose a different location" from the drop-down list to select a company in a location besides the current data directory.
3. If necessary to pick a backup location, press the Browse button. In the browse window, select the location for the backup and enter a name for the backup file, if you want to give it a name different from the default. (Browse to the desired drive and directory, if necessary.) Click Save.
4. To append today's date to the backup filename, click the "Add date" box. This step is highly recommended.
5. Click the Optimization and Verify Company options you want the backup to use and click the OK button.

The system creates a zip file of the company you selected in the location you selected with the name you entered or approved.

## Restore

Follow these steps to restore a company from a backup.

- 
1. Run System/Company/Backup/Restore/Restore.
  2. In the Browse window, select the company you want to restore. (Browse to the correct drive and directory, if necessary.) Click Open.
  3. In the Browse window, select the location for the restored company and enter a name, if you want to give it a name different from the default. (Browse to the desired drive and directory, if necessary.) Click Save.

The system unzips the file you selected in the location you selected with the name you entered or approved. The company is ready to use.

**Make sure your backups are GOOD**

Restore a backup now and then before you need to, just as a test. Verify that you can find your backups. Verify that your backup medium can be read by the Restore command. And verify that 21st Century Accounting can open and read the restored data. Make sure your backups being made often enough and are usable – before you really need one.

**Back up OFTEN**

Back up your data after every data entry session that you don't want to risk having to repeat. Depending on your company's volume of work, this may entail running Backup at the end of each hour, day, or week. Backing up may seem time consuming, but it's time well spent compared to reentering your data.

**Back up where**

Backups are fastest when the backup file is on a computer hard drive, either the computer running 21st Century Accounting or another computer on the same network. Backing up to a hard drive on another computer on the same network is the most efficient and useful way to do frequent backups, because it is fast and still adds the safety of putting the backup on a different hard drive than the one the working company data is on.

**Back up – WHO?**

Make sure that backups are made by a known person into a known place. Don't let unauthorized users back up and restore company data. You never want to be in danger of backing up to drive X and then restoring an earlier backup that someone put on drive Y.

Once a backup file has been created on a hard drive on the network, the backup file should periodically be copied to removable media for safety in the event that the machine containing the backup file should fail. Since backup files are compressed, they occupy less space on the removable media than a copy of the entire company data folder would. The most useful types of available removable media for backup purposes are ZIP drives and CDRW (Read/Write CD) drives.

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Avoid using floppies if possible    Although the backup command supports backing up to multiple floppies, we do not consider floppies to be a good backup media choice – they are slow and fairly often develop errors over time, rendering a backup on the floppy unrecoverable.

### ***Moving Your Books to 21st Century Accounting***

When you are ready to move your accounting books to 21st Century Accounting, you can either use one of the built-in data conversions to convert your electronic books, transfer a set of books manually from another system, or start a new set of books from scratch.

Whether you plan to transfer your data manually, convert electronically, or set up a new set of books in 21st Century Accounting, continue with the next section. Now is the time to give some thought to using the system's flexible account structure to make your chart of accounts work for you.

### **Designing Your Chart of Accounts**

At the heart of your accounting system, your chart of accounts allows you to record and track your business transactions by type of transaction. The 21<sup>st</sup> Century Accounting flexible account structure gives you the ability to post by department, by division, by cost center, by revenue center, or by any other accounting subdivisions your company requires.

Account segments    21<sup>st</sup> Century Accounting general ledger account numbers can consist of up to 5 **segments**, for a total of 20 alphanumeric characters (including separators).

Traditionally, the primary or **account segment** represents the type of transaction (sales, cost of goods, revenues, various expenses, and so forth). Additional segments can represent departments, divisions, regions, stores, right down to departments within stores or individuals in, for example, a law firm.

A well thought-out chart of accounts also provides the basis for detailed analysis—through financial reports—of your business performance from day-to-day and over time.

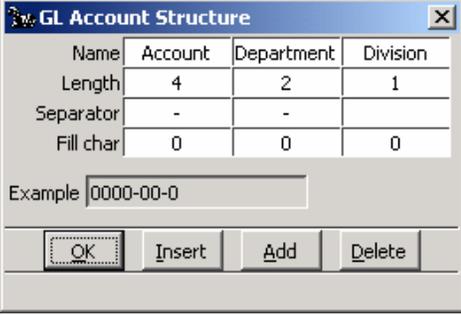
Think about your company's current and future accounting needs before you set up your account structure. Make a list of the accounts you use now and consider your company's potential for growth.

But remember that you can increase the length of segments or add new segments (up to the 5-segment, 20-character limit) at any time as your needs change.

---

## G/L Account Structure

You configure and manage the structure of your general ledger accounts using the Edit Structure button on the General Ledger/Configure/Chart of Accounts window.



Name	Account	Department	Division
Length	4	2	1
Separator	-	-	
Fill char	0	0	0

Example: 0000-00-0

OK Insert Add Delete

**GL Account Structure Window**

---

Here are some examples of accounts with different structures, representing the accounting needs of different types of companies:

<b>Segment name</b>	<b>Segment length</b>
Account	4
Department	2
Division	1
Cost Center	2
Product Line	5

Account ID: **4500-12-5-16-00001**

<b>Segment name</b>	<b>Segment length</b>
Account	4
Department	2
Division	1
Cost Center	2

Account ID: **4500-12-5-16**

<b>Segment name</b>	<b>Segment length</b>
Account	4
Department	2
Division	1

Account ID: **4500-12-5**

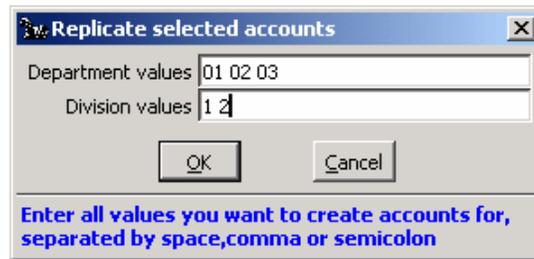
<b>Segment name</b>	<b>Segment length</b>
Account	4
Department	2

Account ID: **4500-12**

---

## Replicate Selected Accounts with New Segment Values

In the Configure/Chart of Accounts window, right-click on highlighted accounts and select Replicate selected accounts from the menu to open the Replicate dialog.



In the dialog box that appears, type the segment values you want to add to the accounts you selected in the main COA configuration workspace.

For example, say your account structure is 0000-00-0. The "00" segment represents the department and the "0" segment represents the division. You have highlighted account 4000-00-0 to be "Replicated." To add accounts with departments 01, 02, and 03 and divisions 1 and 2, type 01 02 03 in the Department values field and 1 2 in the Division values field and click OK. The system will add these accounts to the COA:

4000-01-1 Income: Department-01: Division-1

4000-01-2 Income: Department-01: Division-2

4000-02-1 Income: Department-02: Division-1

4000-02-2 Income: Department-02: Division-2

4000-03-1 Income: Department-03: Division-1

4000-03-2 Income: Department-03: Division-2

The system uses the names you assigned in the G/L Account Segment Names window, if assigned. Otherwise, the system creates a default name for each new account.

### Tips for Numbering Accounts

Keep these points in mind as you set up your account numbers.

- Use numbers for your segments, rather than letters or letters and numbers to ensure—
  - Easy to define ranges for printing
  - Accounts appear in predictable order

- 
- Put the account segment (the segment that identifies the account category) first in the structure.
  - The account segment should identify the account category. For example, asset accounts would have account segments with numbers in the 1000 to 1999 range, liability account segments would be in the 2000-2999 range, and so on.
  - Leave generous unused blocks of numbers to allow for future additions.

---

## Checklists

The following checklists show the steps for getting started with your new accounting system and then setting up your 21st Century Accounting books for each of the core applications. For the most efficient setup, follow the order of the steps in the checklists.

### ***Checklist for Getting Started***

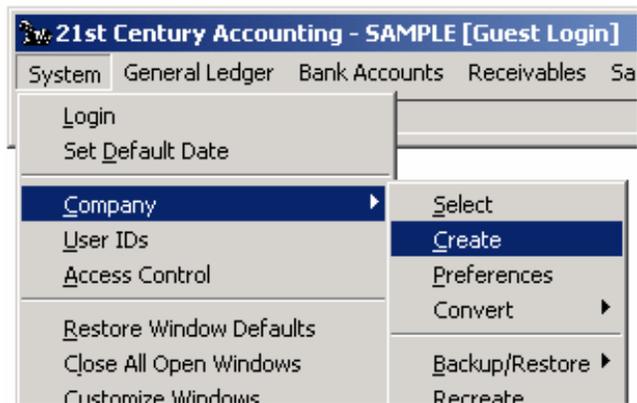
1. Install.
2. Register.
3. Get your Activation Key.
4. Start 21<sup>st</sup> Century Accounting and log in for the first time.
5. Go through the procedures in the Getting Acquainted section of this manual.
6. Learn to use a typical data entry screen.
7. Learn to use the online Help, Hints, Right-Click Options Menus, and Tips of the Day.
8. Set up User IDs and user preferences.
9. Design your chart of accounts.
10. Convert electronically or manually.
11. Select forms and printer options for checks, invoices, statements, and other special forms.
12. Set up your backup procedures.
13. Use the *Setup and Daily Operations* manual and the online Help as you set up your books and begin daily business operations.

If converting ...

If you are converting from BPI or another computerized accounting system for which 21st Century Accounting offers an automated conversion, go to the section on conversion, beginning on page 31.

### ***Checklist for Setting up General Ledger***

1. Use System/Company/Create to create a new company.



### Run System/Company/Create

You can create a new "empty" company from scratch or you can select a model company upon which to base the created company. Some sample configurations have been set up in each model company, which you can edit, delete, and add to, as required by the business. You can preview the model company chart of accounts before you create the company. (You can also delete the company and create a new one.)

2. The system creates a company and then opens the General Ledger/Configure/Company window automatically. Enter the company name you want to appear on reports and forms, the address, and so forth. Review the financial calendar and the special company accounts for retained earnings, income transfer, and deposit clearing. If you require password security for your company, assign a password.
3. Run General Ledger/Configure/Chart of Accounts to add and delete accounts and edit names, to edit the account structure, and to add subdivisions with the "Replicate" function.
4. Run General Ledger/Configure/Financial Calendar to customize your fiscal year for beginning and ending dates, number of fiscal periods, and so forth.
5. Now or at any time later, run General Ledger/Configure/Historical Balances to enter closing balances from your previous set of books. For complete comparative financial reports, enter as much historical data as you wish.
6. Now or at any time later, run General Ledger/Configure/Budgets if you want to maintain budgets for certain accounts and produce financial reports that compare projected account performance with actual activity.

- 
7. Now or at any time later, run General Ledger/Configure/Custom Journals to create special custom journals for recording recurring types of business transactions that do not result in a bank deposit.
  8. If you want to post periodic automatic entries, now or at any time later, run General Ledger/General Journal to create a batch of the entries you want to post periodically. Save the batch as a recurring batch. (Right-click the batch in the left pane and select Make Recurring from the options menu.)
  9. Now or at any time later, run System/Company/Preferences/Document Number Formats if you want to control the number format of the various types of transactions you enter into the system (invoices, receipts, deposits, journal entries, and so forth).
  10. Now or at any time later, run System/Company/Preferences/Forms to select forms for printing checks, invoices, statements, sales orders, and so forth. 21st Century Accounting supports a number of formats for the forms you print in your business. You can set the number of copies to print and the printer to use, if different from the printer you use for regular reports.
  11. You can run General Ledger/Configure/Financial Reports and General Ledger/Configure/Financial Report Templates at any time to create customized financial reports, if you require financial reporting other than the default financials provided by 21st Century Accounting.
  12. BACK UP YOUR COMPANY. Run System/Company/Backup/Restore/Backup. Refer to “Backing Up Frequently” beginning on page 16 for details.

### ***Checklist for Setting up Bank Accounts***

Setting up Bank Accounts consists of assigning general ledger accounts to the bank accounts you use for depositing receipts and writing checks. You can then configure the system for entering cash received into 21st Century Accounting as bank deposits.

1. Run Bank Accounts/Configure/Bank Accounts to associate the general ledger accounts you use for banking (making deposits and writing checks) with bank account numbers and checkbook names that identify the accounts at the bank and as you enter transactions.
2. Since credit card transactions do not require bank deposits, 21st Century Accounting maintains credit card accounts separately from bank accounts. Run Bank Accounts/Configure/Credit Card Accounts to associate transactions for a given credit card with a G/L account.

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3. Run Bank Accounts/Configure/Cash Receipts Journals to preconfigure sets of customized prompts that appear when you enter deposits associated with the journals (in the Deposits function on the Bank Accounts menu).
  4. BACK UP YOUR COMPANY. Run System/Company/Backup/Restore/Backup. Refer to “Backing Up Frequently” beginning on page 16 for details.

### ***Checklist for Setting up Receivables***

Setting up Receivables consists of configuring customer attributes and then adding customers and assigning their attributes.

1. Run Receivables/Configure/Control Accounts to set up at least one set of the control accounts required to post Receivables transactions.
2. Run Receivables/Configure/Payment Terms to set up at least one set of required payment terms.
3. Run Receivables/Configure/Billing Cycles to set up at least one required billing cycle. Even if you bill all customers at the same time, the billing cycle is required as a mechanism for periodic customer processing.
4. If you want the system to calculate sales taxes as you enter customer invoices, run Receivables/Configure/Tax Authorities and Receivables/Configure/Tax Groups to set up at least one sales tax group.
5. If you want to organize customers into categories for reporting, run Receivables/Configure/Categories.
6. If you want the system to prompt you with a set of sales distribution accounts when you enter invoices, run Receivables/Configure/Default Prompts to set up at least one set of prompts.
7. If you bill regular periodic charges to customers, run Receivables/Configure/Recurring Charges to set them up.
8. If you plan to assess finance charges on customer accounts, run Receivables/Configure/Finance Charges.
9. Finally, run Receivables/Configure/Customers to add your customers and assign control accounts, payment terms, billing cycles, and, optionally, sales tax groups, categories, default prompts, and recurring charges.

- 
10. To establish customer balances, run Receivables/Configure/Historical Invoices and Receivables/Configure/Historical Receipts to enter open invoices and, if you wish, paid invoices.
  11. **BACK UP YOUR COMPANY.** Run System/Company/Backup/Restore/Backup. Refer to “Backing Up Frequently” beginning on page 16 for details.

### ***Checklist for Setting up Sales***

Sales allows you to set up a list of the products and services you sell, for easy entry on customer invoices.

1. Run Sales/Product List to enter items, optional associated sales accounts, default taxable and discount status, and prices.
2. **BACK UP YOUR COMPANY.** Run System/Company/Backup/Restore/Backup. Refer to “Backing Up Frequently” beginning on page 16 for details.

### ***Checklist for Setting up Payables***

Setting up Payables consists of configuring vendor attributes and then adding vendors and assigning their attributes.

1. Run Payables/Configure/Control Accounts to set up any number of sets of control accounts for posting Payables transactions. You can select any control account set when you enter an invoice.
2. If you want to organize vendors into categories for reporting, run Payables/Configure/Categories.
3. If you want the system to prompt you with a set of expense distribution accounts when you enter invoices, run Payables/Configure/Default Prompts to set up at least one set of prompts.
4. If you want to assign payment terms to vendors (allowing Payables to automatically take early payment discounts if available) run Payables/Configure/Payment Terms to set up applicable vendor payment terms.
5. For calculation of GST, HST, PST, and QST in Canada, run Payables/Configure/Tax Authorities and Payables/Configure/Tax Groups to review the default Tax Groups and make sure that the tax rates are correct for the Tax Authorities that make up the default GST, HST, GST/PST, and QST Tax Groups.
6. If you make regular periodic purchases from vendors, now or at any time later, run Payables/Vendor Invoices to create a batch of the

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entries you want to post periodically. Save the batch as a recurring batch. (Right-click the batch in the left pane and select Make Recurring from the options menu.)

7. Finally, run Payables/Configure/Vendors to add your vendors and assign optional control accounts, categories, default prompts, payment terms, and sales tax groups in Canada.
8. To establish vendor balances, run Payables/Configure/Historical Invoices and Payables/Configure/Historical Payments to enter open invoices and, if you wish, paid invoices.
9. **BACK UP YOUR COMPANY.** Run System/Company/Backup/Restore/Backup. Refer to “Backing Up Frequently” beginning on page 16 for details.

### ***Checklist for Setting up Payroll***

Setting up Payroll consists of configuring employee pay attributes and then adding employees and assigning their attributes.

1. Run Payroll/Configure/Company Information to manage certain company-wide Payroll options such as departmentalization, manual distribution, printing vacation and sick balances on checks, and automatically calculating accrual pay amounts based on accrual hours taken.
2. Run Payroll/Configure/Incomes to set up types of earnings (salary, hourly pay, commissions, expense reimbursements, tips, and so forth), amounts and rates if applicable, G/L accounts, and other income parameters.
3. Run Payroll/Configure/Deductions to set up before- and after-tax deductions.
4. Run Payroll/Configure/Noncash Benefits to set up noncash benefits.
5. Run Payroll/Configure/Vacation and Sick Accruals to set up hours accrued per pay period and ceilings. In case you want to expense vacation and sick pay separately from regular pay, when you set up an accrual, the system automatically creates an accrual payout factor. You assign a vacation or sick pay expense account for use by the payout factor. Then you can enter vacation or sick hours taken or amount paid when you process Payroll.
6. Run Payroll/Configure/Taxes to set up system-defined taxes such as federal and state income taxes, SS, and Medicare.
7. Run Payroll/Configure/Tax Calculations to set up user-defined taxes. You can also use this command to modify some information for some system-defined taxes such as state unemployment taxes.

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8. If you want to organize employees into categories for reporting, run Payroll/Configure/Categories. (You might use categories to organize employees into departments, for example.)
  9. Optionally, run Payroll/Configure/Pay Factor Order to control the sequence of pay factors within each factor type on reports and windows.
  10. Run Payroll/Configure/Employees to add your employees and assign pay, deductions, benefits, and so forth, and, optionally, categories.
  11. To establish employee pay histories, run Payroll/Configure/Historical Pay Information to enter quarter-to-date and year-to-date data through the end of the last closed payroll period. To verify that year-to-date information is correct, print the Earnings Report and compare the amounts with earnings records from your previous accounting system.
  12. **BACK UP YOUR COMPANY.** Run System/Company/Backup/Restore/Backup. Refer to “Backing Up Frequently” beginning on page 16 for details.

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## Converting from Other Computerized Accounting Systems

The upgrade path from your current accounting system can be as painless as pushing a button and as quick as the size of your data allows. 21<sup>st</sup> Century Accounting offers complete data conversions for the following products:

- BPI<sup>®</sup> Accounting Versions 4.0 and 5.0

### ***Converting from BPI Accounting***

21<sup>st</sup> Century Accounting provides a complete, non-interactive conversion of your BPI Accounting 4.0 or 5.0 data. From the online Help Contents, you also have access to detailed mappings of functions in BPI Accounting to their equivalents in 21<sup>st</sup> Century Accounting.

For the smoothest and most complete possible conversion, you should convert at the end of an accounting period after you have posted all open batches and entered all period adjustments. Unposted batches will not be converted.

### **Conversion Steps**

Follow these steps to convert a BPI company:

1. Run System/Company/Convert/from BPI Data.
2. The conversion program will look for a BPIES directory, if one exists, on the drive where 21st Century Accounting is installed, and point the Windows browser there.

If the conversion program cannot find BPIES, or finds more than one company in the BPIES directory, you use the browser to direct 21st Century Accounting to the drive and the company you want to convert. Select the BPI company. Then enter the name you want to give the converted company in 21<sup>st</sup> Century Accounting and click OK.

3. A message is displayed if there are steps you should perform before proceeding with the conversion.
4. See "Payroll Conversion Steps" below for special Payroll considerations.
5. Once you're ready, click OK to proceed with conversion.
6. 21st Century Accounting creates the data structures and then moves your BPI data into the new structures.

- 
7. When the conversion is complete, the conversion program displays a log that it created during the process. Review the log.
  8. 21<sup>st</sup> Century Accounting offers general ledger account categories and subcategories that did not exist in BPI. Review the converted chart of accounts to determine how to take advantage of the expanded classification system (which includes categories for use by statements of cash flow).

### Payroll Conversion Steps

Complete these steps in BPI Payroll

If the BPI company includes Payroll data, you need to –

- Complete payroll processing for the pay period
- Close the pay period
- **In BPI, print the Employee Complete Information report in ID order for All to disk.**

The conversion program uses certain information in the BPI Employee Complete Information report to complete the data required to run Payrolls in 21<sup>st</sup> Century Accounting.

At this writing, the conversion program converts BPI Payroll so that it works in 21<sup>st</sup> Century Accounting just as it did in BPI Accounting. You could organize your BPI Payroll data by “department.” Because true departmentalization has a different meaning in 21<sup>st</sup> Century Accounting, Payroll data converted from BPI is organized in 21<sup>st</sup> Century Accounting by employee category. The system maintains each employee's Payroll data by the employee's primary category. When you print Payroll reports using "Category" as a Selection option and using "by Department" as a Sort option, the data is reported for the selected categories and organized in subsections by category. Categories are reported as "departments" only for organizing the data, not as true posting centers.

Because of differences in the databases, and because of changes that may have been made in your BPI data over time, the conversion program must make some "decisions" about some aspects of conversion. The results of those decisions are outlined below.

### General Conversion Procedures

The conversion program uses the following general procedures for all applications.

- **Converting historical detail.** If detail in BPI (General Journal entries, customer invoice, vendor invoice, deposit, check) falls outside the current BPI financial calendar (that is, is from a period earlier than “Last” fiscal year), the conversion posts the BPI data to the oldest period in the 21<sup>st</sup> Century Accounting calendar (which

corresponds to the oldest period in the “Last” BPI fiscal year) and marks the data as historical.

- **Accommodating account configuration changes.** If you have changed account configurations in your BPI data over time, some detail may be posted to different accounts in 21st Century Accounting from the original posting in BPI. For example, the conversion will post BPI deposits in 21st Century Accounting to the G/L account that is currently associated in BPI with the BPI bank account. If the bank account's associated G/L account has changed in BPI since the original transaction, the deposit will be posted to a different account from the original in BPI.
- **Balancing entries.** The conversion program will likely encounter BPI detail that has been marked for deletion by normal BPI processing (paying off invoices, aging accounts, and so forth). Conversion converts only active detail records. BPI detail marked for deletion by BPI processing is not converted.

Once the available data is converted, the conversion program compares BPI general ledger period balances to 21st Century Accounting balances and makes balancing General Journal entries as needed. This ensures correct ending balances in the event that the conversion program encounters “deleted” detail or discrepancies like account configuration changes described in the previous bullet.

### General Ledger Conversion

BPI Function	Conversion does this
Financial Calendar closed periods	Converts to Financial Calendar locked periods
Financial Calendar future periods	Converts to Financial Calendar open periods
Company Configuration ID line	Does not convert
Company password	Does not convert
Chart of Accounts	Adds deposit clearing account ID "ccc"
Chart of Accounts	Converts checkbook accounts, credit card accounts, and cash accounts to Cash Equivalent account category
Checkbook Accounts	Sets ID to BPI checkbook number
Checkbook Accounts	Converts BPI beginning balance to last reconciliation amount
Automatic Journal entries	Converts to recurring General Journal batches with names of "AutoEnt"+ BPI JE number
General Journal entries	Sets GJ document number format to duplicate BPI JE

	number format as it appears in BPI GJ
Cash Register Prompts (with deposit) Current	Converts to Cash Receipts Journal with source code Cash Register Journal
Cash Register Prompts (without deposit) Current	Converts to Custom Journal with source code Custom Journal
Cash Register Prompts (with deposit) Historical	Converts as General Journal entries with prompt name as Comment
Cash Register Prompts (without deposit) Historical	Converts as General Journal entries with prompt name as Comment
Receipts	Converts Other and active details that affect customer balances
Cash Disbursements	Converts only Other payee type as Cash Disbursements

### Accounts Receivable Conversion

<b>BPI Function</b>	<b>Conversion does this</b>
If Discount, Finance Charge, Cash "control" accounts not defined	Assigns first expense (Discount), income (Finance Charge), and cash equivalent (Cash) accounts in Chart of Accounts
Invoices, receipts, finance charges	Converts only details not marked for deletion; details marked for deletion by BPI invoice processing and aging are not converted
Receipts	Converts Other and A/R details that affect customer balances

### Accounts Payable Conversion

<b>BPI Function</b>	<b>Conversion does this</b>
If Discount and Cash "control" accounts not defined	Assigns first income (Discount) and cash equivalent (Cash) accounts in Chart of Accounts
Occasional Vendors	Creates a regular vendor for every unique occasional vendor name with activity in an open BPI period
A/P Checks	Converts Cash Disbursements to vendors as A/P checks
A/P Checks	Converts "on account" checks as applied to specific invoices as recorded in BPI
A/P Checks	Creates an invoice for any finance charges paid on a BPI check and includes the FC invoice as paid by the check

### Payroll Conversion

<b>BPI Function</b>	<b>Conversion does this</b>
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Company Configuration	Creates specific Salary income factors, Hourly income factors and rates and assigns them to employees
Commission Schedules	Breaks down Commission schedules into multiple specific pay factors
User Defined Taxes	Creates "global" user tax definitions from any company user taxes

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## Double-Entry Accounting in 21st Century Accounting

This section provides a very brief overview of general accounting concepts such as double-entry accounting and debits and credits. The following subsections show how normal information you enter flows through each of the applications.

### *The Accounting Equation*

Every transaction you enter must debit at least one general ledger account, credit at least one general ledger account, and the two entries must balance or *offset* each other.

Some examples—

<b>When you</b>	<b>You also</b>
Increase (debit) an asset account (buy merchandise on credit)	Increase (credit) a liability account (owe a debt)
Increase (debit) an asset account (buy merchandise for cash)	Decrease (credit) another asset (decrease cash on hand)
Decrease (debit) a liability account (pay a debt with cash)	Decrease (credit) an asset (decrease cash on hand)
Decrease (debit) a liability account (pay a debt with borrowed funds)	Increase (credit) another liability (owe another debt)
Increase (debit) an asset account (cash or accounts receivable. (make a sale)	Increase (credit) an income account (increase income)
Decrease (credit) an asset account. (ship inventory)	Increase (debit) an expense account. (increase cost of sales)

The simplified accounting equation is:

$$\text{Assets} = \text{Liabilities} + \text{Owner's Equity} + \text{Income} - \text{Expenses}$$

When you consider that Income and Expenses are a part of Owner's Equity; in that they are "netted" to Retained Earnings, you can simplify the accounting equation even further:

$$\text{Assets} = \text{Liabilities} + \text{Owner's Equity (ALOE)}$$

Retained Earnings is the component of Owner's Equity that reflects the amount the business has earned to date.

Asset and Expense accounts are "debit balance" accounts. A debit increases the account and a credit decreases the account.

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Liability, Owner's Equity, and Income accounts are "credit balance" accounts. A credit increases and a debit decreases the account.

## Summaries of Double-Entry Accounting Flow

The following tables summarize for each application what you enter and what the system posts, when you should use minus signs, and whether normal entries are debits or credits—or both, as in the case of General Journal.

In 21<sup>st</sup> Century Accounting, the system creates the balancing side of your entry in every journal except the General Journal and custom journals that you create.

### ***General Ledger Data Flow***

What You Enter	What the System Posts
<b>General Journal and Custom Journals</b>	
You enter both sides of each transaction. Debit and credit entries must balance. Enter debits in the debit column and credits in the credit column as positive amounts.	The system posts debits and credits you enter to the accounts you specify.

## Bank Accounts Data Flow

What You Enter	What the System Posts
<b>Deposits</b>	
<p>For each deposit, you enter the bank account ID and the deposit number with the first entry in the batch, and the receipt amount for each entry.</p> <p>How you indicate the credit side of the distribution for each entry depends on the type of receipt, below.</p>	<p>When you post a deposit batch, the system debits the deposits clearing account for the amount of each receipt in the batch and then credits the clearing account and debits the bank account for the deposit (batch) total. The result is that the deposit is posted to the bank account as a single entry and the clearing account activity sums to zero.</p>
<p>For <b>deposits from customer receipts</b>, select Customer as the Receipt Type, enter the customer account, the amount of each receipt, and select the invoices to which to apply the receipts.</p>	<p>The system credits the Receivables control account and the customer account for the amount of each receipt plus any discounts taken, and debits the Receivables discount account for the discounts taken. The system debits the deposits clearing account for the amount of each receipt, and then credits the clearing account and debits the bank account for the deposit (batch) total.</p>
<p>For <b>deposits from customized cash receipts journals</b> you configure debit and credit prompts for each journal beforehand, then select your journal as the Receipt Type, enter the receipt total, and the account distribution at your preconfigured prompts.</p>	<p>The system debits or credits the accounts for the amounts you specify, debits the deposits clearing account for the amount of each receipt, and then credits the clearing account and debits the bank account for the deposit (batch) total.</p>
<p>For <b>deposits from other sources</b>, you enter the bank account ID, the receipt total, and the account distribution.</p>	<p>The system debits or credits the accounts for the amounts you specify, debits the deposits clearing account for the amount of each receipt, and then credits the clearing account and debits the bank account for the deposit (batch) total.</p>
<b>Disbursements Checks</b>	
<p>You enter the bank account ID, the check numbers for manual checks, the amount of the check, and the G/L accounts and amounts to debit.</p>	<p>The system credits the bank account for the amount of the check and debits the G/L accounts for the amounts you specify.</p>

What You Enter	What the System Posts
<b>Void Checks</b>	
<p>For <b>Payables checks</b>, you enter the bank account on which the check was written, a posting date for the void transaction, and the check number.</p> <p>For <b>disbursements checks</b>, you enter the bank account on which the check was written, a posting date for the void transaction, and the check number.</p> <p>For <b>paychecks</b>, you enter the bank account on which the check was written, a posting date for the void transaction, and the check number.</p> <p>For <b>payroll tax remittance checks</b>, you enter the bank account on which the check was written, a posting date for the void transaction, and the check number.</p>	<p>The system debits the bank account for the check total, credits the Payables control account and the vendor account for the check total and any discounts taken, and debits the Payables discount account for any discounts taken.</p> <p>The system debits the bank account for the check total and credits the G/L accounts to which the original check was distributed.</p> <p>The system debits the bank account for employee net pay.</p> <p>The system credits the general ledger expense accounts for all income factors (which include salaries, wages, cash benefits, expense reimbursements, commissions, etc.) and for vacation and sick accrual amounts paid out.</p> <p>For taxes (employee withholding and employer contribution), debits the configured liability accounts and updates the “Current liability” amounts in the Taxes windows. For employer contribution, credits the configured expense account.</p> <p>For deductions (employee deduction and employer contribution), debits the configured liability accounts. For employer contribution, credits the configured expense account.</p> <p>The system debits the bank account for the amount of each check, credits the displayed G/L distribution accounts, and updates the “Current liability” amounts in the Taxes windows.</p>



What You Enter	What the System Posts
<b>Transfers</b>	
<p>You indicate the bank account from which funds are being transferred, the bank account to which funds are being transferred, and the amount of the transfer.</p>	<p>The amount of the transfer is credited to the "from" account and debited to the "to" account. The transfer amount appears as a withdrawal when you reconcile the bank account from which the funds were withdrawn. It appears as a deposit when you reconcile the bank account to which the funds were transferred.</p>
<b>Reconciliation</b>	
<p>For <b>adjustments</b>, you enter the bank account ID, the amount of the adjustment, and the G/L account for the balancing entry. Enter debits (dividends or electronic fund transfers in, for example) to the bank account as positive amounts and enter credits (bank charges, EFTs out, for example) to the bank account as negative amounts.</p>	<p>The system debits or credits the bank account for the amount of the adjustment and debits or credits the G/L account you specify for the balancing entry.</p>

---

### ***Receivables Data Flow***

<b>What You Enter</b>	<b>What the System Posts</b>
<b>Finance Charges</b>	
You apply finance charges to eligible customers.	The system calculates finance charges on the customer balance according to the customer's finance charges configuration. The system debits the finance charge amount to the Receivables control account and the customer account and credits the FC amount to the finance charges account in the customer's assigned control account set.
<b>Recurring Charges</b>	
You apply recurring charges to eligible customers.	The system debits the Receivables control account and the customer account and credits the sales tax account(s). The system credits the income accounts specified in the configuration for each recurring charge.

## Sales Data Flow

What You Enter	What the System Posts
<b>Invoices</b>	
<p>For normal invoices, you enter amounts for sales of product list items associated with income accounts, amounts to distribute to income accounts for sales of other items, and any purchase discounts. Depending on how your company is set up, you directly or indirectly enter tax amounts.</p> <p>For invoices that are paid or partially paid when you enter them, you enter invoice payment amounts (cash, check, credit card, unattached receipt, or unattached credit memo).</p> <p>For account distribution of a return or credit memo, you enter entries with the opposite sign from those on an invoice or debit memo.</p>	<p>The system debits the Receivables control account and the customer account, debits the Receivables discount account, and credits the sales tax account(s). The system credits the income accounts specified indirectly through the product list item or directly in the G/L distributions tab.</p> <p>The system credits all payments to the Receivables control account and the customer account. The system debits cash payments to the Receivables cash receipts account and debits credit card payments to the credit card accounts. Any invoice amount still due is debited to the Receivables control account, the customer account, and the Receivables discount account and credited to the sales tax accounts. Credit applied to the sale from previous transactions (a credit memo, for example) has already been posted to the general ledger; its effect is to reduce the invoice amount debited to the Receivables control account and the customer account. For cash payments in full, there is no net effect on the Receivables control account and the customer account.</p> <p>The system posts the entries with the opposite sense (credits become debits and vice versa) from those on an invoice or debit memo.</p>
<b>Invoice Updates</b>	
<p>You void an invoice.</p>	<p>The system reverses the invoice's entries to the Receivables control accounts, the customer's account, and the G/L distribution accounts.</p>

## Payables Data Flow

What You Enter	What the System Posts
<b>Vendor Invoices</b>	
<p>For all purchases, you enter a purchase amount that you distribute to one or more expense accounts.</p> <p>For cash purchases, you enter the amount of cash payment.</p> <p>For manual check purchases, you enter the bank account, check number, and amount of check payment.</p> <p>For account distribution of a credit memo, you make entries with the opposite sign from those on an invoice or debit memo.</p>	<p>The system credits the invoice total to the Payables control account and to the vendor account and debits the specified expense accounts.</p> <p>The system debits the Payables control account and the vendor account for the amount of cash tendered and any discounts taken, credits the Payables cash purchases account for the cash tendered, and credits the Payables discount account for any discounts taken. For cash payments in full, there is no net effect on the Payables control account and the vendor account.</p> <p>The system debits the Payables control account and the vendor account for the check total and any discounts taken, credits the checkbook account for the check total, and credits the Payables discount account for any discounts taken.</p> <p>The system makes entries with the opposite sense (debits become credits and vice versa) from those on an invoice or debit memo.</p>
<b>Quick Checks</b>	
<p>You enter a purchase amount that you distribute to one or more expense accounts. You enter a bank (checking) account ID and the payment amount.</p> <p>You print and approve the check.</p>	<p>The system credits the invoice total to the Payables control account and to the vendor account, and debits the specified expense accounts.</p> <p>The system debits the Payables control account and the vendor account for the check total and any discounts taken, credits the checkbook account for the check total, and credits the Payables discount account for any discounts taken.</p>

What You Enter	What the System Posts
<b>Create Payments</b>	
<p>You select for payment vendor invoices previously created with the Payables Vendor Invoices command.</p> <p>You review check selection, print the checks, and approve printed checks.</p>	<p>The system temporarily stores the check information until you print and approve the checks.</p> <p>The system debits the Payables control account and the vendor account for the check total and any discounts taken, credits the checkbook account for the check total, and credits the Payables discount account for any discounts taken.</p>
<b>Manual Payments</b>	
<p>You enter manual checks for on-account payment of vendor invoices previously created with the Payables Vendor Invoices command. You enter the checkbook number, vendor ID, and amount of the check. You apply the payment to one or more open invoices.</p>	<p>The system debits the Payables control account and the vendor account for the check total and any discounts taken, credits the checkbook account for the check total, and credits the Payables discount account for any discounts taken.</p>
<b>Invoice Updates</b>	
<p>You void an invoice.</p>	<p>The system reverses the invoice's entries to the Payables control accounts, the vendor's account, and the G/L distribution accounts.</p>

## Payroll Data Flow

What You Enter	What the System Posts
<b>Calculate Payroll</b>	
<p>For normal payroll, you run payroll and print and approve paychecks.</p> <p>For after-the-fact payroll, you enter and post checks.</p>	<p>The system debits the general ledger expense accounts for all income factors (which include salaries, wages, cash benefits, expense reimbursements, commissions, etc.) and for vacation and sick accrual amounts paid out.</p> <p>For taxes (employee withholding and employer contribution), credits the configured liability accounts. For employer contribution, debits the configured expense account.</p> <p>For deductions (employee deduction and employer contribution), credits the configured liability accounts. For employer contribution, debits the configured expense account.</p> <p>Credits the payroll bank account configured for employee net pay.</p>
<p>Payroll departmentalized by G/L account segment</p>	<p>For departmentalized factors, the system substitutes the segment value(s) that correspond to the department name(s) you assign each employee for the department segment value in the factor's default account and posts the payroll factor for each employee to the accounts that are based on the employee's assigned departments.</p>
<p>Manual pay distribution</p>	<p>For manual pay distribution, the system debits earnings for each employee to the accounts you specify in the proportions you specify in the distribution window (in Calculate Payroll or After the Fact Payroll). If you select the option to allow manual distribution of vacation and sick pay amounts, manual pay distribution includes those amounts in the distributable total earnings amount.</p>

What You Enter	What the System Posts
<b>Employee Adjustments</b>	
<p>You enter debits or credits as appropriate. Then debit or credit G/L accounts (expense, liability, bank, and so forth) as appropriate.</p>	<p>The system posts adjustments to the specified accounts. Also adjusts employee to-date earnings records.</p>
<b>Remittance Checks</b>	
<p>You select remittance vendors for payment and verify that payment amounts and G/L distributions are correct and in balance.</p>	<p>The system credits the selected bank account for the amount of each check, debits the displayed G/L distribution accounts, and updates the “Current liability” amounts in the Taxes windows.</p>



# Appendix A: Installation

## Instructions for all Editions

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21<sup>st</sup> Century Accounting is provided on compact disc.

To install, start Windows if necessary and insert the CD that came in your 21<sup>st</sup> Century Accounting package in your CD-ROM drive. Then follow the instructions for your edition of 21<sup>st</sup> Century Accounting.

### ***Single User Installation***

1. Insert the 21<sup>st</sup> Century Accounting CD-ROM disc in your CD-ROM drive. A startup screen appears automatically.

If the startup screen doesn't appear, in Windows Explorer, double-click your CD-ROM drive to open it and then double-click Setup.exe to start the installation.

2. Click **Full** to install the components required to run a single-user system and click Next.
3. Follow the instructions displayed by the 21<sup>st</sup> Century Accounting Setup Program for closing Windows applications, reading the license agreement, and entering your name, company, and serial number. *Enter the serial number EXACTLY as shown on the subscription card, including punctuation and capitalization.*

Click Next to proceed to the next step. You can click Back or Cancel at any time to change a previous choice or to stop the installation.

4. Accept the default destination directory. Click Next.
5. Accept the default program folder. Click Next.
6. Review the settings and click Next to complete the installation.

21<sup>st</sup> Century Accounting Installation runs to completion.

- 
7. The database setup begins automatically. The Installation automatically installs the database files unless they are already installed. If asked, click "Yes" to install over the existing database files.
  8. When the installation of 21st Century Accounting software and database components is complete, remove the CD. You have finished installing 21<sup>st</sup> Century Accounting.
  9. **Shut down and restart your computer.** You will have a new '21<sup>st</sup> Century Accounting' icon on your desktop.

### **Windows Workgroup (3 User) Installation**

#### **On a Stand-Alone Computer or on the Central Computer (the "Server") on a Network**

1. Insert the 21<sup>st</sup> Century Accounting CD-ROM disc in your CD-ROM drive. A startup screen appears automatically.  
  
If the startup screen doesn't appear, in Windows Explorer, double-click your CD-ROM drive to open it and then double-click Setup.exe to start the installation.
2. Click **Full** to install the components required to run on a server and click Next.
3. Follow the instructions displayed by the 21<sup>st</sup> Century Accounting Setup Program for closing Windows applications, reading the license agreement, and entering your name, company, and serial number. *Enter the serial number EXACTLY as shown on the subscription card, including punctuation and capitalization.*  
  
Click Next to proceed to the next step. You can click Back or Cancel at any time to change a previous choice or to stop the installation.
4. Accept the default destination directory. Click Next.
5. Accept the default program folder. Click Next.
6. Review the settings and click Next to complete the installation.  
  
The 21<sup>st</sup> Century Accounting Installation runs to completion.
7. The database setup begins automatically. Select the **Typical** installation. The Installation installs the database files unless they are already installed. If asked, click "Yes" to install over the existing database files.
8. Click "Yes" to the option to run the database Transactional test when you are prompted at the end of the database installation process.

- 
9. When the installation of the 21st Century Accounting software and database components is complete, remove the CD. If you run on a stand-alone computer, you have finished installing your new software.

Do NOT install client components on the server. Your server installation is now complete. Run 21<sup>st</sup> Century Accounting from the icon installed on the server desktop and verify that the sample company NETCON can be selected.

### **On Each Workstation (the "Clients") on a Network**

1. Insert the 21<sup>st</sup> Century Accounting CD-ROM disc in your CD-ROM drive. A startup screen appears automatically.

If the startup screen doesn't appear, in Windows Explorer, double-click your CD-ROM drive to open it and then double-click Setup.exe to start the installation.

2. Click **Client** to install the components required to run on a workstation or client and click the Next button.
3. Use the Browse button or type the drive and directory where 21<sup>st</sup> Century Accounting is installed on the server. This prepares the client installation to put a 21<sup>st</sup> Century Accounting icon on the client desktop that will open the accounting system you have installed on the server.
4. Create a program folder or select an existing one for the 21<sup>st</sup> Century Accounting icon that the installation sets up on the client desktop.
5. Review the settings and click Next to complete the installation.  
21<sup>st</sup> Century Accounting Installation runs to completion.
6. The database setup begins automatically. The Installation automatically installs the database files unless they are already installed. If asked, click "Yes" to install over the existing database files.
7. Click "Yes" to the option to run the database Transactional test when you are prompted at the end of the database installation process.
8. When the installation of the 21st Century Accounting icon and database client components is complete, remove the CD.

If you reinstall the database, be sure to select the options to install the **Client** components in the **Typical** installation. Follow the instructions to move through the database Installation Wizard windows.

---

## **Client/Server Installation, Windows 2000, XP, or Server 2000+**

### **On the Central Computer (the “Server”) on 2000 Pro, XP Pro, or Windows Server 2000+ Network**

1. Insert the 21<sup>st</sup> Century Accounting CD-ROM disc in your CD-ROM drive. A startup screen appears automatically.

If the startup screen doesn't appear, in Windows Explorer, double-click your CD-ROM drive to open it and then double-click Setup.exe to start the installation.

2. Click **Full** to install the components required to run on a server and click Next.
3. Follow the instructions displayed by the 21<sup>st</sup> Century Accounting Setup Program for closing Windows applications, reading the license agreement, and entering your name, company, and serial number. *Enter the serial number EXACTLY as shown on the subscription card, including punctuation and capitalization.*

Click Next to proceed to the next step. You can click Back or Cancel at any time to change a previous choice or to stop the installation.

4. Accept the default destination directory. Click Next.
5. Accept the default program folder. Click Next.
6. Review the settings and click Next to complete the installation.

The 21<sup>st</sup> Century Accounting Installation runs to completion.

7. The database setup begins automatically. Select the **Typical** installation. The Installation installs the database files unless they are already installed. If asked, click "Yes" to install over the existing database files.

During the database installation for 10 users, you may be prompted for a License Key diskette. Use the License Key diskette provided in the package.

8. Click "Yes" to the option to run the database Transactional test when you are prompted at the end of the database installation process.
9. When the installation of the 21st Century Accounting software and database components is complete, remove the CD.
10. Run 21<sup>st</sup> Century Accounting from the icon installed on the server desktop and verify that the sample company NETCON can be selected.

Do NOT install client components on the NT server.

---

If you reinstall the database from the CD, be sure to select the options to install the **Server** components in the **Typical** installation. Follow the instructions to move through the database Installation Wizard windows.

### **On Each Workstation (the “Clients”) on 2000 Pro, XP Pro, or Windows Server 2000+ Network**

1. Insert the 21<sup>st</sup> Century Accounting CD-ROM disc in your CD-ROM drive. A startup screen appears automatically.

If the startup screen doesn't appear, in Windows Explorer, double-click your CD-ROM drive to open it and then double-click Setup.exe to start the installation.

2. Click **Client** to install the components required to run on a workstation or client and click the Next button.
3. Use the Browse button or type the drive and directory where 21<sup>st</sup> Century Accounting is installed on the NT server. This prepares the client installation to put a 21<sup>st</sup> Century Accounting icon on the client desktop that will open the accounting system you have installed on the server.
4. Create a program folder or select an existing one for the 21<sup>st</sup> Century Accounting icon that the installation sets up on the client desktop.
5. Review the settings and click Next to complete the installation.  
21<sup>st</sup> Century Accounting Installation runs to completion.
6. The database setup begins automatically. The Installation automatically installs the database files unless they are already installed. If asked, click "Yes" to install over the existing database files.
7. Click "Yes" to the option to run the database Transactional test when you are prompted at the end of the database installation process.
8. When the installation of the 21st Century Accounting icon and database client components is complete, remove the CD.

If you reinstall the database, be sure to select the options to install the **Client** components in the **Typical** installation. Follow the instructions to move through the database Installation Wizard windows.

### ***Client/Server Installation, Novell NetWare Network***

#### **On One of the Workstations (a “Client”) on a Novell NetWare Network**

1. Insert the 21<sup>st</sup> Century Accounting CD-ROM disc in your CD-ROM drive. A startup screen appears automatically.

---

If the startup screen doesn't appear, in Windows Explorer, double-click your CD-ROM drive to open it and then double-click Setup.exe to start the installation.

2. Click **Full** to install the components required to run on a server and click Next.
3. Follow the instructions displayed by the 21<sup>st</sup> Century Accounting Setup Program for closing Windows applications, reading the license agreement, and entering your name, company, and serial number. *Enter the serial number EXACTLY as shown on the subscription card, including punctuation and capitalization.*

Click Next to proceed to the next step. You can click Back or Cancel at any time to change a previous choice or to stop the installation.

4. Accept the default installation volume on the Novell NetWare server or use the Browse button or type a volume to install in on the server. Click Next.
5. Accept the default program folder. Click Next.
6. Review the settings and click Next to complete the installation.

The 21<sup>st</sup> Century Accounting Installation runs to completion.

7. The database setup begins automatically. Select the **Typical** installation. The Installation installs the database files unless they are already installed. If asked, click "Yes" to install over the existing database files.
8. During the database installation for 10 users, you may be prompted for a License Key diskette. Use the License Key diskette provided in the package.
9. Click "Yes" to the option to run the database Transactional test when you are prompted at the end of the database installation process.
10. After the installation of the database software is complete, you must install an additional database program from your CD in order to support some of the accounting functions.

To install the program, use Windows Explorer or the Windows Start/Run command to run **D:\pvs\psql2ki\_sp4\_nw.exe** (where your CD-ROM drive is drive D:). Follow the instructions to install the database Service Pack 4 software.

11. When the installation of the 21st Century Accounting software and database components is complete, remove the CD.
12. Run 21<sup>st</sup> Century Accounting from the client and verify that the sample company NETCON can be selected.

Do NOT install client components on the Novell server.

---

If you reinstall the database from the CD, be sure to select the options to install the **Server** components in the **Typical** installation. Follow the instructions to move through the database Installation Wizard windows.

### **On Each Workstation (the “Clients”) on a Novell NetWare Network**

1. Insert the 21<sup>st</sup> Century Accounting CD-ROM disc in your CD-ROM drive. A startup screen appears automatically.

If the startup screen doesn't appear, in Windows Explorer, double-click your CD-ROM drive to open it and then double-click Setup.exe to start the installation.

2. Click **Client** to install the components required to run on a workstation or client and click the Next button.
3. Use the Browse button or type the volume where 21<sup>st</sup> Century Accounting is installed on the Novell NetWare server. This prepares the client installation to put a 21<sup>st</sup> Century Accounting icon on the client desktop that will open the accounting system you have installed on the server.
4. Create a program folder or select an existing one for the 21<sup>st</sup> Century Accounting icon that the installation sets up on the client desktop.
5. Review the settings and click Next to complete the installation.

The 21<sup>st</sup> Century Accounting Installation runs to completion.

6. The database setup begins automatically. Select the **Typical** installation. When prompted for a location to install the database components to, be sure to select a directory on the **local** hard drive. The database components must be installed on each workstation. The Installation installs the database files unless they are already installed. If asked, click "Yes" to install over the existing database files.
7. Click "Yes" to the option to run the database Transactional test when you are prompted at the end of the database installation process.
8. When the installation of the 21st Century Accounting icon and database client components is complete, remove the CD.

If you reinstall the database, be sure to select the options to install the **Client** components in the **Typical** installation. Follow the instructions to move through the database Installation Wizard windows.

If the startup screen doesn't appear, in Windows Explorer, double-click your CD-ROM drive to open it and then double-click Setup.exe to start the installation.

1. Click **Client** to install the components required to run on a workstation or client and click the Next button.

- 
2. Use the Browse button or type the volume where 21<sup>st</sup> Century Accounting is installed on the Novell NetWare server. This prepares the client installation to put a 21<sup>st</sup> Century Accounting icon on the client desktop that will open the accounting system you have installed on the server.
  3. Create a program folder or select an existing one for the 21<sup>st</sup> Century Accounting icon that the installation sets up on the client desktop.
  4. Review the settings and click Next to complete the installation.  
The 21<sup>st</sup> Century Accounting Installation runs to completion.
  5. The database setup begins automatically. Select the **Typical** installation. The Installation installs the database files unless they are already installed. If asked, click "Yes" to install over the existing database files.
  6. Click "Yes" to the option to run the database Transactional test when you are prompted at the end of the database installation process.
  7. When the installation of the 21st Century Accounting icon and database client components is complete, remove the CD.

If you reinstall the database, be sure to select the options to install the **Client** components in the **Typical** installation. Follow the instructions to move through the database Installation Wizard windows.

#### Register your product

Register your product so you can receive upgrade information, new product announcements, and technical support. You can register online if you have an Internet connection. Or you can fill out and mail the enclosed registration card.

# Appendix B: Upgrading Your System

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As your business grows, you may wish to move to a network with more users. This appendix contains instructions for upgrades and for uninstalling.

## **Upgrading an Evaluation, Single-User, or 3-User License to a Higher Level Multi-User License**

*Note: Perform this procedure on the server and on all 21<sup>st</sup> Century Accounting workstations, including any workstations with just a Client installation. YOU MUST REMOVE THE PERVASIVE DATABASE before you upgrade to a higher-level network.*

1. Shut down all running copies of 21<sup>st</sup> Century Accounting.
2. Disable any anti-virus software.
3. Right-click on the “Pervasive Database Pre-Load” icon in your system tray (computer-shaped icon in the lower right hand corner of your screen), and choose the “Stop engines and exit” option.
4. Select Start/Settings/Control Panel and choose the Add/Remove Programs option.
5. Find Pervasive SQL 2000 in the list of installed programs, and click the button to remove it. Depending on which version of 21st Century Accounting you had installed, you may or may not receive any feedback during the Pervasive uninstall program. When the uninstallation is complete, the Pervasive SQL 2000 item should be removed from the list of installed programs.
6. Find 21<sup>st</sup> Century Accounting in the list of installed programs, and click the button to remove it. Only the 21st Century Accounting programs will be removed. All company data that you had created or converted will be retained.
7. If prompted to do so, restart your computer.

- 
8. After removing the Pervasive database and any 21st Century Accounting software from your server and workstations, continue with the installation procedure for the network version in your network upgrade package.

### **Upgrading to Windows XP**

*Note: When upgrading to Windows XP you MUST REMOVE THE PERVASIVE DATABASE and install the new version of the Pervasive database included in your upgrade package.*

1. Shut down all running copies of 21<sup>st</sup> Century Accounting.
2. Disable any anti-virus software.
3. Right-click on the “Pervasive Database Pre-Load” icon in your system tray (computer-shaped icon in the lower right hand corner of your screen), and choose the “Stop engines and exit” option.
4. Select Start/Settings/Control Panel and choose the Add/Remove Programs option.
5. Find Pervasive SQL 2000 in the list of installed programs, and click the button to remove it. Depending on which version of 21st Century Accounting you had installed, you may or may not receive any feedback during the Pervasive uninstall program. When the uninstallation is complete, the Pervasive SQL 2000 item should be removed from the list of installed programs.
6. If prompted to do so, restart your computer.
7. After removing the Pervasive database from your server and workstations, continue with the installation procedure for the network version in your upgrade package.

### **Removing 21<sup>st</sup> Century Accounting and the Pervasive Database Software**

Note: Removing 21<sup>st</sup> Century Accounting will not remove your 21<sup>st</sup> Century Accounting companies.

To remove 21<sup>st</sup> Century Accounting you need to remove both the accounting program and the Pervasive database. The Pervasive database is the low level support for 21<sup>st</sup> Century Accounting.

#### **To remove 21<sup>st</sup> Century Accounting from all computers on your network:**

1. Run Start/Settings/Control Panel on the Windows desktop.
2. Select Add/Remove Programs

- 
3. Select 21<sup>st</sup> Century Accounting and click the button that removes the program.

**To remove Pervasive from all computers on your network:**

4. Run Start/Settings/Control Panel on the Windows desktop.
5. Select Add/Remove Programs
6. Select Pervasive.SQL 2000 and click the button that removes the program.

Repeat for any computers that have Pervasive installed. You can tell if Pervasive is installed by looking at the 'system tray' in the bottom right of your screen. A computer icon indicates the presence of the Pervasive software.



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