TurningPoint™ Accounting

Getting Started Guide

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Chapter 1
Introduction

Contents

Introduction

TurningPoint™ is designed to be "easy to use, yet powerful." This guide introduces many of the easy to use, yet powerful capabilities of the overall system. For more specific information on General Ledger, Accounts Payable, Accounts Receivable, Inventory, etc., see online help.

This guide serves as a supplement to the online help, which includes further detail on some topics and is also organized with Frequently Asked Questions and Advisor sections. Press the F1 key anytime from within TurningPoint for online help or select Help (Alt+H) on the menu bar.

How is the Getting Started Guide Organized?

Introductory Chapters

Chapter 1, *"Introduction"* - Learn how to use this guide, where to go for additional help, how to give feedback, etc.

Chapter 2, *"Installation and Startup"* - General installation instructions, hardware requirements, and frequently asked installation-related questions. Also, "Starting TurningPoint," page 10.

System-wide Features

Chapter 3, *"Techniques and Tips for Working in TurningPoint™"* - Learn the skills necessary for day-to-day functioning in TurningPoint.

Chapter 4, *"Techniques and Tips for Producing Reports"* - TurningPoint comes with a runtime version of Crystal Reports®. Learn how to use many of the report features. (If you use the full version of Crystal Reports, refer to that documentation for added help in customizing reports.)

Company Setup and System Manager Usage (All Users)

Chapter 5, *"First-time Company Setup and Maintenance"* - Learn how to set up a new company using the Setup Wizard and set up account structure, fiscal year and company information.

Chapter 6, *"Setting Up and Maintaining System Information"* - Learn more about three system-wide processes that are set up and maintained in System Manager: bank accounts, terms codes and units of measure.

Chapter 7, *"Utilities - Wizards and Reminders"* - Discover several of the unique wizards available on the System Manager Utilities menu and learn how to set up reminders that will help you stay on top of your task load. Selections include the Mail Merge Wizard, Export Wizard, and Reminders.

Administrator Functions

Chapter 8, *"Setting Up and Maintaining System Security"* - The administrator's function is explained, along with the use of passwords. The remainder of the chapter covers setting up individual users and then setting up company-level security and menu-level security.

Chapter 9, *"Event Log; Backup, Restore and Tuneup Data Files; and Other Administrator Duties"* - This chapter explains many of the standard administrator duties.

Chapter 10, *"Additional Administrator Processes"* - Unique functions limited to the Administrator are explained. These include the Import/Migration Wizard and additional Migration Wizards. (Detailed information is available in separate guides written for specific migrations. Contact Red Wing Software for more information.)

Bank Reconciliation

Chapter 11, *"Bank Deposits & Bank Reconciliation"* - Set up bank deposits and print deposit slips. Also, import records from other TurningPoint modules to help in reconciling a bank statement.

Appendix

Chapter 12, *"Appendix"* - This section of the user guide covers behind the scenes information and helpful procedures. For example, an explanation is provided on how to set up the system if you do not use the TurningPoint General Ledger. Another section explains the data locking and process/module locking that occurs in a multi-user environment.

How to Use the Guide

New Users

- Install TurningPoint (Chapter 2).
- Review Chapters 3 and 4 (and continue reviewing them routinely to reinforce your knowledge of system-wide features).
- Set up basic company and accounting information (Chapter 5).
- Set up security in Chapter 8 (Administrator only).
- Continue through Chapters 6 and 7.

Experienced Users

- Review Chapters 3 and 4 occasionally as a refresher to the many unique features and capabilities of TurningPoint.
- Refer to the remaining chapters on an "as needed" basis for help with specific menu selections in System Manager.

Additional Resources

Online Help System

Use the Table of Contents tab in online help. Many topics are listed in a logical order. Particularly useful are "Frequently Asked Questions."
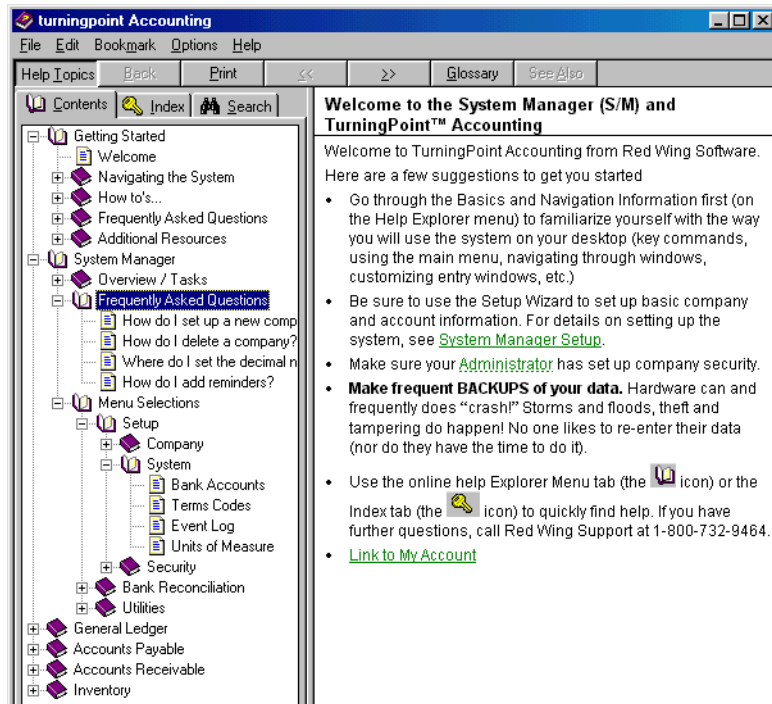
Online Help - Contents tab

You can easily print online help topics. For main topics, use the **Print** button above the topic; otherwise, select Options from the menu bar and click on Print Topic... (Alt+O+P).

Or, use the Index tab in online help. Type in a key word that relates to your question. If the first word doesn't work, think of another word. Sometimes it takes several tries. For example, you may not find anything when you type "opening entries," but there are several links under "beginning balances."
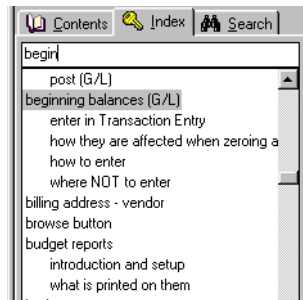
Online Help - Index tab

Sample Company Data Files

Experiment using the sample company files.
Choose from *Sample1* to practice in a company that does not use Inventory or *Sample2* to practice in a company that uses TurningPoint Inventory.

Internet - Red Wing Support Options - Help Menu
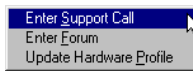
On the menu bar, select Help and choose Red Wing Support. You have three options: *Enter Support Call*, *Enter Forum*, *Update Hardware Profile*. Use these options to submit suggestions, make comments, ask questions or report errors. Change your hardware information, communicate with Red Wing Support and/or other users on an online forum, or put your name on the "call board" to get a return call from a Red Wing Support Technician.

See Chapter Three, page 30 for more information.

Internet - Web Page

Red Wing's Web page is an excellent source of information about the company, its products and frequently asked questions. Visit:

www.redwingsoftware.com

When to Call Customer Support
1-800-732-9464

Before Calling...

Press F1 (Help) or click on the Help button from any entry window for a complete description of that process, along with links to related topics.

Have Ready...

- Version of the software installed. Available by selecting: <u>H</u>elp - <u>A</u>bout... (Alt+H+A) from the TurningPoint menu bar.
- System information: PC processor, RAM, operating system.

• If your computers are networked, please have the type of network and know which computer is the server.

Note   *Instead of phoning Red Wing Support you can select Support from Help (on the menu bar) and choose "Enter Support Call." (Alt+H+S+S). First-time users must register online (click on the word "Register" when you first open the Red Wing Software Services Network.*

Ordering Checks and Forms

Red Wing recommends Red Wing Software Checks and Forms for TurningPoint checks and other forms (invoices, statements, window envelopes, etc.).

Red Wing Software Checks and Forms

      800-458-0158   **www.rapidforms.com**

Keycode or Mailcode = **20302153**

Chapter 2
Installation and Startup

Contents

Introduction

TurningPoint is extremely easy to install, whether for a single or multi-user system. Follow the steps in this chapter to install and open TurningPoint. You can also refer to this chapter with your installation or data path questions.

What You Need to Know

Recommended Hardware Requirements

These are the recommended requirements to run TurningPoint. The number of users, company database size and network setup can affect the speed of Turning-Point. Increasing the processor speed and RAM throughout the network generally will increase overall system speed.

Workstation (or individual computer without a network)

- Pentium 1.2 GHZ processor
- Windows 2000 or higher
- 256 MB RAM
- 1 GB free hard drive space

- SVGA video monitor with at least 800 x 600 resolution
- Laser or Inkjet Printer

Server
- Pentium 1.2 GHZ processor
- Dedicated server with Windows 2000 or Windows XP
  A peer to peer network configuration is sufficient for networks with three concurrent users or less
- 512 MB RAM
- 1 GB free hard drive space
- SVGA video monitor with at least 800 x 600 resolution

Installing TurningPoint - First Time Installation

See also: "Working in a Multi-User Environment," page 167.

Overview - Single-user vs. Multi-user Systems

The installation and login procedure is the same for both single-user and networked systems. The ONLY difference with multiple workstations is that you must change the data location at the workstation before logging in the first time you open TurningPoint. See Step 9

IMPORTANT! On multi-user systems, install TurningPoint FIRST at the server (the computer/workstation where the data will be located) so that the correct folders are created.

Install TurningPoint from the Installation CD at each workstation OR copy the contents of the CD to a folder on a shared server and then install TurningPoint from that folder at each workstation.

Installation - Step-by-Step

1. Shut down all programs currently running on the computer and place the TurningPoint CD in your local CD drive. The CD should launch automatically. From the first window, click on **Install TurningPoint**.

Note   *If the CD does not launch automatically, click on **Start** from your desktop and select **Run**. In the command line, type in D:\autorun.exe (where D is the drive letter assigned to your CD drive). Click **OK**.*

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2. Welcome: Click **Next**.

3. Review the License Agreement: If you agree to the license agreement, click on the *"I accept the terms in the license agreement"* option and click **Next**.

4. User Name and Organization information: To change the user name and organization information defaults, click in the fields you want to change and enter your new information. Click **Next**.

5. Setup Type: Select *Complete* and click **Next**. (Most installations will not use the Custom option.)

Note   Select the "Complete" Setup Type at each workstation and the server.

---

6. Destination Folder: Generally, you will accept the default destination folders. However, if necessary, use the **Change...** button to select different locations. Click **Next.**

7. Ready to Install: Click **Install**. An "Installing" window is displayed until the process is complete. Click **Finish** to exit the installation program. (You may need to restart your computer.)

8. Double-click the icon that now appears on your Desktop to open TurningPoint 5.0.

9. A Data Location window is displayed and is used to "point" the program to the correct location for the data. For most single-user installations you can accept the default and click **OK**.
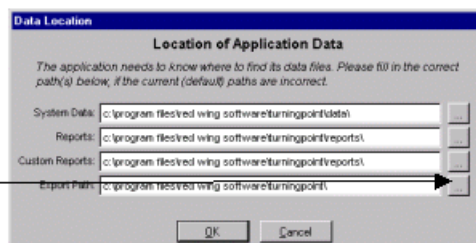
Note   In a multi-user system, on succeeding installations (after the first installation to the server), you must click on the browse button to the right of

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> *each row and point the program to the location on your server. Be sure to point the data AND the reports to the correct subfolder.*

10. Activation Key: If this is a purchased copy of TurningPoint, enter the activation key and click **OK**. If this is a demo, leave the activation key blank and click **OK**.

11. Logon: Enter the following information and then click Logon:

Username: *Administrator*

Password: *password* (this field is case-sensitive; use lower case for first-time entry)

Company: S*ample1 (*Use *Sample2* if you have the Inventory module.*)*

For a more thorough explanation of opening TurningPoint, see *Starting TurningPoint* on page 10. Also, if installing an update, use your normal password and company.

Note   *On multi-user systems, repeat the installation process at each workstation.*

Starting TurningPoint

1. Double-click on the TurningPoint icon on your Desktop.

   Or, select *Start - Programs* and click on *Red Wing Software - TurningPoint* 5.

2. The Logon window is displayed.
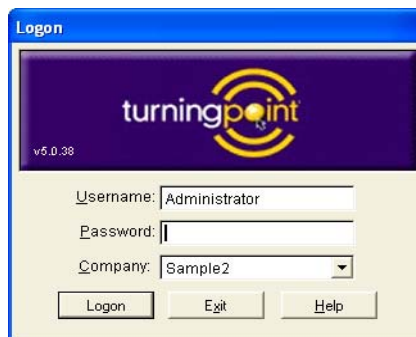
3. If this is the first time the system is being opened, the defaults for the Logon window are as follows:

    Username: *Administrator*

    Password: *password* (this field is case-sensitive; use lower case for first-time entry)

    Company: S*ample1* (TurningPoint's "practice" company) (Or, use *Sample2*, if you use TurningPoint Inventory.)

    The person who will be the Administrator should make changes to the default username and password and set up separate usernames and passwords for each person who uses the system. See How to Set Up Security, page 113.

Note   *Use your Tab or Enter key to move from field to field.*

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1. **Username** - Enter your username. (Set up by the Administrator.)

2. **Password** - Enter your password. (Set up by the Administrator.)

3. **Company** - Select the Company ID for the company you want to work in. (Click on the combo box and select a company or start typing the Company ID until it is highlighted and press Enter). They are listed alphabetically and the default is the last company that was open. Company IDs are set up when you go through the Setup Wizard in System Manager.

    Each company is verified when it is selected and users can only log into companies for which they have rights.

Exit the System

1. From the menu bar, click on File and select Exit (Alt+F+X). Or, you may click on the "Close Application" button ⊠ in the upper right corner of TurningPoint.

2. You are asked if you are sure you want to quit TurningPoint, so you don't close it accidentally. If you do not select Yes within five seconds, TurningPoint will close automatically.

TurningPoint Update Process

Once TurningPoint is installed, the update process is extremely easy; whether you update from a CD or Internet download. Using the Automatic Update procedure (after first-time setup) makes the process as easy as copying new files to the server and having TurningPoint handle the necessary prompts to install at each

workstation. (If you do not set up the Automatic Update Options, go to step 1 of System and Company Updates, page 14).
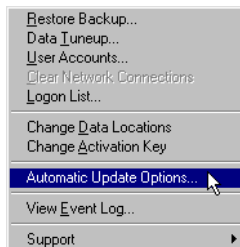
Automatic Update Options - First-time Update Setup

Select **Automatic Update Options...** on the Administration menu (Administrator access required) to set up TurningPoint for installing updates and new versions. This is a one-time process only!

*Note   Before setting up Automatic Update Options, set up a folder on your server (or normal drive for single-users) where you will routinely copy any TurningPoint updates. For example, set up a folder titled **Turning-Point Updates**.*

Automatic Updates - Installation Package Location
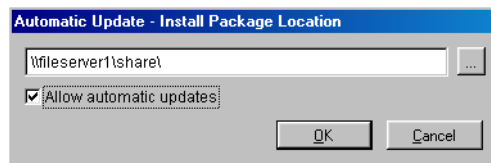
1. On the first line, specify where the installation packages will be stored on the network (or single user computer).

    Examples: *\\server 1\turningpoint updates* (networked) or *c:\turningpoint updates* (single user).

Note   If you use a UNC formatted path, you only need to go through this setup process at one workstation.

2. **Allow Automatic Updates** - Check the box to turn the automatic update capability on. If the box is not checked, you must go through the complete installation process.

3. Click **OK** to complete the setup.

Automatic Update Process

1. Copy the new version install files (all contents of the CD or download file) to the specified Install Package Location; either by downloading it from the Red Wing Internet site or an FTP location.

Note   *If you use the downloaded file from our Web site, you must rename the file to Setup.exe.*

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2. From any workstation, open TurningPoint.

3. TurningPoint will automatically search for the *setup.exe* file located in the path specified in the Automatic Updates window. If it finds the *setup.exe* file, and the version is greater than the current version of TurningPoint, a dialog is displayed asking if you want to proceed with the installation
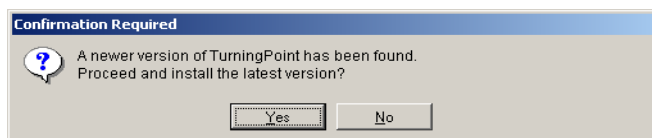
    If you answer **No**, you cannot open TurningPoint and it will shut down. (This ensures that all users update to the same version on networked systems.)

    If you answer **Yes**, TurningPoint will close and the installation package will be launched.

4. During the update process, a basic install dialog shows the installation process.
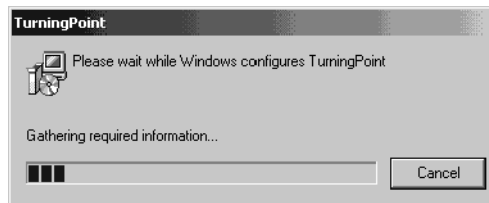
5. Once the installation is complete, TurningPoint restarts immediately. The first user updating will need to update system and data files, as prompted (see step 2 - System and Company Updates).

6. In a networked environment, the automatic installation updates need to be processed once from each workstation.

System and Company Updates

1. **If you do not use the Automatic Update Process, install the newer software version on each workstation**.

2. The first person to log into the system will see a message stating "System Updates Found." To automatically update the system data files, answer Yes.

3. Another message may be displayed stating that New Company updates have been found. As with the System Updates, answer Yes. The data files will be automatically updated for the company you are logging into.

Note   *It is recommended that you perform the update installation on the first Workstation or Server where you originally installed TurningPoint.*

4. After the updates are installed all users may begin using the system immediately.

Note   *If you have added custom reports, they will not be overwritten by updates, unless you have given them the same file extension as the system-provided reports. For more information, see How to Set Up Custom Reports, page 51. Also, sample data is always overwritten.*

Installing Maintenance Releases

Maintenance releases are updates to your current version. You will be notified by e-mail or by regular mail when a new maintenance release is available. Generally, you will download the maintenance release from the Internet. Once it is downloaded, double-click on the file and follow the instructions.

Note   *To receive notification of maintenance release downloads, Red Wing Software needs your current Email address. Send email addresses to info@redwingsoftware.com with the subject line, "Here is my email address." Be sure to include your business name, address and phone number.*

Uninstall TurningPoint

Use the standard Windows uninstall process if you need to totally remove TurningPoint from your workstation. You do NOT need to uninstall TurningPoint when installing a new upgrade or when switching from a demo to a permanent system.

Frequently Asked Questions

What If I Have Login Problems?

If you receive a message when logging in that says you can't log in because you are beyond the number of users licensed or that the same user can not be logged into the system more than once, DO THE FOLLOWING. (All other users must be logged out of the system.)

1. Log into the program using:

   Username: ***Manager***

   Password: *password*

   Company: *Sample1* (or any other)

2. Once you are logged in, click on Administration (on the menu bar) and select *"Clear Network Connections"* (or type Alt+A+C), and click on **Reset**. Click **OK** to the message that the *"Reset"* was successful.

3. This will clear all users.

4. Finally, log in again using your regular username and password. To return to the Logon window, select File - Change Company/User (Alt+F+C).

What is a Sample Company?

A sample company is a complete set of data files that comes with your TurningPoint system. Use one of the sample companies to "see" how something was done in another business and also as a practice system to try new skills without risking your company data files. Select one of the sample companies on the Logon window. (*Sample1* is without Inventory and *Sample2* is for systems with Inventory.*)

What's Next?

- **IMPORTANT!** Go through Chapter 3 to learn how the system operates (system-wide features and techniques) and Chapter 4 for explanations of the report printing power of TurningPoint.

- Once the system is installed and you have reviewed Chapters 3 and 4, you need to set it up. Start with Chapter 5 and continue as directed. (Security setup is explained in Chapter 8.)

- For each TurningPoint module you purchase, you must first go through the Setup Wizard (located on the Setup menu) for that module (with the exception of General Ledger). The System Manager Setup Wizard sets up General Ledger accounts and fiscal year information.

- After completing each Setup Wizard, continue through the remaining Setup functions in each module to more finely tune your system, starting with Customization and working down the menu. Refer often to online help as you go through each selection. (The online help is set up so that you can open the help topics for each menu selection sequentially, once the help file is open.)

Chapter 3
Techniques and Tips for Working in TurningPoint™

Contents

Introduction

TurningPoint uses many of the Windows standards you should already know or can get from a basic book on Microsoft Windows. However, many other features, including keyboard commands, toolbar buttons, navigation skills, etc. are possibly unfamiliar to you. In this chapter, many of the skills necessary for day-to-day functioning in TurningPoint are introduced, along with tips for helping you work more efficiently.

Note   *Review this chapter occasionally. As you become more experienced with TurningPoint, some of the techniques and skills introduced here will be easier to implement.*

Using the Main Menu

The Main Menu is the control center of your TurningPoint accounting software. It is displayed when you start TurningPoint.
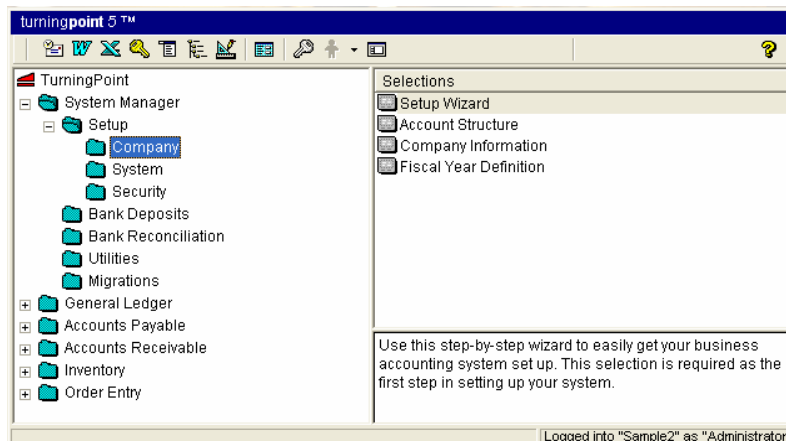
Main Menu

The Main Menu uses an "Explorer" layout that lets you view the system in a hierarchical format, starting with the accounting modules and general categories on the left and final selections on the right.

- Click any folder on the left to display its contents. If there are subfolders, select one and click on it to display the contents.
- Click a plus sign (+) to display additional sub-folders.
- Click the minus sign (-) to close subfolders.
- Double-click on the selected item to open a start window or entry window (explained in the next section).
- See Main Menu Key Commands, page 20, for directions on navigating the Main Menu without using a mouse.
- See Main Menu Toolbar, page 22, for an explanation of each icon.

Start Windows and Entry Windows

When you make a final selection on the Main Menu you will open either a *start window* or an *entry window*.

What is a Start Window?

A start window is a bridge between the Main Menu and one or more entry windows. It is often the first window you see after making a Main Menu selection. Start windows have a series of command buttons, including **Add**, **Edit**, **Delete**, **List** and **Find** on the right side and a selection window on the left. Click on the column headings in the selection window to sort the listed information alphanumerically by that column.

Start Window

Click on a column head to select/sort by that column.

Selection window   Command buttons
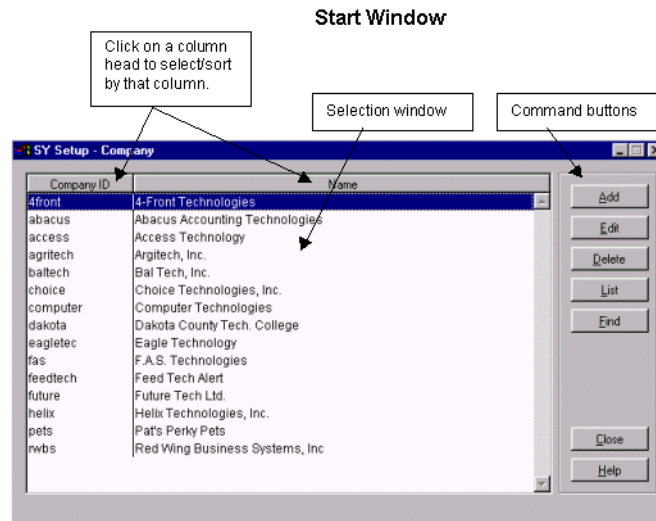
Company Information start window

What is an Entry Window?

An entry window is any window into which you can add new or modify existing information. Some entry windows are directly accessed from the Main Menu; while others are accessed from a start window. Some entry windows are actually a series of tabbed windows; others "drill down" deeper, depending on the entries you make. Entry windows often have **Save** and **Close** buttons. The Company

Information window shown below is a fairly typical tabbed entry window reached by selecting **Edit** (Alt+E) on the Company Information start window.

Company Information entry window - General tab

Using Key Commands

Key commands allow you to move through the system quickly and efficiently without using your mouse.

- Main Menu, page 20
- Start Windows, page 21
- Entry Windows, page 21

Main Menu Key Commands

Use these key commands to navigate the Main Menu without using your mouse.

Key	Action
Down Arrow	Move down the menu selections.
Up Arrow	Move up the menu selections.

Tab	Move to the opposite listing (from the menu on the left to the selections on the right or vice versa).
Enter	Open the highlighted menu selection.

Start Window Key Commands

Use these key commands to navigate start windows without using your mouse.

Key	Action
Down Arrow	Move down the list (or command buttons).
Up Arrow	Move up the list (or command buttons).
Tab	Move to the opposite section (list selections are on the left and command buttons are on the right).
Enter	Open the highlighted item (list selection or command button).
Alt+(under-lined letter)	Move to the command button containing the highlighted letter, such as Alt+E to open the Edit window.

Entry Window Key Commands

See also:

> Customize Entry Windows, page 37
> Quick Fill for Vendors, Customers and Inventory Item Numbers, page 36

Use these key commands to navigate entry windows without using your mouse.

Key	Action
Tab	Move to the next field.
Shift + Tab	Reverse the direction of the cursor when you press the Tab key. (Go backwards through the fields.)

Enter	Execute the selected command (command button). Also, move to the next field.
Alt+(underlined letter/number)	Move to the field with the highlighted letter in the field (label) name.
Spacebar	For the highlighted entry, check or uncheck the check box or select the Options button.
F2	Used to add new customers, vendors, etc. "on-the-fly." For example, add a new account in General Ledger from the Transaction Entry Detail Entry window.
	If you need to add a new customer, vendor, etc. "on-the-fly", on the blank field, double-click, press F2, or right-click and then select Add New to open the Setup window. If you need to edit a customer, vendor, etc., select a customer, vendor, etc., then double-click, press F2, or right-click and then select Edit to open the Setup window.
	You must have the necessary security rights to add or edit. If you do not have the necessary security rights, a warning message will appear, and you will not be able to add or edit "on-the-fly".
	Also carries out other actions assigned to fields, including activating the online calendar (for date fields) or online calculator (for numeric fields).
F4	Display a list of customers, vendors or items on those entry fields.

Using Toolbars

- Main Menu toolbar, page 22
- Navigational toolbar, page 24
- Report Preview toolbar, page 47

Main Menu Toolbar

This toolbar sits at the top of the Main Menu. Use it for system-related activities. Several icons are available only to the Administrator. (See page 114 for more about Administrator functions.).

Shortcut to open Microsoft Outlook (if installed on your computer).

Shortcut to open Microsoft Word (if installed on your computer).

Shortcut to open Microsoft Excel (if installed on your computer).

Shortcut to open Microsoft Access (if installed on your computer).

View Personal Task List. Also, see H*ow to Set Up a Personal Task List*, page 41.

Toggle between standard and custom menu.

Customize menu. See *How to Set Up a Custom Menu*, page 42.

Identify (or find) the correct data paths when files are moved. The following window is displayed when you click the icon:

Data Location

Location of Application Data

The application needs to know where to find its data files. Please fill in the correct path(s) below, if the current (default) paths are incorrect.

System Data: `c:\program files\red wing software\turningpoint\data\`

Reports: `c:\program files\red wing software\turningpoint\reports\`

Custom Reports: `c:\program files\red wing software\turningpoint\reports\`

Export Path: `c:\program files\red wing software\turningpoint\`

[OK]   [Cancel]

Set up user menu security. See *How to Set Up User Menu Security*, page 124. Available only if you have Administrator access.

View user information (the person icon) or select the user for whom to set up security (down arrow icon). Available only if you have Administrator access. See page 124.

Use this option to specify module access for the entire system. See also, page 115. Available only if you have Administrator access.

	Open online help.

Navigational Toolbar

This toolbar is at the top of your screen. Use it for navigational and editing activities while working in the system.

	Revert to the previously saved information without keeping current changes.
	Print the current information.
	Delete the highlighted information in the selected field.
	Copy the highlighted information in the selected field.
	Insert (paste) the information that was most recently cut or copied.
	Clear the last operation.
	Redo the last operation.
	Save the information from the current record.
	Start a new record. This generally clears an entry window, allowing you to enter all new information.
	Delete the current record.
	Display the first record.

◀	Display the previous record.
Company ID ▾ CompanyID Company Name	Select the sort order.
▶	Display the next record.
▶❙	Display the last record.
🔍	Find a record. Display an interactive "Find" form (when available).
📑	Add or review notes for the currently selected record. For example, view vendor notes or customer notes.
📝	Open the Document Manager, a tool for linking to any document (or file) outside the TurningPoint system. See page 31.
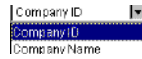
Using the Mouse

See also: Customize Entry Windows, page 37

Standard mouse navigation is used throughout the system. For complete information on using your mouse in a Windows system, see Windows online help (Select Start, then click on Help).

Single-click to highlight any menu item, line of text, detail line, etc. and to activate command buttons. Double-click to open a menu selection. Hold down your mouse to drag the selection bar over text. Also, double-click in a numeric field to open an online calculator, double-click in a date field to open an online calendar.

Double-clicking on an entry field carries out any "Action" that may be set up for that field, such as opening the associated Entry window. For example, if you double-click on an "Account" field, the Setup - Accounts Entry window opens, allowing you to add or edit account information.

Right mouse click to open short-cut menus. For example, right-click on any item listed under Selections (on the right side of the Main Menu) to open a short-cut menu with the following options:

Open	Open the selection on which you right-mouse clicked. For example, if you right-click on Company Information (under Selections when System Manager - Setup - Company is selected), the start window for Company Information is displayed.
Add to PTL*	Add this selection to your Personal Task List (PTL).
Remove from PTL	Delete this selection from your PTL.
Clear PTL	Remove all entries from your PTL.
Rename	Give this selection a different name. For example, to differentiate between General Ledger Transaction Entry and Accounts Payable Transaction Entry in your PTL, you could rename them GL Transactions and AP Transactions.
Remove	Remove Custom selections from the Main Menu.
	*See page 41 for more information on setting up a Personal Task List.

Using the Menu Bar

The menu bar at the top of your screen accesses a variety of functions and shortcuts.

File   Edit   Administration   Window   Help

- File Menu , page 26
- Edit Menu, page 28
- Administration Menu, page 28
- Window Menu, page 29
- Help Menu, page 30

File Menu

Back Up Data Files...	Open the Backup window and back up company and/or system data. See page 130.
User Options...	Open the User Options window and set up specific features for the current user (reminders and passwords). See page 38.

Change Password	Open the Set Password window and set up a new password (for the current user). See page 115
View Toolbars...	Open the Toolbar pop-up window and select/deselect the toolbars being displayed on-screen.
Change Company/User	Close the system to the current user and open the Logon window. Open a different company or log on to the same company as a different user. You can also exit the system.
Exit (Ctrl+F12)	Exit the system.

Edit Menu

Undo (Ctrl+F2)	Undo the last change.
Redo (Ctrl+R)	Reverse the most recent "Undo" action.
Cut (Ctrl+X)	Delete the selected text and store it in the Windows clipboard.
Copy (Ctrl+C)	Copy the selected text and store it in the Windows clipboard.
Paste (Ctrl+V)	Place the contents of the clipboard at the cursor location.
Select All (Ctrl+A)	Select all of the text in the field.
Find...	Locate the specified text.
Replace... (Ctrl+L)	Replace the specified text with other text.

Administration Menu

This menu is only available to members of the Administrators group. For more information see Chapter Eight.

Restore Backup...	Open Restore and recover backed up information. See page 131.
Data Tuneup...	Optimize data files and improve system performance. See page 128.
User Accounts...	View all user (and group) information, see page 116.
Clear Network Connections	Refresh the network after it goes "down." Generally used with "Manager" as User. After clearing the network, user(s) can log in and start using the system again. See page 15.
Logon List...	Display all users who are currently logged-on to the TurningPoint system.
Change Data Locations	Identify (or find) the correct data paths when files are moved. (This is the same process as using the icon on the Main Menu toolbar, page 23.)

Change Activation Key	Enter a new Activation Key after a software update or re-install. See Chapter Two for more information on installing.
Automatic Update Options...	Automatically install new versions of TurningPoint onto your machine. See Chapter Two for more information on Automatic Updates.
View Event Log...	Look at recent system activity. See page 128.
Support	Display the following Support options for preparing and downloading a company backup to the Red Wing Support FTP site or uploading and re-installing the backup.
	A broadband connection to the Internet is highly recommended for efficient file transfers.
Upload Data...	You are asked to confirm the creation of a backup of the current company. If you answer Yes, the backup is created and TurningPoint attempts to connect to the Red Wing Software FTP server. Once the connection is made, the file is uploaded to the TurningPoint Support FTP site, where it can be reviewed by your support technician, and it is removed from your local machine. The file is given a uniquely generated ID, consisting of the company's ID and a GUID (Globally Unique IDentifier), which is displayed on your window when the file has been successfully uploaded. Generally, the Company ID and date are sufficient for a support technician to identify an upload.
Download Data...	You are asked to confirm the download of your backup from the Red Wing Software FTP server. If you answer Yes, TurningPoint will attempt to establish a connection to the FTP server. Once connected, TurningPoint will check to see if the file is available from the downloads folder (where it must be placed by a Red Wing support technician). If it is not found, you are informed that it is not yet available. If the file is found, it is downloaded, validated and restored. You are then notified that the download was successful and that you must restart TurningPoint before proceeding.

Window Menu

This is a standard Window menu.

Close	Close the currently displayed window.

|	
Cycle (Ctrl+F1)	Move to the next open window.
	Currently open windows are also listed. Click to select and open one.

Help Menu

Options for online help, Internet access and information about the system.

Help (Contents/Index)	Open the online help Explorer and introductory page. See page 4.
Red Wing Web Page	Use this link to go directly to the Red Wing Internet site where you can download updates, view frequently asked questions and more.
Red Wing Support	Choose from three support options, explained below.
Enter Support Call	Get your name on the Red Wing's callback database without having to make a phone call. A Red Wing Support Technician will return your call. (Red Wing Software office hours are 8:00 am to 5:00 pm Central Standard Time.)
Enter Forum	The Red Wing Forum is an online service that lets you communicate with other Red Wing software users. Ask questions, search for information, etc.
Update Hardware Profile	Send your computer's hardware profile (operating system, memory, CPU speed, etc.) to Red Wing Support personnel. This information is often needed when working on complex problems.
About...	View registration and contact information, file paths and backup history. (Alt+H+A). See next section, page 31, for more information.

About

Use the About... feature on the Help Menu to learn lots of handy details about your system.
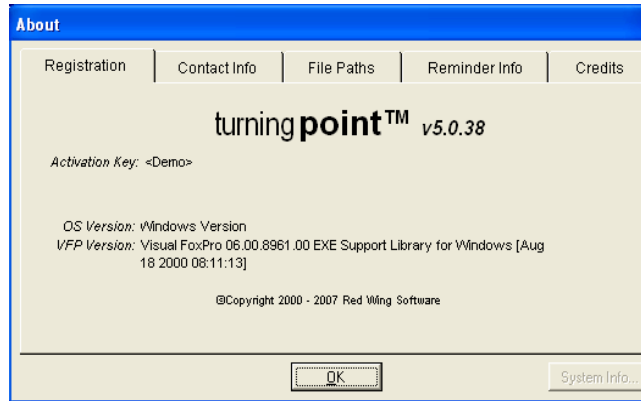
First tab on the About pop-up window.

Registration tab	View system activation key and registration number information along with operating system (OS) and Visual Fox Pro (VFP) version information.
Contact Info tab	View address, phone number, Internet address, and e-mail contact information for Red Wing Software.
File Paths tab	View file paths for both system information and company data. Also listed are disk space and system memory statistics.
Reminder Info tab	Backup and restore details are listed, including most recent backup and restore dates, the user(s) who made them, and the directories to/from which they were made. Also, turn on/off reminder messages about making backups and performing data tuneup.
Credits tab	View acknowledgements to the system development team.

Using the Document Manager

Use this utility to link any document or other file (.doc, .txt, .jpg, etc.) to a specific record in TurningPoint or to the TurningPoint system itself. Here are some examples (the possibilities are endless).

- Link collection notices mailed to a past due customer to their customer record.
- Link scanned images of a vendor invoice to that vendor.
- Link to copies of Accounts Payable checks (pdf format).
- Link your standard fax form or a page from your Intranet to the main menu for quick access.
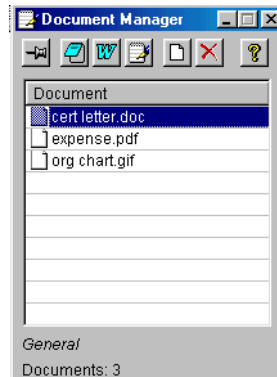
Always-on-top Function

Use the pushpin icon on the Document Manager pop-up window to switch between having it always on top or potentially hidden when other windows are open.

- The ⌧ icon indicates the window can be covered.

- The ⌧ icon indicates it is always on top.

How to...

Open the Document Manager

Click on the Document Manager icon ⌧ on the Navigational Toolbar (introduced on page 24).

If you open it anytime other than when you are in Accounts Payable-Setup-Vendors or Accounts Receivable-Setup-Customers and link to files, they are NOT

linked to anything specific in your accounting system and are available anytime. The description at the bottom of the Document Manager is *General*.

If you open the Document Manager while in Vendors or Customers, linked files are assigned to the currently highlighted record (in the start window) or to the active record (on add/edit windows) once you click on the active record (after Document Manager is open). The description will change to *AP Vendors* or *AR Customers*. Recommendation: Use the Always-on-top Function explained below.

Add Existing Document(s) or File(s)

There are two methods to add new files to the Document Manager.

Note   *If you want the document or file linked to a specific customer or vendor, make sure that record is open. See "View Documents Linked to a Vendor or Customer," page 34.*

Link From Document Manager

1.   Open the Document Manager and click on the Add Document icon ▢.

2.   An "Add Document" search window opens. Use standard Windows locate file functions to find the file to add to the Document Manager.

3.   When you find the file, click **Open** to add it to the Document Manager list.

Link from Windows Explorer

1.   If you have a number of files to add, open the Document Manager and then open your Windows Explorer.

2.   Minimize the Explorer window so that you can also see the Document Manager.

3.   Highlight the files you want added to the Document Manager and drag and drop them from Windows Explorer.

Create and Link to a New Document from Document Manager

You can create a new text file in Microsoft Notepad or WordPad or a new Word document and then add it to the Document Manager.

1. Open the Document Manager and click on the Notepad, Word or WordPad icons ▣ ▣ ▣ to open a new file.

2. Enter your information into the document and save it to any location.

3. When you close the document, you are returned to the Document Manager.

4. Click on the Add Document icon ▢.

5. An "Add Document" search window opens. Use standard windows "locate file" functions to find the new file.

6. When you find the file, click **Open** to add it to the Document Manager list.

View Documents Linked to a Vendor or Customer

1. Click on the Document Manager icon ▣ on the Navigational Toolbar. For easiest viewing, start the "Always-on-top Function" ◉

2. Open vendor or customer maintenance (A/P-Setup-Vendors or A/R-Setup-Customers).

3. Highlight the customer or vendor on the start window (or click on the active record anytime while in Add or Edit windows).

4. All of the documents/files currently linked to that vendor or customer are listed. Double-click to open the currently highlighted document/file.

Note   If you open the Document Manager when you are working in the Add or Edit mode for customers or vendors, you must click on your active customer or vendor window to show the linked documents. (If you open the Document Manager while on the start window, you must click on the customer or vendor code or description.

View Accounts Payable Checks Saved in PDF Format

If you selected to "Keep a Copy of Checks" in Accounts Payable - Print Checks, use this procedure to view those checks in Accounts Payable Invoice Entry.

1. Open Invoice Entry (A/P - Transactions - Invoice Entry). Make sure the Status is All or Posted, so you can view documents for which checks have been written.

2. Click on the Document Manager icon on the Navigational Toolbar. For easi-est viewing, start the "Always-on-top Function."

3. Highlight the transaction on the start window.

4. All of the checks currently linked to that transaction are listed. Double-click to open the currently highlighted check. (You must have the Adobe Acrobat Reader installed to view the check, available free at *www.adobe.com.*)
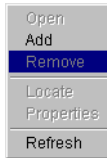
Remove a Document

1. Highlight a document on the list in Document Manager and click the

   Remove button ☒.

2. You are asked if you are sure you want to remove it. Answer Yes.

Miscellaneous Features in the Document Manager

Right-mouse Functions
While in the Document Manager, right-click on a file to display a menu that lets you do any of the following:

> **Open** the highlighted document or file.

> **Add** a new document or file.

> **Remove** the currently selected document or file.

> **Locate** the currently selected document or file (if it is not currently at the location it was originally linked to).

> View **Properties** of the document or file.

> **Refresh** the contents of the document list so that if someone else on the net-work has added a document, it will appear on the list.

Broken Links

If a file is no longer at the location it was originally linked to, a broken link icon 🖼 appears next to it on the Document Manager list. You may double-click on the file name and find it using the Locate Document search window or right-click and select *Locate* on the menu that appears.

On networked systems, documents should be saved to the network to avoid bro-ken links. For example, if you save a document to your c:\ drive, everyone else on the network will see a broken link for that document.

How to...

Speed Up Data Entry

When entering routine data, it is important to work as quickly and efficiently as possible. TurningPoint has several features to help speed up the data entry process.

Use Key Commands

Example: Quickly move from field to field using the Tab key, press Enter to activate a highlighted command button, and press F2 to open a calendar in date fields and a calculator in numeric fields. For a complete list see *Entry Window Key Commands,* page 21.

Customize the Entry Window

Example: Right-click in an entry field and select the Skip this Field option to bypass that field during "heads-down" data entry. See *Customizing Entry Windows*, page 37.

Quick Entry Options on Drop-down List Boxes

Type the first letter/number. The system searches and brings up the first entry that matches. If it is correct, press Enter or the Tab key to quickly continue to the next field. On some drop-down list boxes, if the displayed entry is incorrect, retype the same letter/number to move to the next possible entry.

Click on the entry field to display the list of options (or press the spacebar) and then use the scroll bar (or up and down arrow keys) to find your selection. (You can also press the F4 function key to open the list of options.) Press the Enter or Tab key to move to the next field.

Quick Fill for Vendors, Customers and Inventory Item Numbers

These unique text fields, generally followed by a Browse button ⬚ , have the following properties:

1. Use F2, double-click in the field, or the shortcut menu (right-click and select **Add New...** or **Edit...**) to add or change information about the vendor, customer or item.

    You must have the necessary security rights to add or edit. If you do not have the necessary security rights, a warning message will appear, and you will not be able to add or edit "on-the-fly".

2. Use F3 or the shortcut menu (right-click and select **Find...**) to open a general search window.

3. **Quick Lookup List** - Use the F4 key, Browse button, or shortcut menu (right-click and select **Lookup...**) to open a look-up window listing all available vendors, customers or items.

Customize Entry Windows (An Administrator-only Function)

Your Administrator (see page 114 for more about Administrator functions) can customize entry windows to suit the data entry style preferred by your business. For example, they can change field labels and determine tab stops.

Changing Labels
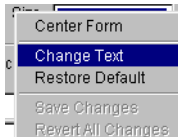
Right-click on a field label caption and select Change Text. The Administrator can then enter the new text and click **OK**. For example, can change "Profit Center" to "Enterprises." To return to the original name, right-click on the label and select Restore Default. These changes are network-wide.
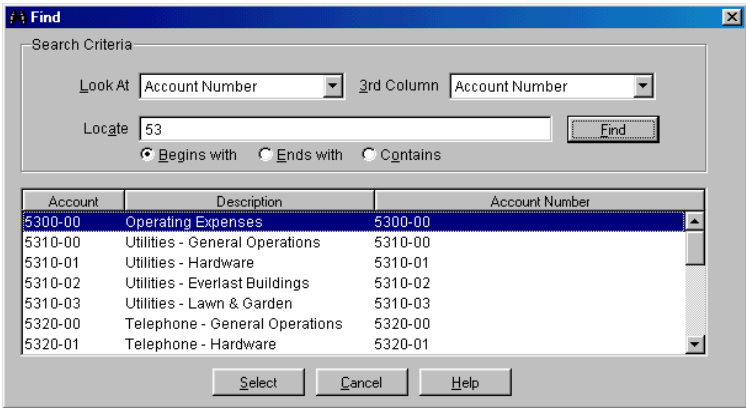
Note   *These label changes stay when new versions or system updates are installed.*

Changing Tab Stops

To consistently skip an entry field during data entry, right-click IN the field and select Skip this Field. To restore the tab stop, right-click in the field and select Reset Tab Stop.

Use the "Find" Function


Typical Find (search) window

Accessed whenever you see a **Find** button in a start window. Or, right click on any vendor, customer or item field.

Use the Find window to search for information that is set up and maintained within your system, such as accounts, projects, items, customers, vendors, etc.

1. **Look At** - From the list of searchable fields on the set-up entry window, select the primary information you want to search by.

2. **3rd Column (Optional)** - Select the third column of information to be displayed during your search.

3. **Locate** - Enter the search text. For example, if you are searching by DESCR (from step 1), enter the first three or four letters of the description. All those that match will be displayed.

4. You also have three "refining" search text options: Begins with, Ends with, and Contains. Click the option button that fits your search text entry.
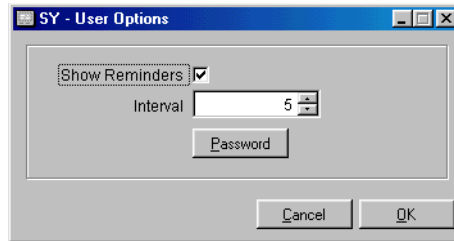
Set User Options

See also: Reminders, page 108
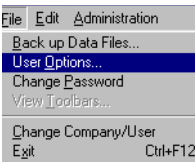
The User Options window is displayed when you select User Options from the File menu on the menu bar (Alt+F+O).

Use it to set up Reminder options. (See page 108 for more information about Reminders.) You can also open the Password window to change your password, if desired.

1. **Show Reminders** - Check this box to have the system display date and event reminders at startup and other times (as determined by the Interval you select) when specified conditions are met. For example, have the system remind you that quarterly reports are due (and keep reminding you until they are done). Or, have it display a reminder when a specific balance is reached for a customer, vendor and/or account.

2. **Interval** - Enter the minimum number of minutes the system must be idle (switching between forms, changing edit modes, etc.) before reminders will be checked. To have the reminders show only when you log on, set the Interval to zero (0).

3. Click the **Password** button (Alt+P) to open the Set Password dialog and change the current user password, if desired.

4. Click **OK** to return to the Main Menu and save your changes or **Cancel** to return without saving any changes.

Add Customers, Vendors, Items "On-the-fly"

When you are asked to select a customer, vendor or item, particularly in transaction entry, you can easily add a new one or modify the information for an existing one, without exiting your current window.

If you need to add a new customer, vendor, etc. "on-the-fly", on the blank field, double-click, press F2, or right-click and then select Add New to open the Setup window.

If you need to edit a customer, vendor, etc., select a customer, vendor, etc., then double-click, press F2, or right-click and then select Edit to open the Setup window.

You must have the necessary security rights to add or edit. If you do not have the necessary security rights, a warning message will appear, and you will not be able to add or edit "on-the-fly".

To open the Setup window for the customer, vendor or item, do one of the following (with your cursor in the entry field):

• Press the F2 key.

• Double-click your left mouse button.

• Right-click your mouse and select "Add New" or "Edit" from the menu that displays.
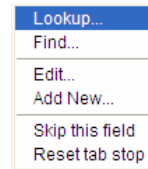
Note   *Use a similar process in Account, Project, Terms, Unit of Measure, or various other entry fields.*

Enter Dates

You have considerable flexibility when entering dates. You can enter the date in any of the following ways (plus a few more):

    January 18, 2001
    jan1801
    jan 1, 2001
    011801
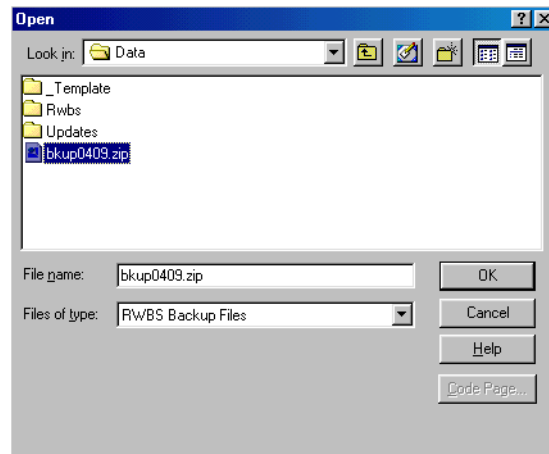   jan 18
    0118
    1.18
    18

The system assumes the month and year are the same as the workstation date. You can always double-click in any date field (or press F2) to display the online calendar and select a new date.

Locate Files

This dialog box is generally reached by clicking on a

Browse button

Use the standard Open (File Find) dialog box (an example from a Windows 98 system is shown above) to locate and select files. For example, use it to locate a backup file when you need to restore it. The layout and title will vary, depending on your operating system.

Set Up a Personal Task List (PTL)

To reach this feature click

on the icon on the Main Menu toolbar.

To streamline day-to-day processes, set up a Personal Task List (PTL). For example, if you are primarily responsible for payables activity, you might set up a task list with transaction entry, check writing, several daily reports and posting.

You can also create PTL groups (right-click in the left pane) and move personal task list selections to and from groups (using Windows standard drag and drop functions). All menu selections are initially added to the PTL standard menu.

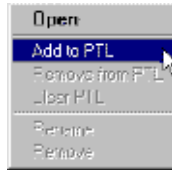|	
Add an item to the PTL	Right-click on each menu selection you want included on your PTL and click on Add to PTL.

	OR
	Click on a menu selection and drag it to the PTL button on the Main Menu toolbar.

View the task list	Click on the PTL button on the Main Menu toolbar. You can then click on the items in the list to go through your daily tasks. To return to the Main Menu, click on the PTL button again.
Rename tasks	Right-click on an item in the PTL and click on Rename. Type a new name and press Enter.
Remove a task	Right-click on an item and click on Remove From PTL.
Remove all tasks	Right-click on an item and click on Clear PTL.

Set Up a Custom Menu

Accessed from the icon on the Main Menu toolbar.

Set up a customized Main Menu to reflect a user's available menu selections or to show only those items you use on a regular basis. *You can always quickly toggle back to the standard Main Menu for further selections.* For example, if you have a workstation that is used only for accounts receivable data entry and posting, set up a custom menu for those menu selections only.

All users can set up a custom menu, but they are restricted to those items made available to them by the Administrator.

Tip   *Check/uncheck a box on the left pane to check/uncheck ALL items in the right pane. Check/uncheck an item on the left pane to check/uncheck ALL sub-items of that branch.*

Set Up a Custom Menu	1. Click on the Customize Menu icon on the Main Menu toolbar.
	2. Click on the check box next to every module you want to appear on the Custom Menu.
	3. Next, expand the menu as far as you want to go for any selection and clear any check boxes which you do NOT want to appear on the Custom Menu.
	4. When you are finished, click again on the Customize Menu icon.
Use a Custom Menu	1. To view the Custom Window, click on the Toggle Custom Menu button on the toolbar.
	2. To return to the Main Menu, click on it again.

Turn Off/On Backup and Tuneup Messages

If you wish to stop the Tune Up or Backup reminders that appear on your display:

1. Go to Help on the menu bar and select "About..."

2. Click on the Reminder Info tab and change "Tuneup Reminders" and "Backup Reminders" to Yes or No, depending on whether you are activating the reminders or stopping them from appearing.

Change the Main Menu Background Image

You may use your own picture as the background image that appears in the TurningPoint system.

1. Select the image you wish to use as a background. It must have a file extension of BMP, GIF or JPG.

2. Save the image with the name *BackDrop.** (where the asterisk is the file extension).

3. Save the image to the same folder as your turningpoint.exe. (By default this is C:\Program Files\Red Wing Software\turningpoint\)

What's Next?

If you are new to the system and wish to begin setting up your business records, go to Chapter 5, *First-time Company Setup and Maintenance*, page 61.

If you want to understand how the software handles report setup and production, continue to Chapter 4, *Techniques and Tips for Producing Reports*.

If you were looking for something not covered in this chapter, go to the Index at the back of the book and look up the desired topic.

Chapter 4
Techniques and Tips for Producing Reports

Contents

Introduction

If you use the runtime version of Crystal Reports® that comes with Turning-Point, this section defines all of the report options, command buttons and toolbar icons available when producing all reports and lists.

If you have the full version of Crystal Reports, you have many more options.

What You Need to Know

- What are the Standard Print Options? See page page 46.
- What are the Report Command Buttons? See page 46.
- When Previewing Reports, what features are available on the Preview Toolbar? See page 47. (For example, set a default zoom size.)
- How are reports typically laid out? See 49.
- Where do I find graphs? See page 50.
- How to add custom reports to the print options? See page 51.
- How does changing the number of decimal places affect reports? See page 53.
- How do I automatically print a series of reports? See page 53.

Print Options

Every report has a set of standard options to select from, as shown in the screen-cut below. They are always available at the bottom of a report window.

Print To	HP LaserJet 4M Plus	Use	DEFAULT REPORT
Preview	Print	Export	Reset	Close	Help
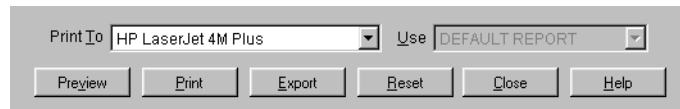
Standard print options
(shown at the bottom of every report or list entry window)
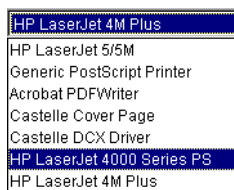
Standard Report Entry Fields

Print To...

Select the printer (or other output type, such as Adobe PDF or outgoing fax) from those currently installed on your system. Most often you will use your default printer and can skip this field.

Use...

If you have the full version of Crystal Reports and have saved additional formats of the selected report, use this field to change to a different report format. There are also several "built-in" reports with multiple formats, including the Budget report in General Ledger which has both a standard "portrait" layout and a more complete "landscape" format.

See also: *How to Set Up Custom Reports*, page 51.

Report Command Buttons

The following six command buttons appear at the bottom of each report selection window.
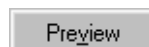
Preview (Alt+V) - Switch to Preview mode where you can view the report, print it, output it to a file or to other software. For more information see Print Preview Toolbar, page 47.

Print (Alt+P) - Immediately send the report to the current Windows default printer. A Printing dialog is displayed, showing the progress of your report. When printing is complete, you are returned to the report window.

If you want to limit the printing to a specific number of pages, use the Preview option.

Export (Alt+E) - If desired, check the "Attach to Email" box. After the remaining export information is selected, you can enter an email address and send the report as an attachment in the specified format.

Enter the report filename and type. Enter the filename, including the path. The directory and path will default to the last one you exported to. (For example: c:/my documents/report.*)

Save the report to one of the following file types:
> Crystal Reports (*.rpt)
> Crystal Reports 7.0 (*.rpt)
> Excel 5.0, 7.0 or 8.0 (*.xls)
> HTML 3.2 (*.htm; *.html)
> HTML 4.0 (DHTML) (*.htm, *.html)
> Rich Text Format (*.rtf)
> Word for Windows (*.doc)
> Acrobat Format (*.pdf)
> (The asterisk * is the report name.)

Reset (Alt+R) - Clear the fields to their original default entries.

Close (Alt+C) - Close the current window.

Help (Alt+H or F1 key) - Display online help for the current main menu selection. See page 3 for more information about online help.

Print Preview Toolbar

The following icons are displayed when you are in Preview mode.

Close the preview window.

Close the current drill-down report view.

Send the current report to the printer.

Export the report. If desired, check the "Attach to Email" box. After the remaining export information is selected, you can enter an email address and send the report as an attachment in the specified format.

Enter the report filename and type. Enter the filename, including the path. The directory and path will default to the last one you exported to. (For example: c:/my documents/report.*)

Save the report to one of the following file types:
      Crystal Reports (*.rpt)
      Crystal Reports 7.0 (*.rpt)
      Excel 5.0, 7.0 or 8.0 (*.xls)
      HTML 3.2 (*.htm; *.html)
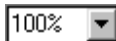   HTML 4.0 (DHTML) (*.htm, *.html)
      Rich Text Format (*.rtf)
      Word for Windows (*.doc)
      Acrobat Format (*.pdf)
      (The asterisk * is the report name.)

Search the report for whatever text you enter in the text box to the left of the Find icon. Click the search icon to repeat the search to the next occurrence.

Choose the viewing magnification of the report. The default is 100%. Select a pre-set magnification or enter any percentage from 3% to 400%.

Set the default zoom size. When you are viewing the report at your preferred magnification, click on this button. The report will always open at that magnification.

TIP: This is a very useful function if you prefer to always preview reports at a different magnification than 100%.

Display the first page.

◀	Display the previous page. The text field between this arrow and the next shows the current page. To jump to a specific page, enter the page number and press Enter.
▶	Display the next page.
▶❘	Display the last page.

Why does my previewed report look different from the printed report?

A number of contributing factors lead to the appearance of a previewed report in Crystal Reports® (the foundation for all reports in your Red Wing software).

- **Screen Resolution** - The higher the screen resolution, the better a previewed report will look. Red Wing recommends at least 1024 x 768; although the system can run at 800x600 or higher.
- **Video Display Card/Driver** - This is the interpretation portion of the preview and varies by make and model of the driver and version of the video card. It differs widely from system to system.
- **Printer Driver** - Crystal tries to adjust the report depending on the printer you have selected, but results vary. For example, if the fonts do not match the operating system or the printer/driver, the closest matching font/size is used by that device.

Typical Report Layout

Reports are generally laid out in the standard vertical "portrait" format (8.5" x 11"). However, for reports with many columns, there may be an option to select a "landscape" version (horizontal - 11" x 8.5"). For example, the Budget report in General Ledger is available in both portrait and landscape versions.

Shown below is the top half of a typical report layout (reduced in size).

Each report ends with a list of the options used to set up the report, as shown below:

Business Graphs

The major modules also have several graphic displays of key comparative information. For example, the General Ledger graph shows this year's gross sales compared to last year (or any other year).

Graphical reports are printed on two pages, with a colorful graph on the first page and the supporting data on the second page. When graphs are printed in color they make excellent visuals for both printed reports and overheads. They can also be saved to Microsoft Excel or Word and then used in Power Point presentations.

Graph formats include bar charts, pie charts, line graphs, and variations of those. They can be month-by-month or cumulative and compared to actual amounts or to budgets.

Sample Company (Multimedia)
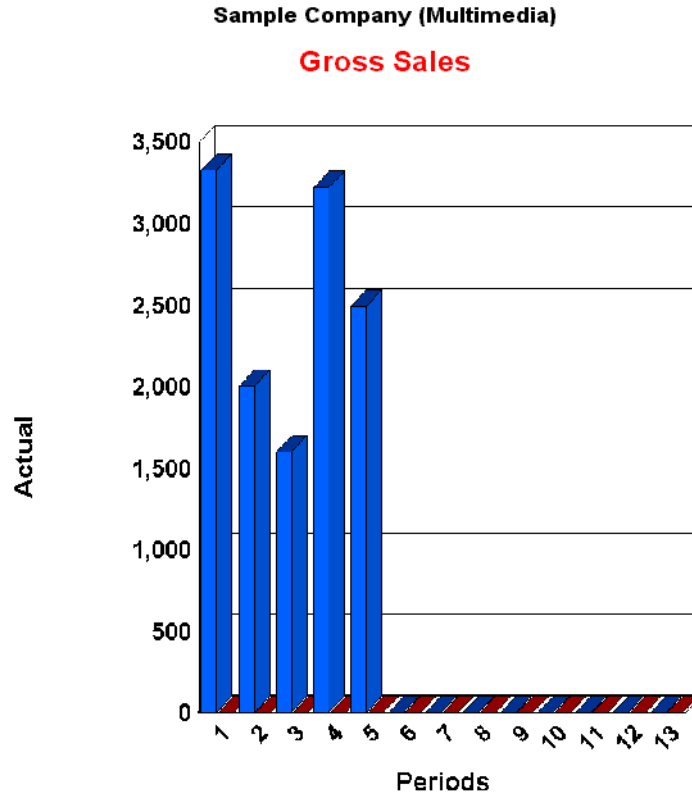
Gross Sales

Sample of first page of Gross Sales bar chart. (2nd page shows figures.)

How to Set Up Custom Reports

If you have a full version of Crystal Reports (v8.0 or 8.5), you can modify any of the reports that come with the basic TurningPoint system. Every report setup window has a "Use" field that lets you choose from the default (standard) report and any custom reports you have created. However, it is important that you follow the following guidelines when setting up your own reports.

IMPORTANT! Do NOT overwrite existing reports. (Red Wing does not provide technical support for problems with a report if the original has been modified.)

1. The customized report **MUST** have the same filename as the original (standard) report. For example, if you customize a copy of the standard Budget Report, your new report filename must still be "GLBudgetStd."

   However, the customized report filename **CANNOT** end with the 3-character file extension of .rpt, which is reserved for the standard reports. For example, you might want to use a numbering system for your file extensions, starting with .001.

   "GLBudgetStd.001", "GLBudgetStd.002", etc.

2. Add custom reports to the TurningPoint Reports folder. For example, on a single-user system, the default location would be *C:\Program Files\Red Wing Software\TurningPoint\Reports*

3. To more easily identify a report, you can enter a descriptive name that will appear in the "Use" drop-down list box on the report setup window. If you do not follow this procedure, the report filename is used as the default.

   a. Open the custom report in Crystal Reports and select Summary Info from the File menu.

   b. Enter a descriptive title for the report in the "Comments" edit-box on the Summary dialog.

   c. Save the report.

I added new reports. What happens when I install a new version or an update?

With most updates, nothing. If you have added reports correctly using Crystal Reports, they will remain untouched. However, there is a chance that the format of the file being used to access the data for the custom report may change, thus changing the result of the custom report. The only reports that are overwritten when a new version is installed are the TurningPoint-supplied reports (those with an .rpt file extension).

Launch Crystal Reports®

You can put any report produced in Crystal Reports (for any application) on the TurningPoint Main Menu (using the drag and drop function) and open it by launching Crystal Reports. The report does not have to be a TurningPoint report. However, it must have the file extension .rpt.

Example: You regularly need to view a custom report created for your contact management system. Add this report to the TurningPoint main menu in a logical, easy to remember location. (By locating the report in Windows Explorer and

dragging it to the desired location on the TurningPoint main menu.) Double-click on the report (now listed on your TurningPoint main menu) to open it.

How Changing the Number of Decimal Places Affects Reports

If you have already entered information that uses a specified number of decimal places and then change that number, only future entries are affected, resulting in some confusing reports. For example, if the quantity entry is set at one decimal place, your entries and printed total would be:

100.3
100.3
<u>100.3</u>
300.9

Decimal places are set in System Manager - Setup - Company Information on the Options tab. See page 73.

If you change the default quantity decimals to zero, these numbers are still in the system as entered, but now print as:

100
100
<u>100</u>
301

You no longer see the fractional portion of the entry, but it is still there and the total of 300.9 is "rounded" to 301.

Queues

SM - Utilities - Queues

Use Queues to run a series of reports automatically without having to select each report individually and then wait for it to print. You can even combine reports from various modules. For example, you can set up an "End of Month" queue that produces all of the reports you need at month-end. This lets you move on to other tasks while Queues does the work!
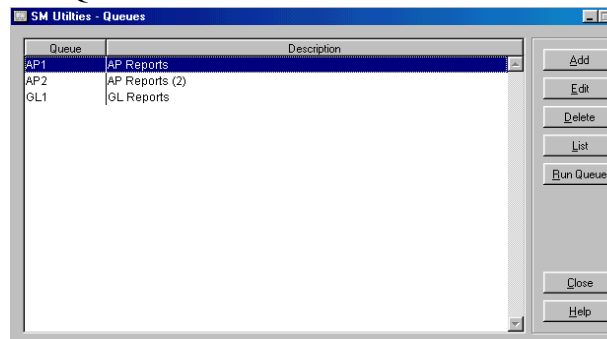
Queues - start window

Tip   *You can set up multiple versions of the same report to run on one queue. For example, you might need two or three variations of income statements and balance sheets printed at the end of each month. Give each report a nickname that further identifies it.*

How to...

Add Queues

1. Click on the **Add** button (Alt+A).

2. The Queue tab entry window is displayed (page 57). Enter the queue name and description.

3. Click on the Reports tab (Alt+2), see page 57. Click on the **Add** button (Alt+A).

4. On the Queues (Add) window (page 58), select a single module from which the reports in this queue will be selected or choose "All Modules."

5. In the Report Name field select the first report to add to the queue. (Highlight the report name and click on it.)

6. To set up the report options, click on the Browse button [...] to open the report options window for the selected report. Set up the report options (such as the report type, selection ranges, format, etc.) and click on the **Save Options** button. (You can change them anytime before running the queue.)

7. You are returned to the Queues - Add window. Enter a nickname for the report (up to 30 characters) that further identifies it. For example, to identify several types of income statements on the same queue, you might name one "Income Statement - Partners" and another "Income Statement - Standard."

8. When you are finished, click **Save Report** (Alt+S) to save the new report. You are returned to the Reports tab where you can add a new report, edit existing reports, or delete a report from the queue.

9. When you are finished setting up the queue, click **Save** (Alt+S) to save the queue and return to the start window where you can select another queue to modify or delete or add another queue. You can also run one of your queues.

Edit Queues

1. Highlight a queue and double-click on it or click on the **Edit** button (Alt+E).

2. The Queue maintenance form, with the Queue tab (page 57) selected is displayed.

   To add another report, select the Reports tab (page 57) and click on the **Add** button (Alt+A). Follow steps 4 through 8 from Add Queues.

   To edit a report, click on the **Edit** button (Alt+E). You can change the nickname, change the report options or even replace the report with another one and give it a new nickname.

   To delete a report, click on the **Delete** button (Alt+D). You will be asked if you are sure you want to remove the report from the queue.

   To edit the selected report's options, click on the **Options...** button (Al+O). Make changes to the report options window. Click **Save Options** to return to the Reports tab.

   If desired you can click on the Queue tab to change the queue name or description, too.

3. When you are finished, click **Save** (Alt+S) to save the changed information and return to the Queues start window.

   Click on **Close** (Alt+C) to return to the start window without automatically saving changes. If you made changes, you are asked if you want to save them.

Delete Queues

1. Highlight the queue you want to delete and click on the **Delete** button (Alt+D).

2. You are asked if you are sure you want to delete the queue. Answer Yes to delete it or No to keep the queue in your system.

3. You are returned to the Queues start window. Add, change, delete or run another queue or click on **Close** (Alt+C) to return to the Main Menu.

Delete a Report from a Queue

1. Select the queue from which you want to delete a report. Click on the **Edit** (Alt+E) button.

2. On the Reports tab, highlight the report and click on the **Delete** button (Alt+D). You will be asked if you are sure you want to remove the report from the queue.

List Queues

Produce a report showing the contents of the selected report queues. Print the Queue List after setting up your queues as a written reminder of the reports in each queue.

From the start window, click on the **List** button (Alt+L). Select the queue or queues and the applicable report options.

Queue Code	Description	Report Nickname
AP1	AP Reports	AP Reports - 1099 Worksheet
		AP Reports - 1099 Worksheet
		AP Reports - Cash Requirements
		AP Reports - Check Register
		AP Reports - Invoice Aging
		AP Reports - Open Invoice
		AP Setup - Vendor Types (List)
		AP Setup - Vendors (List)

*** Report Options ***
Queue Codes: AP1 to AP1
***** End of Report *****

Run Queues

On the Queues start window click on the queue you wish to print. Next, click on the **Run Queue** button (Alt+R) to open the Run Queue selection window, page 59. Select your Queue options. These entries overwrite any report option dates and periods set up for specific reports.

After selecting the queue options, click on the **Print** button (Alt+P) to start the queue. If you need to clear the dates, select **Reset** (Alt+R).

Note   *Once you start printing the queue you cannot stop it from within the TurningPoint system. However, you can go to your Printer Settings and select "Pause Printing." After the queue has completed its operation, you can then "Purge Print Jobs" from the printer queue.*

Queues - Queue tab

Use this tab to begin setting up a new queue, to remove a queue, or edit a queue (including the reports listed on it) or to quickly review queue contents.
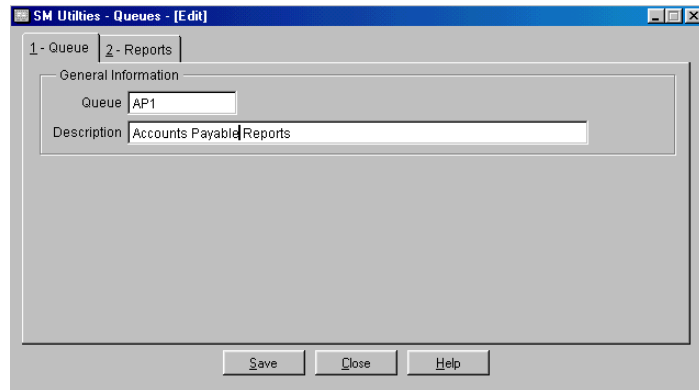

Queues - Queue tab

1. **Queue** - Give the queue a short, identifying name (up to 10 characters); for example, **Monthend**.

2. **Description** - Enter a more complete name for the queue (up to 30 characters); for example, Month-End Reports.

3. To add a report to the queue, click on the Reports tab.

Reports tab

The Reports tab is actually another start window for the individual reports set up within a queue. After selecting a report, use the buttons to add new reports, edit existing reports, delete reports and change report options.
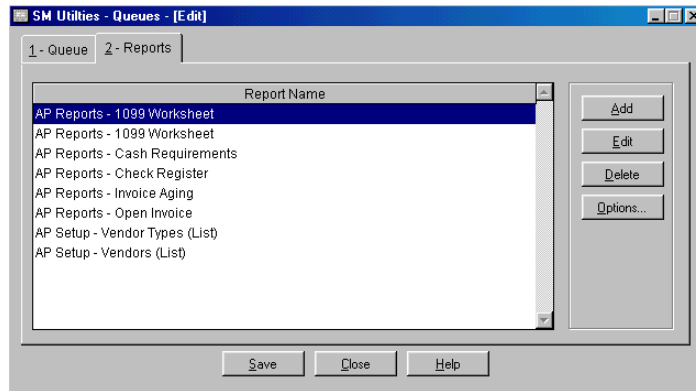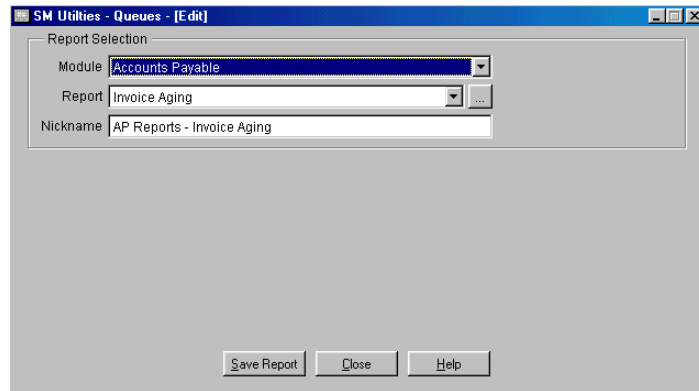
Queues - Reports tab

- The **Add** and **Edit** buttons open the Queues (Add or Edit) window.
- The **Options** button opens the report options window for the currently high-lighted report. Use it to set up or change that report's options.
- For help in navigating a start window, see Start Window Key Commands, page 21.

Queues (Add or Edit) Window

Select a report and give it a unique "nickname" to help identify it. If desired, open the report options window and set up report options

.

Queues - Add/Edit window

1. **Module** - Choose whether to select the current report from all modules or a single module. You can create a queue that prints only reports from a specific module or one that includes reports from multiple modules.

IMPORTANT! To set up the report options, click on the Browse button [...] to open the options window for the selected report. Set up the report type, selection ranges, format, etc. and click on the **Save Options** button. (You can change the options anytime before running the queue.) You are returned to this window.

2. **Report** - Select the name of the report you want to add to the queue. (Highlight the report name and click on it.)

3. **Nickname** - Enter a nickname for the report (up to 30 characters) that further identifies it. For example, to identify several types of income statements on the same queue, you might name one "Income Statement - Partners" and another "Income Statement - Standard."

Run Queue Window

This window is reached by clicking on the Run Queue button located on the Queues start window (page 53). These entries overwrite any report option dates and periods set up for specific reports.
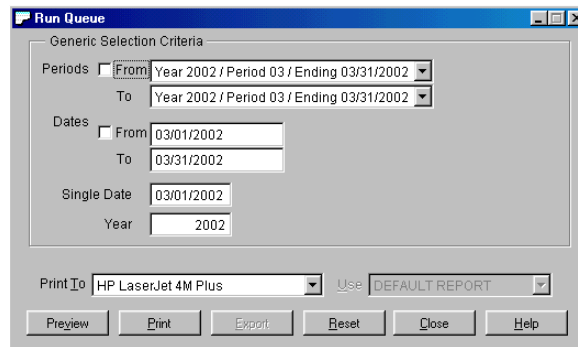
Queues - Run Queue options window

1. **Periods All / From-To** - Select the range of periods. All activity for the selected periods is included in reports that print by period.

Note   *On some reports, such as income statements and balance sheets, if you select a range of several periods, only the ending period is used, because that is what is used on the original report entry window. For example, on the income statement the report shows income information for the selected period as well as year-to-date.*

---

2. **Dates All / From-To** - Select the range of dates. All activity for the selected dates is included in reports that allow you to select a date range.

Note   *If you are printing project income statements (or balance sheets), the ending period (see previous note) is overwritten by the project date range.*

---

3. **Single Date** - Enter the date to be used by reports that require a single date, rather than a range of dates. For example, The A/P Invoice Aging report requires an aging date.

4. **Year** - Enter the four digit year to be used on any report that requires a year entry. For example, the A/P 1099 Worksheet report requires a year.

5. Click on the **Print** button (Alt+P) to start the queue. To clear the dates, select **Reset** (Alt+R).

Chapter 5
First-time Company Setup and Maintenance

Contents

Introduction

This chapter takes you through the information you need to first start up your system. It covers going through the System Manager Setup Wizard, a step-by-step guide to getting started in your new software, and finalizing company setup (company name, address and basic system options, account structure and fiscal year definition).

The remainder of standard System Manager setup continues in Chapter 6. Security setup (an *Administrator*-only function) is handled in Chapter 8.

Additional Setup Wizards are available in Accounts Receivable, Accounts Payable and Inventory. Go through each to prepare the module for initial use. You may then go through the remaining Setup selections to "fine tune" the system.

What You Need to Know

Before going through the Setup Wizard make sure you have a complete understanding of the following:

- Account Structure Basics, page 62

- Fiscal Year Setup, page 62

Understanding Account Structure Basics

As you define the number of account segments and the account number length in the Setup Wizard, you are limited to no more than three segments and up to 10 characters total. Use an "X" for each digit of the account segment and a dash (-) to separate segments. (You can change the separator character later.)

Examples: 3 segments totaling 8 characters (XXX-XX-XXX)
2 segments with 6 characters (XXXX-XX)
1 segment with 10 characters (XXXXXXXXXX)

Once you have set up one company with an alphanumeric (or alphabetic) account structure, you can choose *Copy Existing Company* in the final step of the Setup Wizard (General Ledger setup) and copy that structure to any new companies; overriding the default numeric account structure in the Setup Wizard.

IMPORTANT! The Setup Wizard only lets you define numeric account segments! If you want to use account names or combine letters and numbers in your account structure, you MUST use the Manual Setup Process in the Setup Wizard. You can then go to Account Structure, page 67, and change the information.

Understanding Fiscal Year Setup

Fiscal years are automatically added as part of the company setup process using the Setup Wizard (or when a year is closed in the General Ledger). If desired, you can also add them "manually" in System Manager - Setup - Company - Fiscal Year Definition (page 77).

The system defaults to a calendar year with periods set to end at the close of each month. The default is 13 periods (with period 13 used for end-of-year adjustments). However, you may also set up a fiscal year with 4 periods or 12 periods. Periods may also end on any date of the month.

Example: You close each period on the 15th of the month and your fiscal year ends on the 15th of the month.

IMPORTANT: Once the fiscal year is set up and records have been entered for it, you CANNOT delete it.

Step-by-step

The following "pieces" of System Manager setup are covered in the remainder of this chapter. Other setup activities listed in the Overview (next section) are covered in other chapters (referenced by page number).

- Overview - System Manager Setup, page 63
- Gather Information (*first-time setup only*), page 64
- Setup Wizard (*first-time setup only*), page 65
- Change to the New Company, page 67

- Account Structure (*primarily first-time setup*), page 67
- Company Information (*first-time setup and periodic maintenance*), page 69
- Fiscal Year Definition (*first-time setup and periodic maintenance*), page 77

Overview - System Manager Setup

If you are NOT using the TurningPoint General Ledger (for example, if you only use Accounts Payable), you must still set up some account structure. For details, see "Set Up a Company that is NOT Interfaced to the General Ledger," page 169.

Follow these steps for each business you set up.

Security: Make sure you (assuming you are the Administrator) set up **User Security** to give other users access to the system. You can also restrict users to specific companies in **Company-level Security**. See Chapter 8 for more information on setting up Security (and also on the Administrator role).
If you are new to double entry accounting, see "Understanding Double Entry Accounting" in online help for an excellent review of accounting concepts and accounting terms.

1. **Gather information** (page 64) - Make sure you have a plan in place with information on how you want your system set up, your chart of accounts, current financial statements, etc.

2. **Go through the Setup Wizard** (page 65) - Set up a new company, enter basic company information, account structure and, if desired, select or copy from a pre-defined chart of accounts.

3. **Change to the new company before continuing!** (page 67) - From the Main Menu, select File - Change Company/User (Alt+F+C) on the menu bar.

4. **Finalize the Account Structure** (page 67) - Whether you are manually setting up your chart of accounts or using an existing set of accounts, finalize the account format used throughout the system. Designate the separator character to use between account segments and list the name of each account segment. If you chose "Manual Process" in the Setup Wizard, set up or modify the entire account structure.

5. **Complete Company Information** (page 69) - This menu selection is much like Customization in the other modules. Enter additional company name and address information, a number of system defaults and indicate whether or not you interface to the General Ledger, Inventory and/or Project Cost.

6. **Finish Defining the Fiscal Year** (page 77) - Set up the periods within your fiscal year, accepting the default accounting periods or adjusting them to fit your business. Also, if you plan on entering account balances for prior years, you must add each of those years.

7. **Set Up Bank Accounts** (required for A/P and A/R) (page 82) - Set up at least basic information for each bank account used in your business and verify currently set up information. For example, change the "Next Check No." entry to match your current check number, rather than using the default number (1).

8. **Define Terms Codes** (required for A/P and A/R) (page 86) - Set up the payment terms used by your vendors when invoicing you (A/P), as well as those used by your business when invoicing customers (A/R).

9. **Add Units of Measure** (required for quantities) (page 91) - If you measure anything on a per unit basis and track quantity information, make sure the units of measure you need are available. The system comes with a number of pre-defined units of measure codes and descriptions which can be kept or modified.

When you are finished, continue to the **Setup Wizard** for each additional module (always located first in Setup) and then continue through the remaining Setup menu selections. (See applicable online help.)

1. General Ledger (G/L) Setup (no Setup Wizard)

2. Accounts Payable (A/P) Setup (start with Setup Wizard)

3. Accounts Receivable (A/R) Setup (start with Setup Wizard)

4. Inventory (IN) Setup (start with Setup Wizard)

Gather Information Before System Manager Setup

Before setting up your system you need to have a plan and pull together some basic information.

Have a Plan

What do you want to learn from your accounting software? Do you want to track more detail than you tracked previously? Is it time to change your account structure? Do you want to track by profit centers as well as for the whole business? Do you need to report by project? Does your accountant or banker want you to make changes? Determine what you want to do differently than you did in the past.

Pull Together Basic Information

After you have a plan, put together the information necessary to set up Turning-Point.

If you are converting data from another system, make sure everything is accurate and up-to-date. Print reports and back up the system and data files from the older accounting software.

If you are starting from "scratch," have your chart of accounts ready or look at the Red Wing **pre-defined accounts** (available to print from the Setup Wizard in System Manager) to see if one would be a close fit for your business. Print current income statements and balance sheets.

Depending on the modules you are using, have vendor, customer, employee and inventory item information available for entry into the new system.

Setup Wizard

SM - Setup - Company - Setup Wizard
or
SM - Setup - Company - Company Information - Add button

Important! Make sure you review "Account Structure Basics," page 62. This is especially important if you want to set up accounts that use letters only (account names) or letters and numbers together.

The Setup Wizard takes you step-by-step through initial setup of a new company, including basic company information, account structure, and, if desired, your complete chart of accounts. You are required to enter some of the information before continuing to the next step.
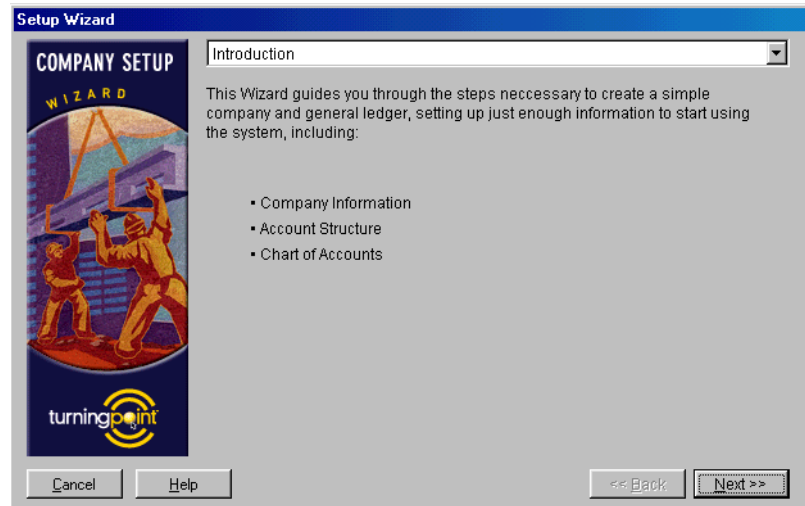
Setup Wizard - introductory window

Note   *The Setup Wizard is available as a menu selection and also through the* ***Add*** *button on the Company Information window.*

Command Button	Action
Back	Return to the previous step in the Setup Wizard.
Next	Go to the next step of the Setup Wizard.
	Tip: You can also "Jump" between steps using the combo box drop-down list at the top of the wizard to select a specific step in the process.
Finish	Set up the new company database, open the new company and exit the Setup Wizard. This button is available only on the last "page" of the Wizard.
Cancel	Exit the Setup Wizard. If you cancel it, you must start from the beginning the next time you use it.
Help	Open online help for the Setup Wizard.

Go through each step of the Setup Wizard and enter key information about the business you are setting up. Some information is required and you will be asked to enter it before continuing to the next step.

Step 1 - Enter basic company information, including the company name and the unchangeable ID that is used to identify the company when logging in. Also, enter address information and the company Employer Identification Number (EIN) if available.

Step 2 - Set up the account format. For example, if you use 5 digit main accounts, 2 digit sub-accounts and 3 digit profit centers, enter XXXXX-XX-XXX. Also, enter information that will determine your fiscal year. See Understanding the Account Format, page 62.

Note   If you want to use alpha characters (letters) in your general ledger accounts, you need to go to Account Structure after the Setup Wizard is complete to set up the correct account format.

Step 3 - Select whether to enter all of your own accounts "from scratch" (manual), copy from an existing company's chart of accounts or use one of the sample chart of accounts. If you choose to use one of the sample charts of accounts, you

can click on the Browse button <u>...</u> to display (and print, if desired) the selected account list.

CAUTION! If you choose a sample chart of accounts, you <u>cannot</u> change the account structure or use alphanumeric accounts.

If applicable, see *How do I set up a company that is NOT interfaced to General Ledger?* (page 169)

Step 4 - Click the **Finish** button to complete the process.

Important! After the Setup Wizard finishes processing your information, you need to change to the new company. Select File, Change Company/User (Alt+FC) from the menu bar. You can then open the new company.

Change to the New Company

After the Setup Wizard finishes processing your information, you need to change to the new company. Select File, Change Company/User (Alt+F+C) from the menu bar. The Logon window is displayed. Select the new company. (Use "password" for the password until security is set up.)
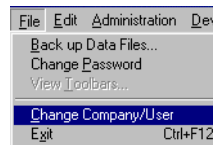
Account Structure

SM - Setup - Company - Account Structure

Once you have gone through the Setup Wizard, use this selection to further define the account number format. You can have up to three segments with a total of up to 10 characters. For example, **10-3567**, **exp.office**, and **654-22222-10** could all be accounts, depending on how the structure is set up. (See also, Account Structure Basics, page 62)

Important: You CANNOT change the basic structure once it is defined and used. You CAN change the separator character and entry method anytime.

Window Options

Account Structure entry window

Segment Structure

1. **Segment Separator** - Select the separator character to use between account segments (available if you use multiple segments). Options are a hyphen (-), period (.), space ( ) or none (no separation between segments).

2. **Entry Method** - Select whether you want to enter account segments separately or combined (as a single entry). Either way, the account is broken down into its segments and validated within the system.

Note   *The Entry Method feature has not been implemented in the current version and has no effect on account entry.*

Segment Details

For each segment, set up and maintain the following information.

3. **Size** - Enter the total number of characters in the segment. (Remember, the total account length cannot exceed 10 characters.)

4. **Type** - Select whether the segment is:

   Numeric: Numbers only (indicated on the Segment Example by a 9)

   Upper: Upper case letters and/or numbers (indicated on the Segment Example by an A), or

   Mixed: Upper and lower case letters and/or numbers (indicated on the Segment Example by an a).

5. **Description** - The three segments are identified as Main Account, Sub-account and Profit Center. This description is used throughout the system when you are asked to restrict reporting to specific account segments.

6. **Abbrev** - Abbreviations are used in reports or whenever limited space is available to describe the account.

7. **Profit Center** - Check the box for the account segment being used to identify profit centers (specific departments or cost centers).

Accounts Example

The account format, based on the current definition, is displayed using the following designations:

9 = Numeric
A = Upper
a = Mixed

IMPORTANT! Account segment three is always the profit center segment. Therefore, if you have only two account segments, use segments 1 and 3 and leave segment 2 blank.

Company Information

SM - Setup - Company - Company Information

Maintain the company name, address and contact information and set up various system options including decimal places for quantities and dollar amounts and whether or not to interface to the General Ledger and validate accounts. Also, if not interfaced to the General Ledger, you must set up Basic Accounts; and, if not interfaced to Inventory, you may set up Basic Inventory.

You cannot modify Company Information until you go through the Setup Wizard, page 65, to set up the necessary data files. Click on the **Add** button to open the Setup Wizard.

How to...

Change or View Company Information

1. Highlight a company and double-click on it or click on the **Edit** button (Alt+E).

2. The General tab is displayed. Enter or modify the general information. You CANNOT change the Company ID.

3. Click on the Options tab (Alt+2) to change system defaults and the Setup tab (Alt+3) to change interface information.

Note   *If you change the interface option, you must save it and exit to the start window before the change takes effect. Therefore, if the interface change means you will need to set up basic accounts or inventory items, you must return to the Setup tab from the start window (select the company and click Edit).*

---

4. When you are finished, click **Save** (Alt+S) to save the changes and return to the Company Information start window.

5. Click on **Close** (Alt+C) to return to the start window without automatically saving changes. If you have made changes, you are asked if you want to save them.

Delete Company Information

•   You CANNOT delete a company that is currently "open" (being accessed by another user or yourself).

•   Once a company is deleted, ALL records for that company are deleted. You CANNOT recover the company data. A backup is recommended first!

•   You CANNOT delete a system-supplied sample company.

1. Highlight the company you want to delete and click on the **Delete** button (Alt+D).

2. You are asked if you want to delete the company. Answer Yes to delete it or No to keep the company data in your system.

List Company Information

From the Start Window, click on the **List** button (Alt+L). Select the company or companies and the applicable report options. For more information on producing reports, see Chapter 4.

Find Company Information

If you have many companies listed, use the **Find** button (Alt+F) on the start window to open the Find search window. (Or, you can use the icon on the navigational toolbar.   ![binoculars icon]   ). For more information on using the Find function, see Chapter 3, page 38.

Company Information - General Tab

Company Information entry window - General tab

General Information

The Company Name is printed on all reports and the address information is used on forms sent to customers (such as invoices or checks).

1. **Company ID** - This unique code (up to 8 characters) identifies the company. It is entered in the Setup Wizard and cannot be changed when editing company information, nor can it contain formatting characters, such as hyphens and apostrophes.

2. ▢ - Click on this Browse button to locate an image file for use as your company logo on custom reports, invoices, statements, etc. When you select the image, it appears in the image preview box to the right. It does not appear on reports unless they are set up to show a logo (custom reports only).

3. **Company Name** - The full name of this business comes from the Setup Wizard. You can change this name anytime.

4. **Address Line 1 / 2** - Enter or modify the business address; generally, a street address and/or a post office box, up to 30 characters.

5. **City, State, Zip OR Address Line 3** - Choose whether to enter the last address line in city, state, zip code format or add flexibility by entering a line

of text that may be used for Canadian postal code addresses or any unique "bottom" address line with up to 35 characters.

Contact Information

6. **Contact Name** - Enter the name of the contact person responsible for the financial information maintained in the system.

7. **Phone** - Enter the contact's business telephone number with area code.

8. **Fax** - If available, enter the contact's fax number with area code.

9. **E-mail** - Enter the business e-mail address for the contact person, if available. It may be either specific to the individual or a general company e-mail address; for example, *accounting@redwingsoftware.com*.

Tip   *You can double-click the E-mail or Internet address field to launch your default e-mail client or Web browser.*

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10. **Internet** - If the company has a Web site, enter the address; for example, *http://www.redwingsoftware.com*.

Company Information - Options Tab

Company Information entry window - Options tab

Decimal Places

Enter the number of decimal places to use for each entry type, from zero to four places.

1. **Quantity -** Used in all modules (Accounts Payable, Accounts Receivable, Inventory stocking quantities).

2. **Unit Cost** - Used in Inventory and Accounts Payable.

3. **Unit Price** - Used in Accounts Receivable and Inventory.

4. **Percent** - Percentages are entered as a whole number and divided by 100 to convert to a percentage. For example, 50% is entered as 50 and 1¼ % is entered as 1.25; NOT as .0125.

5. **Hours (Payroll)** - Used in Payroll (when available).

Miscellaneous

6. **Federal Employer ID (EIN)** - Enter the Federal Tax ID number assigned to the company by the IRS for use on most federal reports.

7. **State Tax ID** - If available, enter your state tax identification number.

8. **Report Negatives As** - Select the default format for showing negatives on reports or change to a different format. Options are 1234.12-, -1234.12 or (1234.12).

Company Information - Setup Tab

Company Information entry window - Setup tab

Interface Options

1. **Use General Ledger** - Check the box to specify that the General Ledger (G/L) is being used and to validate all account number entries by finding matching accounts in the General Ledger.

Note   *If you are NOT interfaced to the General Ledger, leave the check box clear and click on the **Basic Accounts** button (Alt+A) to open the Basic Accounts setup window. Enter account and sub-account information and a description for each postable account. (If you later decide to interface to the G/L, the information is immediately available in that system. You can then further define each account. See G/L online help for more information.)*

> *See also: How do I set up a company that is NOT interfaced to General Ledger? - page 169.*

2. **Use Inventory** - Check the box to specify that Inventory (IN) is being used. Inventory item purchases (A/P) will update the Inventory module with quantity and cost information and inventory item sales (A/R) will update it with quantity and sales information. Also, you can select inventory items when entering invoices.

Note   *If you are NOT interfaced to Inventory, leave the check box clear and click on the **Basic Inventory** button (Alt+I) to open the Basic Inventory setup window. Enter basic information for each item. (If you later decide to interface to Inventory, the information is immediately available in that system. You can then further define your inventory items.) See Inventory online help for more information.*

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3. **Use Project Cost** - When the Project Cost module becomes available (in a future version), check this box to specify that it is interfaced with your system. You will be able to transfer any project information entered with transactions to Project Cost.

4. **Basic Accounts** and **Basic Inventory** buttons - See the notes with 1 and 2.
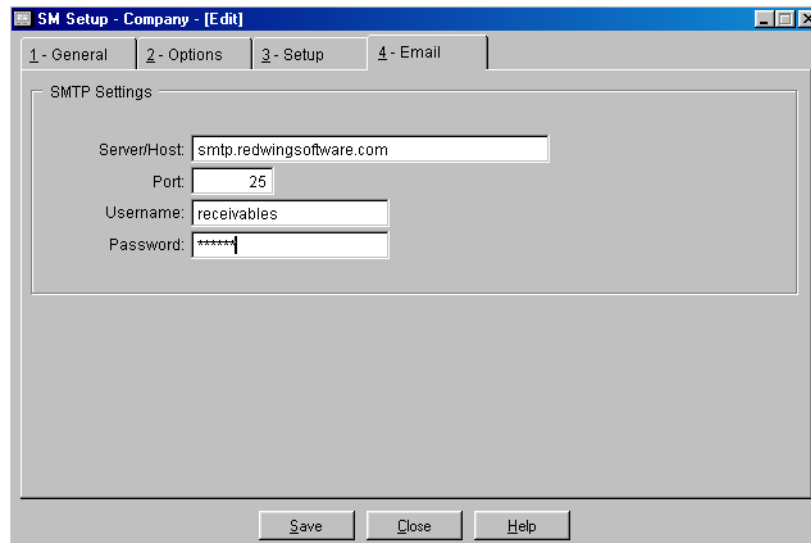
Setup Wizards

5. **Accounts Payable Setup Wizard Complete**
Accounts Receivable Setup Wizard Complete
Inventory Setup Wizard Complete - These boxes are automatically checked after you complete the applicable Setup Wizard.

   However, if you wish to set up a module manually (skipping the Setup Wizard), you may check the box so that a message reminding you to use the Setup Wizard is not displayed when you begin using a TurningPoint module.

Note   *Setup Wizards let you quickly prepare a TurningPoint module for immediate transaction entry. Once you have gone through a Setup Wizard, it is easy to continue through the remaining Setup functions and "fine tune" the system to fit your unique business requirements.*

Company Information - Email tab

Company Information entry window - Email tab

SMTP Settings

Set up SMTP (outgoing mail) information necessary to mass email invoices and statements in Accounts Receivable. Mass emails convert the invoice or statement to the Adobe Acrobat *pdf* format. (The free Adobe Acrobat Reader, required to open the document, is available for download fromAdobe at *http://www.adobe.com/products/acrobat/readstep2.html.*)

Note   *It is not necessary to set up this information for sending reports as attachments to emails (using the **Export** button). That function uses the default email client on your machine.*

---

1. **Server/Host** - Enter the server through which your outgoing email is routed. If you do not use an server internally, it would be your IP provider's mail server (for example, smtp.pressenter.com).

2. **Port** - Enter the port through which outgoing email is sent. This is normally 25.

3. **Username** - Enter the username for logging into SMTP servers that require authentication.

4. **Password** - Enter the password for logging into SMTP servers that require authentication. (The password is encrypted. The data is not readable directly from the database.)

Fiscal Year Definition

SM - Setup - Company - Fiscal Year Definition

Important: Once the fiscal year is set up and records have been entered for it, you CANNOT delete it.

Add, modify or view existing fiscal year definitions. Fiscal years are automatically added as part of the company setup process (Setup Wizard) or when a year is closed in the General Ledger. If desired, you can add them "manually" using the **Add** (Alt+A) button in this selection.

How to...

Add a Fiscal Year Definition

The fiscal year definition is added automatically when you set up a company or when you close a year in the General Ledger. If desired, you can also set up fiscal year definitions manually using the **Add** button (Alt+A) on the Fiscal Year Definition start window, as explained in this procedure.

Example: You are new to the system and want to print a five-year history report. Set up fiscal year definitions for previous years and enter the necessary account balance, using General Ledger - Account Balances.

1. Click on the **Add** button (Alt+A).

2. The Fiscal Year Definition (Add) entry window is displayed. Enter the fiscal year and period information. It defaults to the current calendar year or, if that year is already defined, to the next calendar year. Accept the default or enter a different year.

3. When you are finished, click **Save** (Alt+S) to save the new fiscal year definition. Default dates for the next year are displayed. You can continue adding fiscal year definitions or click on **Close** (Alt+C) to return to the start window.

Change or View a Fiscal Year Definition

1. Highlight a fiscal year definition and double-click on it or click on the **Edit** button (Alt+E).

2. The Fiscal Year Definition (Edit) entry window is displayed. Modify the information. You CANNOT change the beginning or ending date or the number of periods if any period totals exist.

3. When you are finished, click **Save** (Alt+S) to save the changes and return to the Fiscal Year Definition start window.

4. Click on **Close** (Alt+C) to return to the start window without automatically saving changes. If you have made changes, you are asked if you want to save them.

Delete Fiscal Year Definition

Important! If a fiscal year has had transaction activity, you CANNOT delete the fiscal year definition.

1. Highlight the fiscal year you want to delete and click on the **Delete** button (Alt+D).

2. You are asked if you want to delete the fiscal year definition. Answer Yes to delete it or No to keep the fiscal year definition in your system.

3. You are returned to the Fiscal Year Definition start window. Add, change, delete or list another fiscal year definition or click on **Close** (Alt+C) to return to the Main Menu.

List Fiscal Year Definitions

Produce a simple report showing the fiscal year definitions. From the Start Window, click on the **List** button (Alt+L). Select the applicable report options. For more information on producing reports, see Chapter 4.

Find Fiscal Year Definition

If you have many fiscal years listed, use the **Find** button (Alt+F) on the start window to open the Find search window. (Or, you can use the icon on the navigational toolbar.). For more information on using the Find function, see Chapter 3, page 38.

Fiscal Year Definition Entry Window

Make sure your fiscal year definition is accurate, because once you have entered transactions, you cannot delete the fiscal year (and can change only the description).

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Fiscal Year Definition entry window

1. **Fiscal Year** - Enter a four-digit number to indicate a specific accounting year. When adding a new fiscal year, the default is the current system date year, if it is not already set up as a fiscal year. Otherwise, it defaults to the next available year.

2. **Status** - The status is Unlocked when a fiscal year is first defined, giving you the freedom to make changes. Once the FY Definition is saved, the status changes to Locked and you cannot make changes.

3. **Description** - Enter a short (up to 30 character) description or name for the fiscal year. The system defaults to "Fiscal Year XXXX" where the XXXX is the Fiscal Year entry.

4. **Begin Date** - Enter the first date of the fiscal year being defined.

5. **End Date** - The last day of the fiscal year is calculated automatically based on the Begin Date. It MUST be in the same year as your Fiscal Year. You cannot have a Fiscal Year of 2002 and an End Date of 2003.

6. **No. of Periods** - Select the number of periods in the fiscal year. Options are a 13 period year, with the 13th period used for end-of-year adjustments; 12 monthly periods; or 4 quarterly periods.

Detail Information

7. **Description** - Accept the default period name or enter a different description for the period.

8. **Ending Date** - Accept the default ending date or change it to fit your business. Periods are listed in ascending order, from the first period to the last.

9. **Closed** - Check this box to indicate whether or not the end-of-period process has been completed for this period. It is checked automatically each time you close a period.

10. **Locked** - Check this box to indicate the period is no longer available for transactions. If it is locked, no more transactions can be posted to the period. In rare cases you might need to unlock a period to make a correction. If made in the current year, the adjustments carry forward for the year. However, if you change period information in a prior year, the year (and succeeding years) must be closed again.

Note   *The ability to unlock a period is determined by the System Administrator and the user's menu-level access to this selection. Also, when setting up the General Ledger, an option is available in Customization to lock periods when they are closed or to leave them open for further postings.*

What's Next?

Finish System Manager Setup (Chapter 6) - Bank Accounts, Terms Codes, Units of Measure.

Make sure Security is set up (Chapter 8) - Limit access by User and Company (optional).

Recommendation: Review Chapter 3 on system standards (Tips and Techniques for Using the Software).

Continue with TurningPoint setup (for the applicable modules):

1. **General Ledger** - There is NO Setup Wizard for General Ledger, since the necessary information is set up with the System Manager. Select Setup from the General Ledger menu and proceed sequentially through each selection to complete G/L setup.

2. **Accounts Receivable** and/or **Accounts Payable** - Begin with the Setup Wizard (select Setup - Setup Wizard) and then go through each remaining menu selection, starting with Customization.

3. **Inventory** - As with A/R and A/P, start with the Setup Wizard (select Setup - Setup Wizard) and continue through each menu selection, starting with Customization.

Chapter 6
Setting Up and Maintaining System Information

Contents

Introduction

This chapter goes through the setup and maintenance of components that are used by multiple modules within TurningPoint. For example, bank account information is used in both Accounts Payable and Accounts Receivable and units of measure can be used in all modules.

What You Need to Know

How Bank Account Information is Used

If you use Accounts Receivable and/or Accounts Payable, at least one bank account is required for check writing, deposits, etc. When setting up each bank account you MUST include the default general ledger cash account that transactions using the bank account are applied to.

How Terms Codes are Used

Terms codes are used in both Accounts Payable and Accounts Receivable to identify payment terms. The payment terms code determines if an early payment discount is available, the time the discount is available, and the date payment is due. They allow you (or your customer) to receive a discount for early payment or to avoid paying an invoice too early. Typical payment terms are net 30; 2% 10- net 30; COD (cash on delivery); etc. You have many options to consider when

setting up terms codes. Read through the information about each option on page 89.

Step-by-step

The following "pieces" of System Manager setup are covered in the remainder of this chapter. Other System Manager setup activities are listed in the Overview to System Manager Setup, page 63.

- Set Up Bank Accounts, page 82
- Set Up Terms Codes, page 86
- Set Up Units of Measure, page 91

Bank Accounts

SM - Setup - System - Bank Accounts

At least one bank account is required if you use Accounts Payable (checks) and/ or Accounts Receivable (deposits). It is also required for bank reconciliation (Chapter 11).

Use the **Set Default** button (Alt+S) on the start window to make the currently highlighted bank account the default for whenever you are asked to enter a bank code; Ex. Accounts Payable - Check Writing. The default bank account is shown to the left of the **Set Default** button.

How to...

Add Bank Accounts

1. From the start window, click on the **Add** button (Alt+A).

2. The Bank Accounts - General tab is displayed. Enter detailed information about the bank account.

3. Click on the Other tab (Alt+2) to enter accounting information or to view reconciliation information.

4. When you are finished, click **Save** (Alt+S) to save the new bank account. Continue adding bank accounts or click on **Close** (Alt+C) to return to the start window.

Change or View Bank Accounts

1. Highlight a bank account and double-click on it or click on the **Edit** button (Alt+E).

2. The Bank Accounts - General tab is displayed. View or modify the bank account information. If necessary, click on the Other tab (Alt+2) to view or change accounting or reconciliation information.

3. When you are finished, click **Save** (Alt+S) to save the changed information and return to the Bank Accounts start window.

   Or, click on **Close** (Alt+C) to return to the start window without automatically saving changes. If you have made changes, you are asked if you want to save them.

Delete Bank Accounts

Note   *If the default bank account is deleted, the first bank account (sorted alphabetically by code) becomes the default.*

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1. Highlight the bank account you want to delete and click on the **Delete** button (Alt+D).

2. You are asked if you are sure you want to delete the bank account. Answer Yes to delete it or No to keep it.

List Bank Accounts

Produce a report showing all information set up for selected bank accounts. Last reconciliation date and bank balance is not listed.

From the Start Window, click on the **List** button (Alt+L). Select the bank account or bank accounts and the applicable report options. For more information on producing reports, see Chapter 4.

Note   *The bank code for the default bank account is printed in bold type on the report to identify it as the default.*

Find Bank Accounts

If you have many bank accounts listed, use the **Find** button (Alt+F) on the start window to open the Find search window. (Or, you can use the icon on the navigational toolbar.). For more information on using the Find function, see Chapter 3, page 38.

Bank Accounts - General Tab

Much of the bank information is optional. The minimum information required is the Bank Code, Description and accounting information (Next Check No. and G/L Cash Account).

Add Bank Accounts - General tab

General Information

1. **Bank Code** - Enter a unique bank code (up to 10 characters). Common entries are the bank account number (Ex. 6122882200) or the account function; Ex. checking or moneymkt. This field cannot be blank.

    Description - Describe the bank account (up to 30 characters); Ex. Wells Fargo Savings or Signal Checking Account.

2. **Bank Name** - Enter the full name of the financial institution (up to 30 characters). This name appears on check reconciliation reports.

3. **Address Line 1 / 2** - Enter or modify the address of the financial institution; generally, a street address and/or a post office box, up to 30 characters.

4. **City, State, Zip OR Address Line 3** - Choose whether to enter the last address line in city, state, zip code format or add flexibility by entering a line of text that may be used for Canadian postal code addresses or any unique "bottom" address line with up to 35 characters.

Contact Information

5. **Contact Name** - Enter the name of the contact person at the financial institution.

6. **Phone** - Enter the contact's business telephone number with area code.

7. **Fax** - If available, enter the contact's fax number with area code.

8. **Email** - Enter the business e-mail address for the contact person, if available.

Tip   *You can double-click the Email or Internet address field to launch your default email client or Web browser.*

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9. **Internet** - If the bank has a Web site, enter the address; Ex. *http://www.first-bank.com*.

Bank Accounts - Other Tab

Add Bank Accounts - Other tab

Accounting Information

1. **Next Check No.** - Enter the next check number to use as the default when this bank account is selected during check writing. It increments automatically as checks are written and can be modified in check writing.

2. **G/L Cash Account** - Enter the general ledger cash or checking account used for this bank account. This account is debited when payments are received from customers and credited when payments are made to suppliers. (It is an asset account on the balance sheet.)

Note   *If you are NOT interfaced with the General Ledger, it can be any account number; however, if you are interfaced to Red Wing's General Ledger, it must be a valid account number.*

3. **ABA Number** - Enter the bank's transit/routing number as assigned by the American Banking Association. This number is 8 digits plus a ninth "check" digit. The ABA number is used if you print checks on blank check stock (available as an extra cost add-on module). Otherwise, you can leave this field blank.

Reconciliation - These entries are updated by the system during bank reconciliation.

4. **Last Date Reconciled** - This field shows the last date the bank reconciliation was completed.

5. **Bank Statement Balance** - The bank balance as of the last reconciliation date is shown. It is NOT the current bank account balance.

Terms Codes

SM - Setup - System - Terms Codes

Set up and edit terms codes for use in both Accounts Payable (those paid by you to your vendors) and Accounts Receivable (those assigned by you to your customers). You can add, modify or view terms code information. Detailed explanations are given of how discounts are calculated.
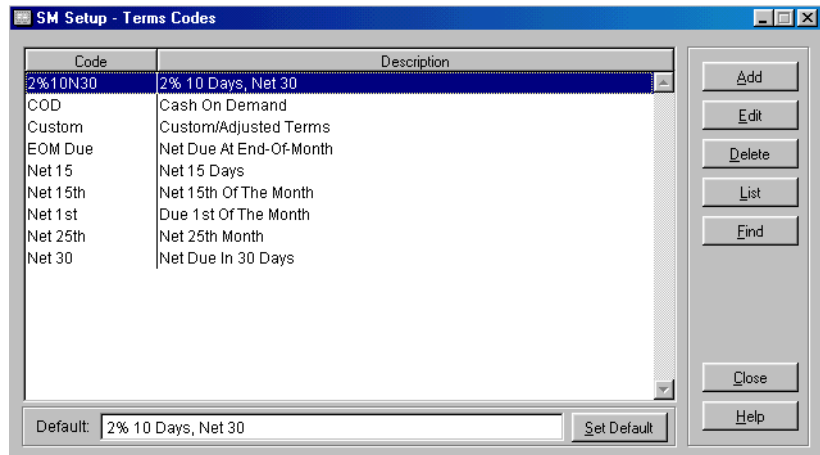
Terms Codes - start window

On the start window list terms codes in Code order or Description order, depending on which heading bar you click at the top of the selection window.

Use the **Set Default** button (Alt+S) on the start window to make the currently highlighted terms code the default for whenever you are asked to enter a terms code. For example, select 2% 10, net 30. The default terms code is shown to the left of the **Set Default** button.

How to...

Add Terms Codes

1. Click on the **Add** button (Alt+A).

2. The Terms Codes entry window is displayed. Enter a new terms code and define it.

3. When you are finished, click **Save** (Alt+S) to save the new terms code. Continue adding terms codes or click on **Close** (Alt+C) to return to the main menu.

Change or View Terms Codes

IMPORTANT! If you change a terms code, past payment terms information for that code is automatically linked to the new code.

1. Highlight a terms code and double-click on it or click on the **Edit** button (Alt+E).

2. The Terms Codes entry window is displayed. View or modify the terms code information.

3. When you are finished, click **Save** (Alt+S) to save the changed information and return to the Terms Codes start window.

    Click on **Close** (Alt+C) to return to the start window without automatically saving changes. If you have made changes, you are asked if you want to save them.

Delete Terms Codes

•   If the default terms code is deleted, the first terms code (sorted alphabetically by code) becomes the default.

•   You can delete terms codes anytime. They are used only at invoice entry time to calculate a due date, discount date, etc. However, as soon as that calculation is made, they become "information only" and can be deleted.

1. Highlight the terms code you want to delete and click on the **Delete** button (Alt+D).

2. You are asked if you are sure you want to delete the terms code. Answer Yes to delete it or No to keep the terms code in your system.

List Terms Codes

Produce a report showing all information set up for the selected terms codes, including the terms code, description, net due days, day of month, minimum days, discount percent and discount days.
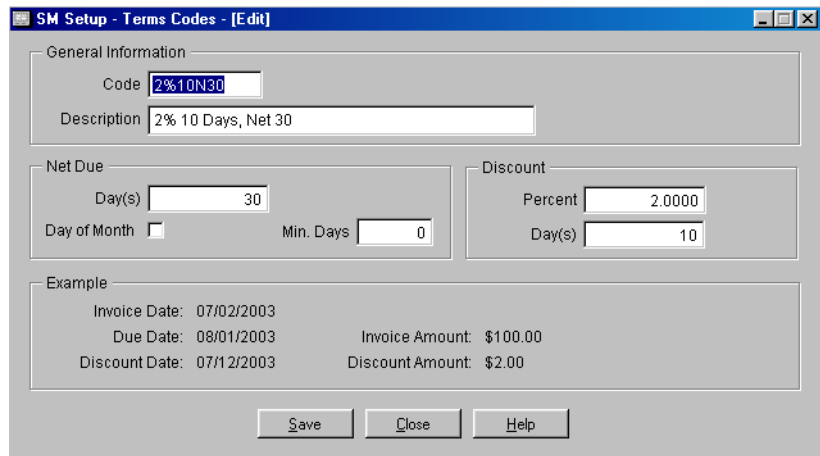
From the Start Window, click on the **List** button (Alt+L). Select the terms code or terms codes and the applicable report options. For more information on producing reports, see Chapter 4.

Note   *The default terms code is printed in bold type on the report.*

Find Terms Codes

If you have many terms codes set up, use the **Find** button (Alt+F) on the start window to open the Find search window. (Or, you can use the icon on the navigational toolbar. 🔍). For more information on using the Find function, see Chapter 3, page 38.

Terms Codes - Entry Window

Terms Codes - entry window

General Information

1. **Code** - Enter a unique identification code (up to 10 characters) for each payment term available for use within your business (for both payables and receivables). For example, enter Net 30 or 2%10 Net30 or C.O.D.

2. **Description** - Describe the payment term, up to 30 characters. For example Invoice Due in 30 Days or 2% Discount 10 days; Net 30 or Cash Only.

Net Due

3. **Day(s)** - Enter the number of days used to calculate the due date of an invoice. It can either be a specific day of the month (only numbers from 1 to 31 are valid) or the number of days after the invoice date (0 to 999), depending on whether or not the Day of Month box is checked.

4. **Day of Month** - Check this box if the Net Due Day(s) and Discount Day(s) are a specific day of the month, rather than the number of days after the invoice date.

    Example: Net Due Day(s) is 25 and Discount Day(s) (explained under "Discount") is 10.

    If the Day of Month box is checked, the entries are for the 25th of each month (when invoices are due) and the 10th of each month (the last date in the month discounts can be taken). For example, 10-25-01, 11-25-01 and 10-10-01, 11-10-01

    If the Day of Month box is NOT checked, the entries are for 25 days after the invoice is issued and for 10 days after the invoice is issued. For example, an invoice dated 9-05-01 is due 9-30-01 and has a discount date of 9-15-01.

5. **Min. Days** - Enter the number of days allowed between the invoice and the due date before one month is added to both the due date and the discount date. Enter 0 (zero) if invoices are always due in the current month.

Note   *This field is available only if the Day of Month box is checked.*

Example: The Minimum Days is 10, the Net Due Day(s) is 31 (the 31st of the month).

If the invoice is dated 12/20/01, the due date is 12/31/01 (eleven days from the invoice date).

If the invoice is dated 12/24/01, the due date is 01/31/02, because there are only seven days between the invoice date and the due date of 12/31/01. The system adds one month to the due date, making it 01/31/02.

Recommendation: Using 0 (zero) can give you an invoice due date that is earlier than the invoice date. To avoid this, make an appropriate entry for Minimum Days. For example, an invoice dated 10-25-01 having "net due day(s)" of 20, leaves a due date of 10-20-01 unless you specify a non-zero minimum days entry.

When you use terms codes and the Day of Month box is checked, the calculated discount date is always forced to be the same month and year as the due date. For example, set up Net Due Day(s) as 31, Discount Days as 10, and Minimum Days as 5. Enter an invoice dated 10-18-01. You will end up with a Due Date of 10-31-01 and a Discount Date of 10-10-01 (even though the discount date has already past). The system will not force the discount date into the following month, since the due date is in October!

Discount

6. **Percent** - If applicable, enter the percentage used to calculate an early pay-ment discount. For example, if your terms code is 2% 10, enter 2.000. On an invoice amount of $1,000.00, the available discount is $20.00.

7. **Day(s)** - Enter the number of days the discount is available from the date the invoice is issued. For a terms code of 2%-10, the Discount Day(s) entry is 10 (either by the 10th of the month if the Day of Month box is checked; or 10 days after the invoice date, if the Day of Month box is NOT checked).

Example

View an example of the current terms code setup.

Units of Measure

SM - Setup - System - Unit of Measure

Set up and maintain unit of measure abbreviations and descriptions. Unit of mea-sure codes (usually abbreviations) are used with quantities throughout the sys-tem. For example, you can specify a size and unit of measure for use in calculating income and expense amounts on the Profit Center Analysis Income Statement on a per unit basis. (G/L - Setup - Profit Centers)

The system comes with a set of pre-defined units of measure which can be changed and added to.
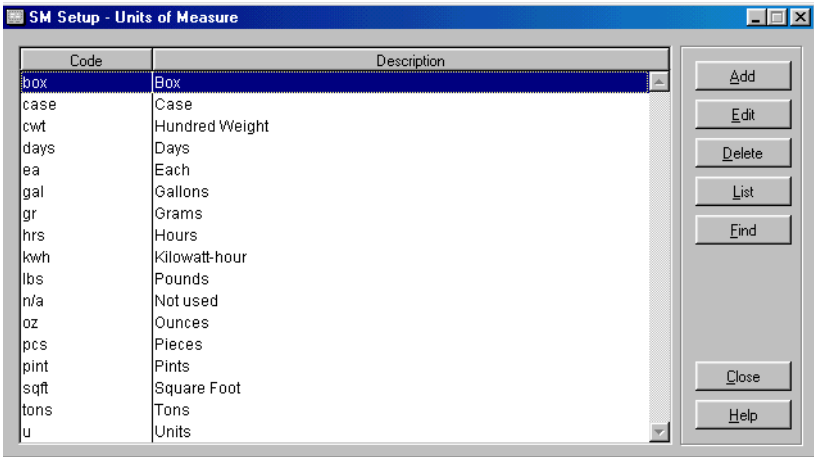
Code	Description
box	Box
case	Case
cwt	Hundred Weight
days	Days
ea	Each
gal	Gallons
gr	Grams
hrs	Hours
kwh	Kilowatt-hour
lbs	Pounds
n/a	Not used
oz	Ounces
pcs	Pieces
pint	Pints
sqft	Square Foot
tons	Tons
u	Units

Units of Measure - start window

On the start window, list units of measure in Code order or Description order, depending on which heading bar you click at the top of the selection window.

How to...

Add Units of Measure

1. Click on the **Add** button (Alt+A).

2. The Unit of Measure entry window is displayed. Enter the unit of measure code and description.

3. When you are finished, click **Save** (Alt+S) to save the new unit of measure. You can continue adding units of measure or click on **Close** (Alt+C) to return to the start window.

Change or View Units of Measure

IMPORTANT! If you change a unit of measure code, past unit of measure information is automatically linked to the new code. For example, if you change unit of measure code EA to EACH, your reports will no longer show unit of measure EA and any existing transactions with that unit of measure is now assigned unit of measure EACH.

1. Highlight a unit of measure and double-click on it or click on the **Edit** button (Alt+E).

2. The Unit of Measure entry window is displayed. View or modify the unit of measure information.

3. When you are finished, click **Save** (Alt+S) to save the changed information and return to the Unit of Measure start window.

   Click on **Close** (Alt+C) to return to the start window without automatically saving changes. If you have made changes, you are asked if you want to save them.

Delete Units of Measure

• If a unit of measure has been assigned to an account (G/L - Setup - Accounts), you cannot delete it until you have removed it from the account.

• Once a unit of measure has been used in a transaction, you cannot delete it as long as that transaction remains in the system. (Transaction detail history is deleted only when you delete the entire fiscal year.)

1. Highlight the unit of measure you want to delete and click on the **Delete** button (Alt+D).

2. You are asked if you are sure you want to delete the unit of measure. Answer Yes to delete it or No to keep the unit of measure in your system.

List Units of Measure
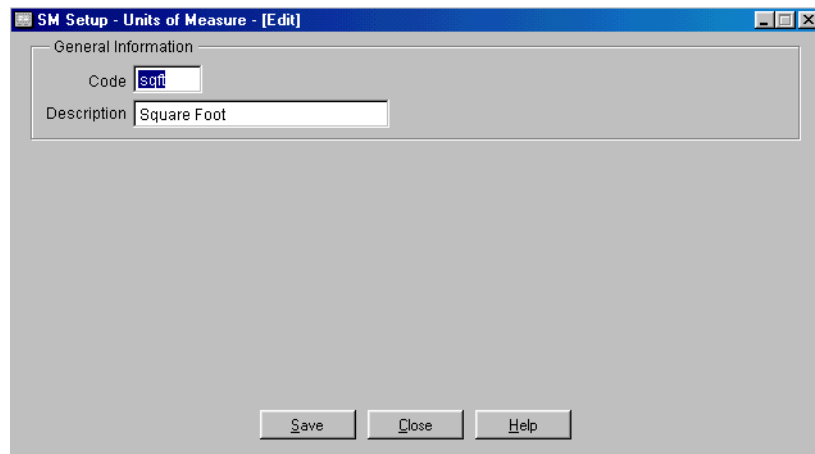
Produce a simple report showing unit of measure codes and descriptions.

From the Start Window, click on the **List** button (Alt+L). Select the unit or units of measure and the applicable report options. For more information on producing reports, see Chapter 4.

Find Units of Measure

If you have set up many units of measure, use the **Find** button (Alt+F) on the start window to open the Find search window. (Or, you can use the icon on the navigational toolbar.   🔍   ). For more information on using the Find function, see Chapter 3, page 38.

Unit of Measure - Entry Window

Units of Measure - entry window

1. **Code** - Enter a unique unit of measure code (up to 4 characters - letters and numbers only). For example, if you work with lumber, you might want RBD for running board feet.

2. **Description** - Enter a short description of the unit of measure, up to 30 characters. For example, Running board feet.

What's Next?

You can now move to General Ledger setup or return to your normal accounting routine.

If desired, you may wish to review Chapter 7 which covers several unique utilities, including a Letter Wizard and TurningPoint's "Reminder" feature.

Chapter 7
Utilities - Wizards & Reminders

Contents

Introduction

System Manager features several unique wizards on the Utilities Menu, as well as a Reminder function that can help you stay on top of your routine (and not so routine) tasks.

Note *The remainder of the System Manager Utilities selections (Data Tuneup, Backup and Restore) are covered in the Administrator section of this User Guide in Chapter 9. Queues are covered in Chapter 4. Migration and Import Utilities are covered in Chapter 10.*

What You Need to Know

The technical skill levels required in each of these functions vary GREATLY! The following chart is a quick way to see which of these features you should be using.

Feature	Recommended Technical Skills Required
Mail Merge Wizard	Easy to Moderate. Uses Microsoft Word and its built-in mail merge functionality.
Export Wizard	Moderate.
Text to XML	Moderate.
Reminders	Easy. Text file format and standard entry window format.

Mail Merge Wizard

SM - Utilities - Mail Merge Wizard

Produce Microsoft Word documents directly from TurningPoint, including letters, shipping labels, and faxes. For example, use this wizard to send past due notices to customers or to send an address change to your vendors. The system uses the mail merge feature to take name and address information directly from Customer or Vendor setup and inventory item information directly from Item setup.

A number of customer and vendor letter templates are predefined. You may also create your own templates or modify existing templates. The changes are saved for the next time you need to use them.

Note   The customer and vendor letters are designed so that when z-folded, they can be inserted into a standard business window envelope.

Note   The label printing capabilities, including bar code printing, are optimized to work with Microsoft Word XP where the process is simple and seamless. It is possible to use Word 2000, but the process is more complex and requires thorough knowledge of Word's mail merge capabilities and process..
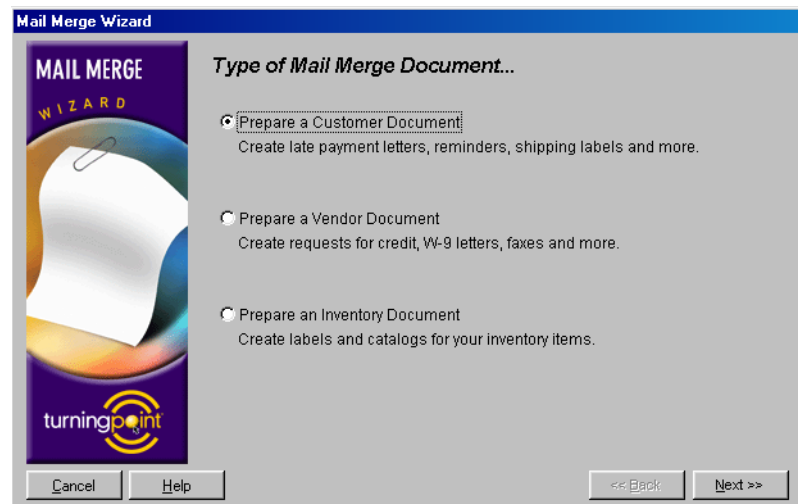
Follow the step-by-step procedure designed specifically for the choice you made in the first window of the Mail Merge Wizard.

When creating a new letter or editing a letter, an additional toolbar appears when you open Word from the Mail Merge Wizard. Use it to add fields from your TurningPoint Accounting software. Position the cursor where you want a field added and select the correct field from the toolbar (shown below).

```
¶
¶
¶
«MyCompName»¶
«MyCompAddrBlock»¶
¶
¶
¶
«LetterDate»¶
¶
¶
¶
«CusName»¶
«AddrBlock»¶
¶
¶
¶
Re: → Account·«CusAcct»¶
    → Balance·$«PastDue»¶
¶
```

```
RWBS turningpoint - Letter Fields - Customers          ☒
Insert My Company Fields >> ▾   Insert Customer Fields >> ▾
```
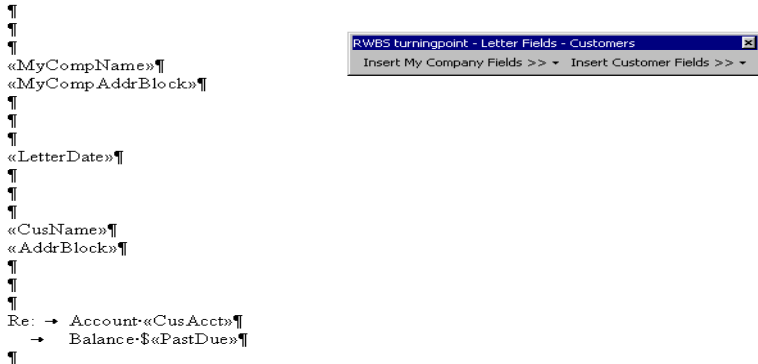
Command Buttons

Back - Return to the previous step in the Mail Merge Wizard.

Next - Go to the next step of the Mail Merge Wizard.

Finish - Open Microsoft Word and exit the Mail Merge Wizard. This button is available only on the last "page" of the Wizard.

Cancel - Exit the Mail Merge Wizard. If you cancel it, you must start from the beginning the next time you use it.

Help - Open online help for the Mail Merge Wizard.

How TurningPoint Locates MS Word

If for some reason the Mail Merge Wizard is unable to locate Microsoft Word, a message will be displayed indicating it cannot find the program. First, re-install your Word files to update the registry. If that does not work, contact Red Wing customer support.

TurningPoint looks for Word in the registry as noted below:

HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\Current-Version\App Paths\Winword.exe

Export Wizard

SM - Utilities - Export Wizard

Create a transfer file from TurningPoint that contains selected data for use in another software program, such as a spreadsheet, database or word processing program. Once the export file is created, you can produce specialized reports or merge your TurningPoint information into information from other sources.

Follow the Export Wizard step-by-step through the process of Creating a New Export Template or select an existing template and go directly to the Preview/ Export window to preview and/or export the file. If desired, you can then Modify the Export Template (page 104).

Also, from the opening Export Wizard window use the **Manage Templates** button (Alt+M) to rename, delete or change file locations for existing templates. (You cannot manage a new template until it is saved.)
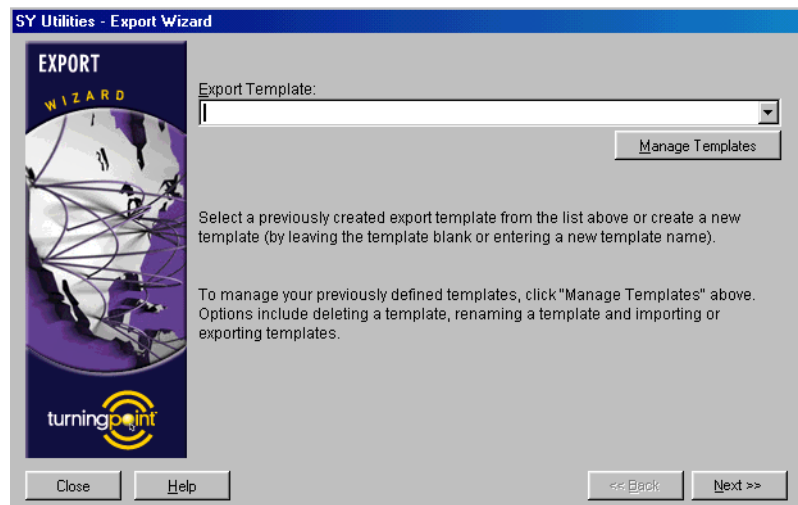
Step 1 of the Export Wizard

How to...

Create a New Export Template

1. On the opening window of the Export Wizard, leave the Export Template field at "New Export Wizard" (or enter a new template name or clear the field) and click **Next** (Alt+N).

2. Select the module from which you want to create an export file and then select the type of data to be exported. When you are finished, click **Next**.

   Example (below): Select General Ledger in the left pane and choose Chart of Accounts in the right pane. All data available in the Chart of Accounts record is then available for export.
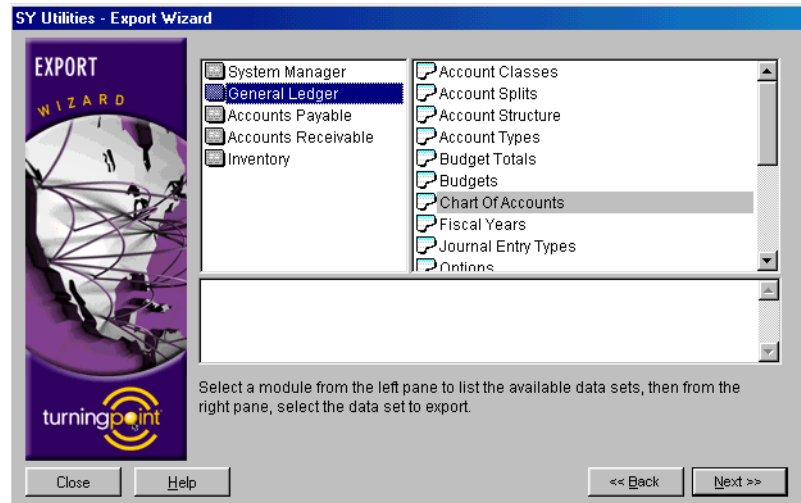
3. By default, all of the fields available in the file selected in the previous step are listed in the right pane (Fields Selected for Export).
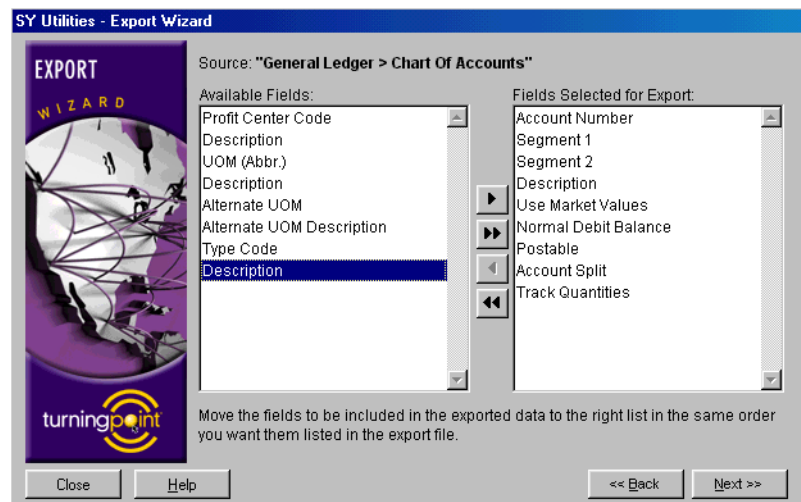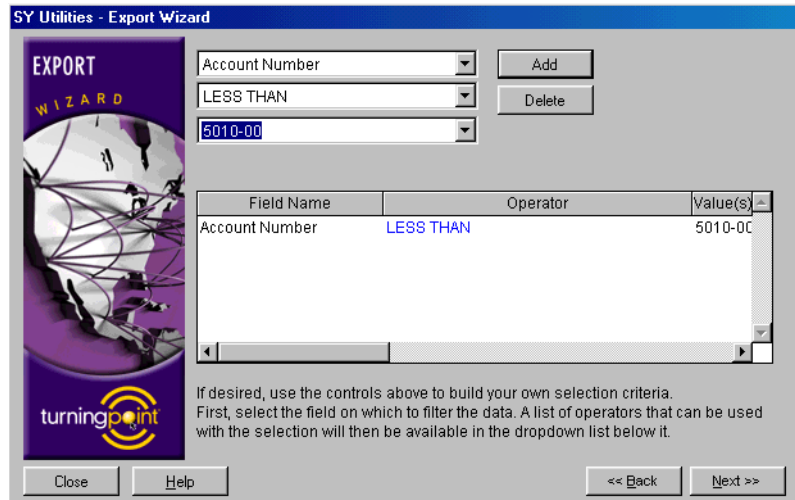
You may accept that list or move the fields to the left pane (Available Fields) using the double arrow direction button (<<). Select those you want included in the export file.

a. To move a field from one side to the other, highlight it and click the single arrow direction button (> or <). To move all fields, use the double arrow direction buttons. You can also double-click on a field in either pane to move it across to the other side.

b. Fields will appear in the export file in the order in which they are listed in this window.

c. When you are finished, click **Next**.

Note   *The next two windows are optional.*

---

4. If you wish to limit your data to a specific range, use this "Selection Criteria" window to filter the data. For example, if you are exporting your chart of accounts, but only wish to include account numbers over 5000, select Account Number in the top field. In the next field, select "Greater Than or Equal To." In the final field, select your first 5000 account. Click Add to make this part of your selection criteria.

You may set up multiple selection criteria. Each will be joined using an "AND" expression, which requires that each of the selection criteria be true before a record is selected for the export.

When you are finished determining your selection criteria, click **Next**.

5. Use the next window to determine the sort order for your exported data. The default sort is in the information's stored order (generally, the entry order). Even the fields you are not exporting are listed as options for the sort order.

    Click **Next** to move to the final Preview/Export window.

6. In this last step, choose from six File Transfer Formats. Also, select the Export Location and enter the Export Template Name (optional).
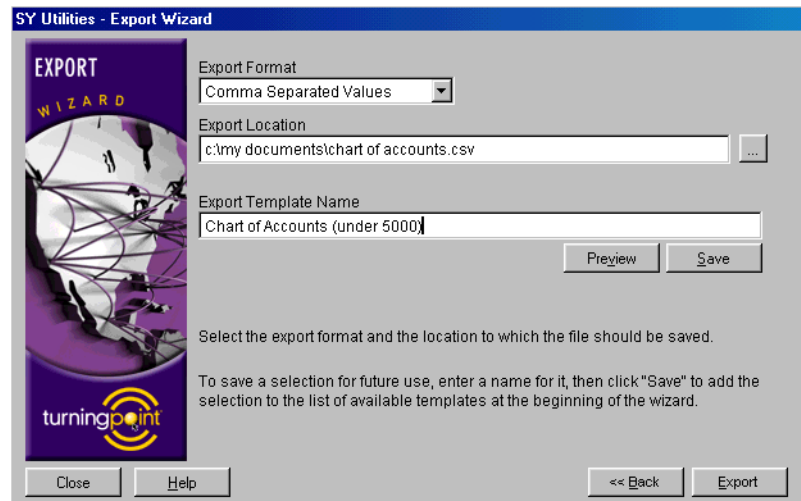
Click the **Preview** button (Alt+V) to look at the information selected for the export file.

If desired, click the **Back** button to make changes to any of the preceding windows.

If you intend to reuse the template, click the **Save** button (Alt+S). Otherwise, you can Export it without saving it.

You can export the file right away (**Export** button - Alt+E), or **Close** the window and return to the Export Wizard anytime to export the file.

Manage Templates

1. On the opening window of the Export Wizard, click on the **Manage Templates** button (Alt+M). (You CANNOT modify a template until it is set up and saved. See Create a New Export Template, page 100.)

2. In the Template list, highlight the template you wish to change and click on one of the following four buttons:

Delete: Permanently remove the template. You are asked if you are sure you want to delete the template before it is removed.

Rename: Change the template name. You are asked to enter the new template name.

To File...: Export the template definition to a file. This allows you to make it available for importing into another TurningPoint system.

From File...: Select the location of a template definition. For example, you may wish to import a template definition from another TurningPoint system.

3. When you are finished making changes, click **Close** (Alt+C) to return to the Export Wizard opening window.

Modify the Export Template

1. Select a template on the opening window of the Export Wizard and click on **Next**. The final (Preview/Export) window is displayed.

2. Click on the **Back** button to move backward through the Export Wizard.

3. Make changes as necessary, then use the **Next** button(s) to return to the Preview/Export window. You can preview the modified template and save it, or continue making changes.

4. When you are finished, save the template and export it, or click on **Close** to exit the Export Wizard.

File Transfer Formats (Export Wizard)

Fixed Width ASCII (SDF)

Saves all fields so that the length of each field in each record is the same. To do this, all fields are padded with spaces to keep the size constant.

10	Cash	TT	10	Assets
20	Marketable Securities	TT	10	Assets
30	Accounts Receivable	TT	10	Assets
40	Other Receivables	TT	10	Assets

Comma Separated Values (CSV)

Saves all fields in a record to a single line where fields are separated (delimited) by commas. String/character values (text fields) are also contained in double quotes.

> 10,"Cash",T,T,10,"Assets"
>
> 20,"Marketable Securities",T,T,10,"Assets"
>
> 30,"Accounts Receivable",T,T,10,"Assets"
>
> 40,"Other Receivables",T,T,10,"Assets"

Excel Spreadsheet (XL5)

Saves as a Version 5+ compatible Excel spreadsheet.

Custom Delimiter (TXT)

Allows you to define the field delimiter and the field container characters, where the delimiter separates fields and the container character surrounds the data for the field.

> 10/"Cash"/T/T/10/"Assets"
>
> 20/"Marketable Securities"/T/T/10/"Assets"
>
> 30/"Accounts Receivable"/T/T/10/"Assets"
>
> 40/"Other Receivables"/T/T/10/"Assets"

*ADO XML (XML)

Saves the file in an XML format which also contains data structure information in the form of a DTD, which can be directly accessed via Microsoft's ADO (ActiveX® Data Objects programming model) technologies. The structure contains the data in Attribute format.

*This is also the format preferred by TurningPoint's Import processes.

```
<xml xmlns:s='uuid:BDC6E3F0-6DA3-11d1-A2A3-00AA00C14882'
  xmlns:dt='uuid:C2F41010-65B3-11d1-A29F-00AA00C14882'
  xmlns:rs='urn:schemas-microsoft-com:rowset'
  xmlns:z='#RowsetSchema'>
<s:Schema id='RowsetSchema'>
  <s:ElementType name='row' content='eltOnly'>
    <s:attribute type='typecode'/>
    <s:attribute type='descr'/>
    <s:attribute type='nrmlbal'/>
    <s:attribute type='syspreset'/>
```

```
    <s:attribute type='classcode'/>
    <s:attribute type='classdescr'/>
    <s:extends type='rs:rowbase'/>
  </s:ElementType>
  <s:AttributeType NAME='typecode' rs:NUMBER='1' rs:writeun-
known='true'>
    <s:datatype dt:type='int' dt:maxLength='4' rs:precision='10'
rs:fixedlength='true' rs:maybenull='false'/>
  </s:AttributeType>
  <s:AttributeType NAME='descr' rs:NUMBER='2' rs:writeun-
known='true'>
    <s:datatype dt:type='string' dt:maxLength='30' rs:fix-
edlength='true' rs:maybenull='false'/>
  </s:AttributeType>
  <s:AttributeType NAME='nrmlbal' rs:NUMBER='3' rs:writeun-
known='true'>
    <s:datatype dt:type='boolean' dt:maxLength='2' rs:fix-
edlength='true' rs:maybenull='false'/>
  </s:AttributeType>
  <s:AttributeType NAME='syspreset' rs:NUMBER='4' rs:writeun-
known='true'>
    <s:datatype dt:type='boolean' dt:maxLength='2' rs:fix-
edlength='true' rs:maybenull='false'/>
  </s:AttributeType>
  <s:AttributeType NAME='classcode' rs:NUMBER='5' rs:writeun-
known='true'>
    <s:datatype dt:type='int' dt:maxLength='4' rs:precision='10'
rs:fixedlength='true' rs:maybenull='false'/>
  </s:AttributeType>
  <s:AttributeType NAME='classdescr' rs:NUMBER='6' rs:writeun-
known='true'>
    <s:datatype dt:type='string' dt:maxLength='30' rs:fix-
edlength='true' rs:maybenull='false'/>
  </s:AttributeType>
</s:Schema>
<rs:data>
<z:row typecode='10' descr='Cash' nrmlbal='True' syspre-
set='True' classcode='10' classdescr='Assets'/>
<z:row typecode='20' descr='Marketable Securities ' nrml-
bal='True' syspreset='True' classcode='10' classdescr='Assets'/>
<z:row typecode='30' descr='Accounts Receivable ' nrmlbal='True'
syspreset='True' classcode='10' classdescr='Assets'
<z:row typecode='40' descr='Other Receivables ' nrmlbal='True'
syspreset='True' classcode='10' classdescr='Assets '/>
```

Text to XML

Use this utility to convert any text-formatted file to an XML file, making it ready for importing to the Red Wing TurningPoint system.
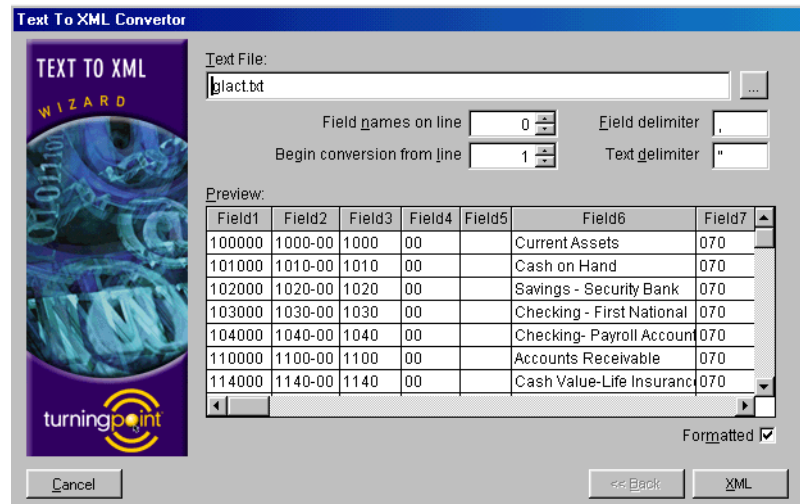
1. **Text File** - Use the Browse button ... to locate the text file being converted to XML format.

2. **Field names on line** - Select the line you wish to use for field names. If the text file does not include field names, leave the line number at zero and default field names will be used (field1, field2, etc.)

3. **Begin conversion from line** - Enter the line number to use as the starting point for the conversion. Many text files will have header lines that should not be converted.

4. **Field delimiter** - Enter the character being used between fields in the text file. Typical delimiters are a comma, period, hyphen, semicolon, etc. Or, you can type the word "Tab" if the text file is tabbed between fields (such as in QuickBooks®).

5. **Text delimiter** - Enter the character used as the text delimiter in the text file.

6. **Preview** - View the selected text file in either a formatted or unformatted layout.

7. **Formatted** - Check this box to change to a formatted version of the text file in the Preview box.

8. Click on the **XML** button (Alt+X) to convert the file.

Reminders

SM - Utilities - Reminders

Set up messages (personal or system-wide) to note specific tasks, reports, events, etc. that are important to you or to others using the system. They can also be set up to appear when specific conditions are met. For example, you might have a reminder that pops up when your balance with vendor ABC is at a specific dollar level or when your checking account balance reaches a predetermined level. Or, if you are the administrator, you may set up a reminder for the 30th of the month that asks all users to make sure they have entered all data for the month. The reminder will appear each time they enter the system until it is removed, made inactive, or until you change to a later date (next month, for example).

Note   *The system only shows Reminders if the Show Reminders box is checked on the User Options pop-up window (select File - User Options on the menu bar, Alt+FO). Reminders appear when the system is opened, if it is on or after the date set up for the reminder or the conditions are met. Or, they will appear after a set period of time when your system has been idle (see User Options, page 38).*

Always-on-top Function

Use the pushpin icon on the Reminders pop-up window to switch between having it always on top or potentially hidden when other windows are open.

The Reminder can be covered by other windows.

The Reminder will always be on top.

How to...

Add a New Reminder

1. On the Reminders start window, click on the Add Reminder icon.

2. On the Reminders entry window, enter a description of the reminder, the trigger date, its status, whether or not it is for all users, and the message.

3. If desired, set up the conditions that cause the reminder to display.

4. When you are finished, click **OK** (Alt+O) to save the reminder and return to the first window or **Cancel** (Alt+C) to clear the entry window and return to the start window.
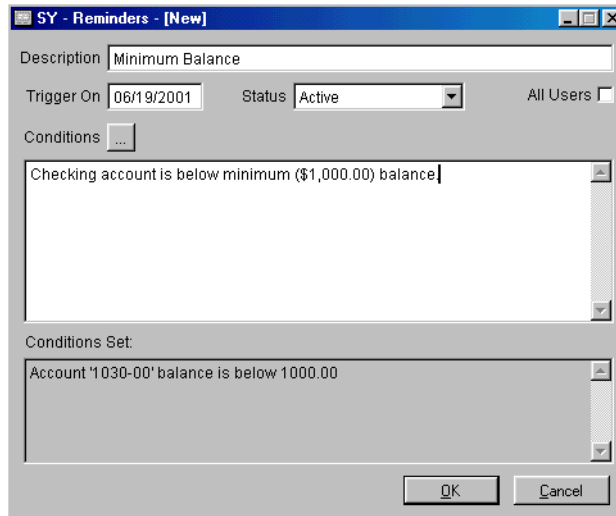
Edit a Reminder

1. On the Reminders start window, click on the Edit Reminder icon .

2. On the Reminders entry window, change any of the information, including the description of the reminder, the trigger date, its status, whether or not it is for all users, and the message.

3. If desired, change the conditions that cause the reminder to display.

4. When you are finished, click **OK** (Alt+O) to save the reminder and return to the first window or **Cancel** (Alt+C) to clear the entry window and return to the start window.

Delete a Reminder

1. Highlight the reminder you want to delete and click on the Delete icon .

2. You are asked if you are sure you want to delete the reminder. Answer Yes to delete it or No to keep it in your system.

3. You are returned to the Reminders start window. Add, change or delete another reminder or click on **Close** (Alt+C) to return to the Main Menu.

Reminders - Entry Window

Reminders - entry window

1. **Description** - Enter a brief description of the reminder. This will appear with the reminder message; for example: "Monthly Closing" or "End of Month Reminder."

2. **Trigger On** - Enter the date the reminder will begin appearing. The system defaults to the current date.

Note *If you set up Conditions, they override the date and the reminder begins appearing whenever at least one of the conditions is met.*

---

3. **Status** - Select whether the reminder is active, inactive or finished. For example, you can deactivate a reminder and when you're ready to use it again, change the date, make any changes to the message and make it active again.

4. **All Users** - Check this box if you want the reminder displayed at all workstations. If the check box is not checked, the reminder will only be displayed on your workstation.

5. **Conditions** - Click on the browse button ▢ to open the Conditions window. Use it to set up any criteria that must be met before the reminder will be

displayed. (Only one condition needs to be met for the reminder to be displayed.)

6. In the large text field, enter the reminder. For example, "Please try to enter all of January's invoices and checks by Tuesday, February 4. Thanks!" Or, "The checking account balance is below $1,000.00."

Conditions Entry Window
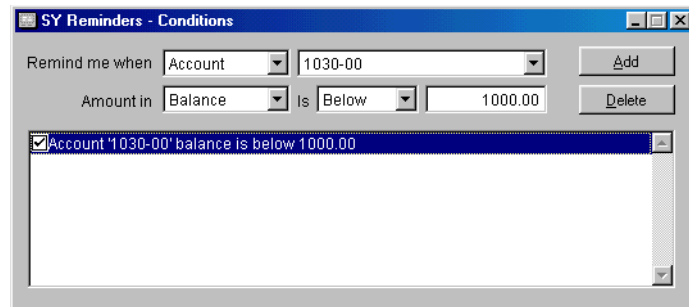
Reminders - Conditions - entry window

This window is reached from the Reminders entry window by clicking on the

browse button . Use it to set up conditions that must be met before the current reminder is displayed. The reminder will be displayed when any of the criteria is met.

Note   *Conditions override the "Trigger On" date set up for a reminder. For example, if the Trigger On date is 06/06/02, but there is a condition that customer ABC balance is over $5000.00, the system will display the reminder when customer ABC's balance goes over $5,000, no matter what the date.*

---

1. **Remind me when** - Select whether the first condition for the reminder depends on customer, vendor or account status. Next, select the customer, vendor or account.

2. **Amount in** - Select the type of information to use. Currently, the only available selection is the customer, vendor or account balance.

3. **Is** - Select whether the amount that causes the reminder to appear is Above or Below the balance.

4.   Enter the dollar amount. For example, if you want a reminder when a specific vendor's balance reaches $500, enter 500.

5.   Repeat the process to set up additional criteria for the same reminder. When you are finished, click on the ⊠ on the top right corner of the window to close it and return to the Reminders entry window.

Chapter 8
Setting Up and Maintaining System Security
Administrators Only

Contents

Introduction

Security involves limiting access to menu selections and to some functions in TurningPoint. All security is set up and maintained by the Administrator (defined on page 114).

What You Need to Know

It is VERY important to have a complete understanding of the following BEFORE going through any of the setup functions explained in this chapter (and Chapter 9).

• Understanding the Administrator Function (page 114)

• Understanding Passwords (page 114)

Understanding the Administrator Function

Important! When first setting up the system, the Administrator should set up a unique Password; and then must **REMEMBER** it! All passwords except Manager and Administrator can be re-set by the Administrator. However, the Administrator and Manager passwords MUST be remembered and maintained by the Administrator. Resetting the password by Red Wing Software is NOT included in your Red Wing support plan. If you have lost the password, a subset of your data must be sent to Red Wing Software where it can be set back to the original default password. Contact Red Wing Software for cost and submission information (1.800.732.9464).

Generally, one person serves as the Administrator, with permission to set up security for all other users, including both company and menu-level access. Whoever has Administrator privileges can also restore data and generally handles any of the behind-the-scenes maintenance of the system.

- The Administrator belongs to the Administrators Group and always has access to ALL menu items.
- The Administrator sets up each additional user. They can be assigned to the Administrators Group and given full access (like the Administrator). **NOT recommended**.
- If a user is not assigned to the Administrators Group, some features of the system do not show up on the menu, including all security selections, the Event Log, Data Tuneup, Restore, and Convert/Import files in System Manager.
- The Administrator totally controls which company (company-level security) and which modules and menu selections the user will see (menu-level security).

Understanding Passwords

When first setting up TurningPoint, it is important that the Administrator set up a unique password. However, until that is done, here are the default passwords and users.

- First-time default (with full Administrator access):
  Username = Administrator, Password = password.
- Standard default (without Administrator access):
  Username = Guest, Password = password
- **Emergency default** (clear networks when no other access is allowed). When TurningPoint opens, select Administration - Clear Network Connections

from the menu bar. Then go back and change to any user. To do this, select File - Change Company/User from the menu bar.

Requires: Username = Manager, Password = password

Recommendation: Do NOT change the password for Manager!

Explained further on page 15

How do I change my password?

You can only change your password if you are the Administrator or if the Administrator has set up the security to allow users to change their passwords (User Properties - Password tab, page 119). If not, you must have the Administrator change it for you.

From the main menu bar, select File - Change Password (Alt+F+C). The following window is displayed.

Change Password entry window

Step-by-step

The security setup is done in four steps as appropriate for your business.

1. Specify Module Access for the entire system (if applicable)
2. Set up new Users (and Groups, as necessary) (page 116)
3. Set up Company-level security (page 122)
4. Set up Menu-level security (page 124)

Specify Module Access for the Entire System

The Administrator can use this option to specify module access for the entire system. For example, if your business purchases all modules, but does not plan to start using Inventory until later, the Administrator can use this process to disallow anyone from opening the Inventory module.

1. Click on the [icon] icon on the Main Menu toolbar. The following pop-up window is displayed.
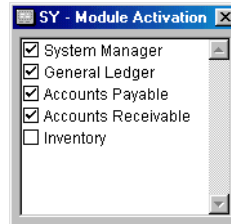
2. Double-click a check box to check/uncheck it. Everyone can access only those modules that are checked by the administrator.

Set Up New Users (and Groups, as necessary)

SM - Setup - Security - Users

The Administrator can add, edit and remove users from TurningPoint. Non-administrative users are unable to view or modify user information.

TurningPoint comes with one major pre-defined group: Administrators. Most users are NOT assigned to this group (or any other group), but can still use the system fully, except for setting up and maintaining security and a few other Administrator-only functions.

System-supplied Users

- **Administrator** - Any user who belongs to the Administrators Group. Generally, each system has only one administrator. Belonging to the Administrators Group gives the user permission to set up and modify all system security. The administrator can also restore data and view the Event Log.
- **Template** - Provides user defaults
- **Manager** (See Administration Menu - Clear Network Connections - page 114 and/or page 15.

How to...

Add a New User

Note   *To change the default information that is displayed when adding a new user, select the user "Template" and click on the **Edit...** button to make the changes before adding the new user.*

---

1.   From the User Account Editor window, click on the **Add...** button.

2.   Enter information on all three tabs of the User Properties entry window.

3.   When you are finished, click **OK** to save the new user. You can continue adding users, edit user information, remove users, or click on **Close** (Alt+C) to return to the start window.

Change User Information

1.   Highlight a Username and double-click on it or click on the **Edit...** button (Alt+E).

2.   The User Properties entry window is displayed (page 118. Modify the information.

3.   When you are finished, click **OK** to save the changes and return to the User Account Editor.

       Click on **Cancel** to return to the User Account Editor without saving changes.

Remove a User

You cannot delete a user who is currently logged onto the system.

1.   Highlight the user you want to delete and click on the **Delete...** button.

2.   You are asked if you want to delete the user. Answer Yes to delete the user or No to keep them in your system.

3.   You are returned to the User Account Editor. Add, change or delete another user or click on **Close** (Alt+C) to return to the Main Menu.

Account Editor - Users tab (start window)

Use this window to add users or to edit user information. Only those belonging to the Administrators group can access this information. Select the **Add** or **Edit** button to view the User Properties tabs.
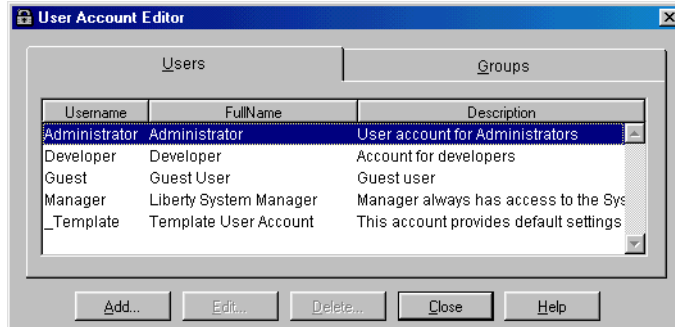
Account Editor - Users tab

User Properties - User Information tab
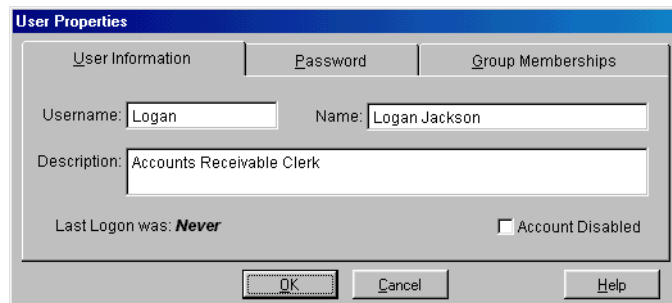
User Properties - User Information tab

1. **Username** - Enter a user ID to use when logging into the system.

Note   Set up usernames that are easy to remember and not too long.

---

2. **Full Name** - Enter the user's full name.

3. **Description** - Describe the role of the user.

4. **Account Disabled** - Check this box if you wish to temporarily keep this user from entering the system.

User Properties - Password tab

This tab serves two functions. Use it to set up a new password and to set up basic password requirements.

Tip   *Once you determine exactly how you would like your passwords to work, open the Template User and make any changes on password requirements on the right half of the Password tab. The criteria you set up will always be the default when adding new users. For example, if you want users to change passwords once every 60 days, enter that information for the Template user and all new users will be required to set up new passwords every 60 days. You can modify the Template information anytime and it can also be changed for any user.*
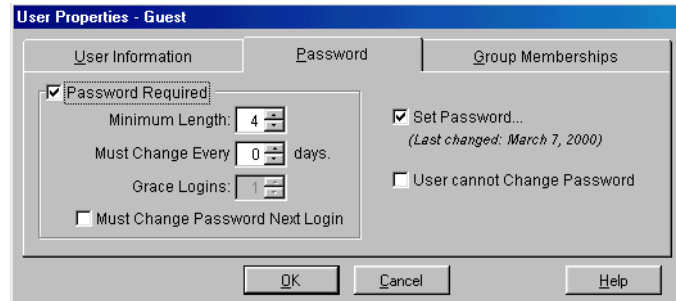
User Properties - Password tab

1. **Password Required** - Check the box if a password is necessary for this user to enter the system.

2. **Minimum Length** - Enter the minimum number of characters required for a password.

3. **Must Change Every xx Days** - If desired, set up a system that requires changing the password on a routine basis.

4. **Grace Logins** - If you have a requirement on changing passwords periodically, enter the number of times the user can access the system after their password expires.

5. **Must Change Password Next Login** - Check this box if you want the user to change their password the next time they log in. This is useful to make sure new users set up their own passwords.

6. **Set Password** - Check this box to open a Set Password pop-up window and enter the password twice in the New Password and Confirmation fields. Enter a password of at least 4 characters (minimum allowed). Click **OK** to return to the Password tab. The password length is determined as part of the defaults (set up on the right half of the Password tab).
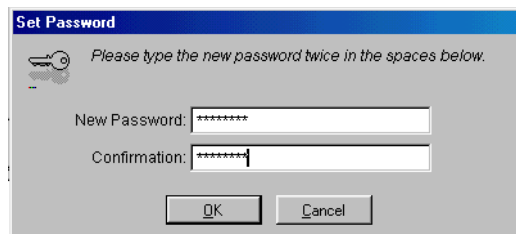
Set Password window

7. **User Cannot Change Password** - Check this box if you do NOT want the user to be able to change the password.

User Properties - Group Memberships tab

The system has two special groups. Generally, most users will not be assigned to either group.
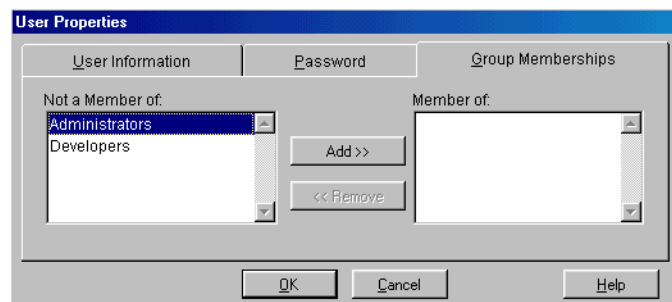
User Properties - Group Memberships tab

1. **Not a Member of / A Member of** - Highlight a group and use the **Add>>** and **<<Remove** buttons to move the highlighted group back and forth when determining the groups a user belongs to. If the user should not have Administrator privileges and is not a Developer (software modifications), do not assign them to either group.

2. Click **OK** to select another user or click on **Close** (Alt+C) to return to the Main Menu.

Account Editor - Users tab (start window)

Use this window to add groups or to edit group information. Only those belonging to the Administrators group can access this information. Select the **Add** or **Edit** button to view the remaining tabs.
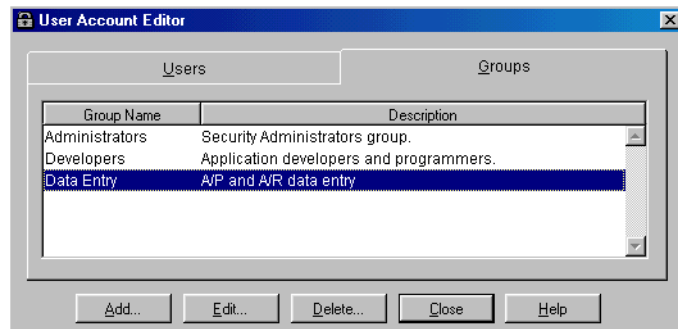
Account Editor - Users tab

Group Properties - Data Entry

Select the privileges the new group is allowed. For most groups, there are no additional privileges.
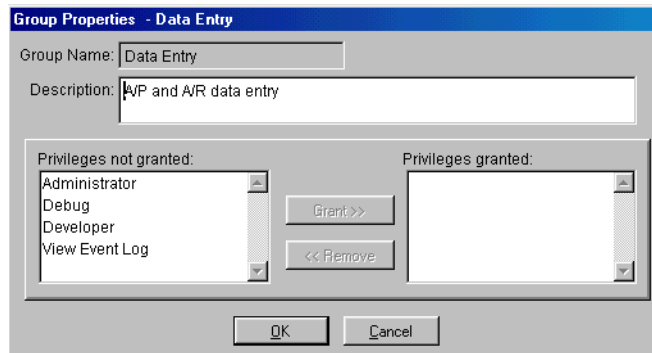
Group Properties - Entry window

1. **Group Name** - Assign a name to the group.

2. **Description** - Describe the group.

3. **Privileges Not Granted / Privileges Granted** - Highlight a privilege and use the **Grant>>** and **<<Remove** buttons to move the highlighted privilege back and forth when determining the privileges a group is allowed. For example, if the group should not have Administrator privileges and is not made up of Developers (software modifications), do not give them those privileges.

4. Enter another group or user or click on **Close** (Alt+C) to return to the Main Menu.

Set Up Company Level Security

SM - Setup - Security - Company Level

Use this selection to allow user access to specific company files. Only those users with permission for a company can access the records for that company. When a new company is added, only Administrators and the creating user have rights to that company until the Administrator sets up other users.

.
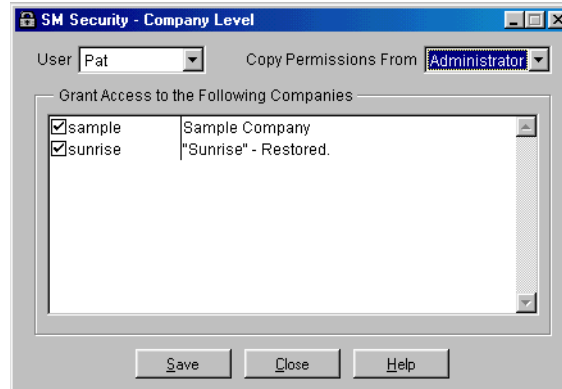
Company Level Security entry window

Step-by-step

1. **User** - Select the user for which you are setting up company security. (Users are set up in System Manager - Setup - Security - Users.)

2. **Copy Permissions From** - Select another user and copy their company permissions to the user selected above. This only allows you to copy permissions from company to company.

3. **Grant Permission to the Following Companies** - Click on a company to assign or remove permission to access the company's files. If the check box is checked, the user has permission; if it is blank, the user does not have permission.

Tip   *You can also use your arrow keys to move up and down the company list and press the spacebar to select/unselect it.*

---

4. When you are finished, click **Save** (Alt+S) to save your changes and return to the Main Menu. The changes go into effect immediately. If you click **Close** (Alt+C) and have made changes, you are asked if you want to save them before exiting.

Set Up Menu-level Security

1. To set up Menu-level security, click on the [key icon] icon on the Main Menu toolbar.

2. Next, click on the **down arrow** to the right of the "person." [person icon] Select the user for whom you are setting up menu access.

3. Check (give access to) each of the menu selections the user can open in the currently selected company. Make sure the selections you do NOT want users to use are not checked.

   If you use F2, double-click in the field, or the shortcut menu (right-click and select **Add New...** or **Edit**) to add or change information about a vendor, customer, item, etc., "on-the-fly," you must have the necessary menu-level security rights. If you do not have the necessary menu-level security rights, a warning message will appear, and you will not be able to add or edit "on-the-fly".

4. When you are finished, click on the [key icon] icon again to save the user's menu-level access.

What's Next?

Security setup and maintenance is an ongoing task. Be sure to keep good records and have a thorough understanding of the security options.

As Administrator, you also are responsible for a number of other tasks explained in Chapter 9, including making backups, and restoring and tuning up data files.

Chapter 10 explains more about using the import and export options available with TurningPoint.

Chapter 9
Event Log; Backup, Restore and Tune Up Data Files; and Other Administrator Duties

Contents

Introduction

All these "behind the scene" functions are accessible only by the Administrator.

How to...

Follow these procedures for some common Administrator activities.

How Often Should I Back Up Data?

Back up to another hard drive, tape or zip disk nightly - or after each day of system use. Maintain several backup sets, recycling them one after the other. Therefore, if one is corrupt, the one taken prior to that may be successful.

IMPORTANT! At least once a week (or month for smaller systems), store a backup off-site! This is important protection against unforeseen disasters (fire, flood, theft, etc.).

Back up both your data files and the system files.

On the main menu bar, select File - Back Up Data Files... (Alt+F+B). Also, see Backups, page 130.

Where can I find information about TurningPoint's data paths?

On the main menu bar select Help - About... (Alt+H+A) and click on the File Paths tab.

To change data paths, you must have Administrative access. You can select Change Data Locations from the Administration menu (Alt+A). Or, you can click on the data paths icon 🖼 on the Main Menu toolbar.

How do I move TurningPoint™ data to another computer?

1.   Make a backup of your company data files and system files.

2.   Install TurningPoint**™** on the new machine (if it has not yet been installed).

3.   Restore the backup. (You must have Administrator access.)

Note   *If you did not make a backup of the system files, but instead, just backed up data files, you need to take one more step. In System Manager - Setup - Company - Company Information, select the company you restored and edit the company name. The restored name will be "XXX (restored)" where XXX is the original company name.*

See Also:
•   Back Up Data Files, page 130
•   Restore Data Files, page 131
•   Company Information, page 69

Delete a company

To delete a company, including all history and records, select System Manager - Setup - Company - Company Information. Highlight the company and click on the **Delete** button. See Delete Company Information, page 70.

IMPORTANT! Only delete a company if you are sure you will never need the records.

You cannot delete a company that is currently open, nor can you delete the sample company or any other companies that come with the system.

Change Activation Key

Administration Menu - Change Activation Key

This selection is available only for those who belong to the Administrators group.

Use this menu bar selection when you receive an update to your accounting system. It allows you to expand your system on-the-fly without reinstalling the software!

If you do not enter an Activation Key, you will only be able to run a 30-day demo of the system. Keep the Activation Key in a safe place, in case you need to reinstall the current version.
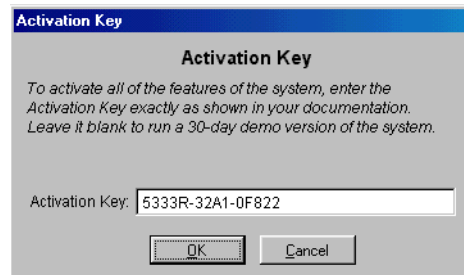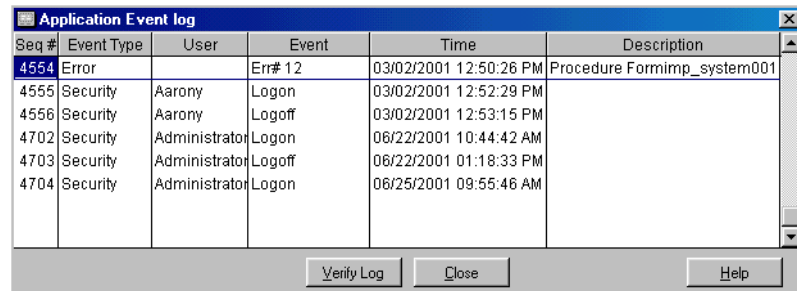
Activation Key

The Activation Key identifies the products you own, the current version number and the maximum number of system users.

Event Log

SM - Setup - System - Event
Log

This function is available only for those who belong to the Administrators group.

Seq #	Event Type	User	Event	Time	Description
4554	Error		Err#12	03/02/2001 12:50:26 PM	Procedure Formimp_system001
4555	Security	Aarony	Logon	03/02/2001 12:52:29 PM	
4556	Security	Aarony	Logoff	03/02/2001 12:53:15 PM	
4702	Security	Administrator	Logon	06/22/2001 10:44:42 AM	
4703	Security	Administrator	Logoff	06/22/2001 01:18:33 PM	
4704	Security	Administrator	Logon	06/25/2001 09:55:46 AM	

Application Event log — Verify Log — Close — Help

Event Log

View the system activity over a period of time. You can identify each user, when they logged onto the system and when they exited the system. Also, if there was a system error, that information is displayed.

You can also validate that the information is accurate. Events are listed in chronological order.

Tune Up Data Files

Administration Menu - Data
Tuneup

SM - Utilities - Tune Up Data
Files

This selection is available only for those who belong to the Administrators group.

Use this procedure to direct the system to reorganize your data so that it can be processed more efficiently. You will generally reduce processing time and increase drive storage space by reducing file sizes.

Note   The system also does a "counter" validation that looks at the tables to make sure any auto-increment counters (used in the data to ensure unique key fields) do not regenerate IDs that have already been used. This eliminates the possibility of duplicate records.

A message is displayed when you open the system to remind you to tune up your data (after 30 days) and will appear each time you enter the system until the data is tuned up.

When you click on the TurningPoint™ icon, the date of the most recent tune-up for each set of data is displayed in the right ListView pane. A RED block indi-

cates that data is past due for a tuneup and a GREEN block indicates it is not yet due for a tuneup.
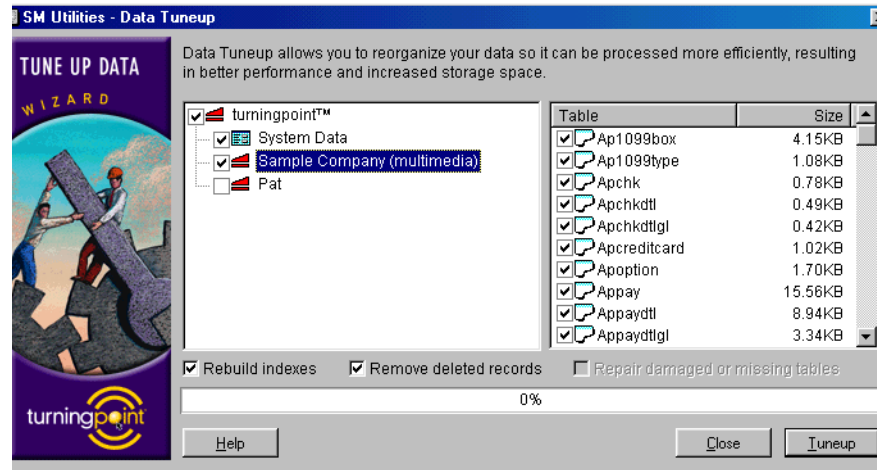
Tune Up Data Files wizard

Step-by-step

1. If you want to process data for all the files in your system, select the Turn-ingPoint**™** check box (click on a check box to check/uncheck it) and continue. However, if you want to limit your tune-up to either a specific company or to specific files within a company, check or uncheck the specific tables. You can also choose to include System Data.

2. If you want to rebuild indexes and/or remove deleted records, select the appropriate check boxes. (Recommended periodically.)

3. After making your selections, click on the **Tuneup** button. A progress bar keeps you updated during the Tuneup process. A brief message will let you know when the process is completed successfully. Click **OK** and then click on **Cancel** to return to the Main Menu.

Backup Data Files

SM - Utilities - Backup Data Files

File Menu - Backup Data Files

Related topics:

- How Often Should I Back Up My Data? page 125
- Move Data to Another Computer, page 126

Use this procedure to back up your accounting data onto a hard drive, zip drive or tape drive. (The files are too large to use diskette backups efficiently.) Backups are saved in standard .zip format, so they can be restored by any software that reads zip files. To copy the backed up files to the TurningPoint**™** system, use the Restore feature, page 131.

Make backups frequently. Also, it is VERY IMPORTANT to keep a set of up-to-date backup copies off site. In case of theft, fire, flood or other major catastrophe, you'll always have a complete record of your business finances.

Tip   *To see the date, user name and location of your most recent backup, select Help - About... on the menu bar and click on the Reminder Info tab*

.
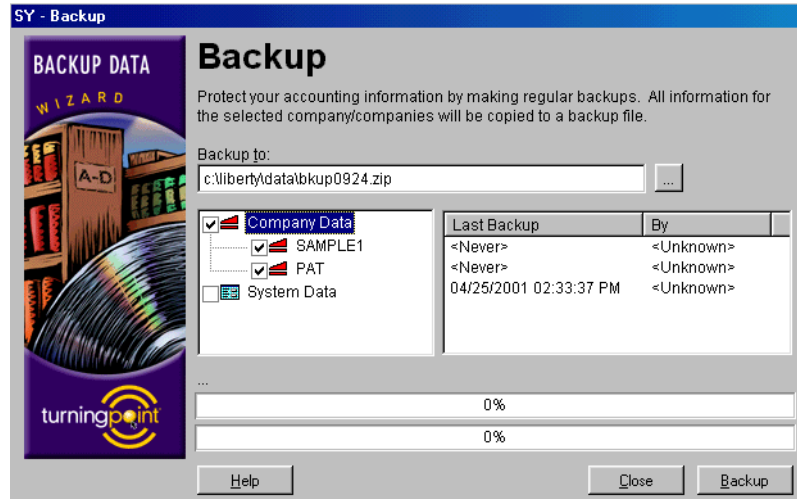
Back Up Data Files wizard

Step-by-step

1. Select System Manager - Utilities from the Main Menu and choose Backup Data Files or, select File, Backup Data Files... (Alt + F + B) from the menu bar.

2. **Backup to** - The default backup location and filename is displayed. The default filename is "bkup" followed by the month and day. If desired, you can change to your own filename convention; for example, name company ABC being backed up on October 3rd, *abc1003.zip*.

    Type the default location and directory in front of the backup filename (if you want to back up to another drive or file location), or click on the Browse

    button ⬚ to open the Open (File Find) dialog box and select your backup drive and location. For example, select drive D:, if that is where your backup zip drive is located.

    Click **OK** to select the highlighted location/directory and to return to the Backup entry window.

3. **Select the Data** - To identify the files being backed up, choose the appropriate Company ID in the small selection window located under your backup file name.

Note   *There is a company ID for every business operation set up in your Turn-ingPoint™ system. There is also a system database that is shared by all companies. It is listed in the company ID list box as System Data.*

Every time you make a backup copy of your company files, also make a backup copy of the system database. Back up the system database to a separate location (hard drive) or to a separate set of zip disks or tapes.

4. When you are ready to start the backup, click on the **Backup** button (Alt+B).

Restore Data Files

SM - Utilities - Restore Data Files

Administration Menu - Restore Backup

Related topic

*   Move Data to Another Computer, page 126

This selection is available only for those who belong to the Administrators group.

Use this procedure to restore data from a backup copy.

Tip   *To see the date, user name and location of your most recent restore, select Help - About... on the menu bar and click on the Reminder Info tab.*
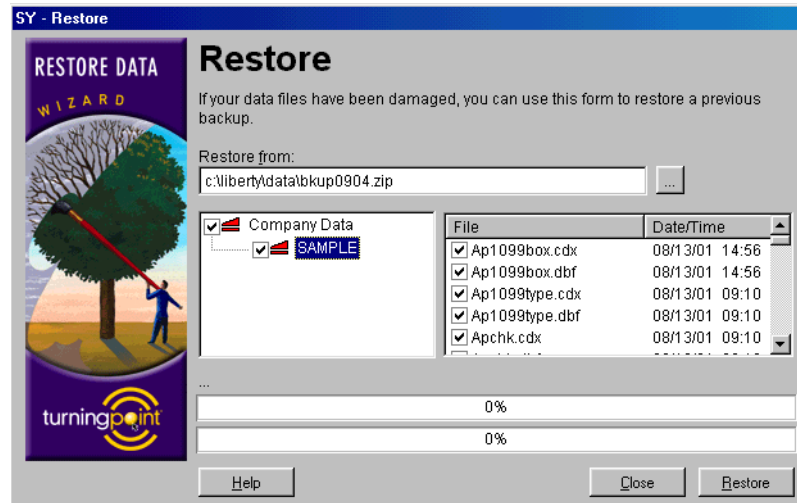
Restore Data Files wizard

Step-by-step

1. Select System Manager - Utilities from the Main Menu and choose Restore Data File or select Administration, Restore Backup (Alt+A+R) from the menu bar.

2. **Restore From** - The location and filename from your most recent backup is displayed.

    If you want to restore a different backup, type the location and directory in

    front of the backup filename, or click on the Browse button [...] to open the Open (File Find) dialog box and select the backup drive and location. For example, select drive D: if that is where your first zip disk is located.

    Click **Open** to select the highlighted location/directory and to return to the Restore entry window.

3. **Select the Data** - To identify the files being restored, choose the appropriate Company ID or select System Data in the small selection window located under your Restore filename.

4. When you are ready to restore the files, insert the first zip disk or tape in the appropriate drive (if you are restoring from a zip disk or tape) and click on the **Restore** button (Alt+R).

Note   *When restoring system data files, TurningPoint will shut down completely after the restore is complete to ensure that any system updates are applied BEFORE you use the system. TurningPoint does not shut down when restoring only company data files.*

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5. At the *Are you sure you want to restore the selected data?* message, click **Yes**.

6. At the *Restore operation completed successfully* message, click **OK**.

7. After restoring data files, Red Wing Software recommends that the Data Tuneup Wizard is used to ensure the integrity of the resotred data before using it. Click **OK**. See Page 128 for information about how to use the Data Tuneup Wizard.

Administrator Command Line Support

The Administrator can set up certain system processes using a command line passed to the TurningPoint executable (*turningpoint.exe*).

Examples

A typical example would be to set up night-time backups using Microsoft Task Manager.

Another way to use the command line support is in a batch file. If the batch file method is chosen to back up and/or tune up data files, the batch must either be saved in the same folder as the turningpoint.exe resides (*c:\program files\red wing software\turningpoint* by default) or the path to the turningpoint.exe must be included in the command line of the batch file.

One more example is to create a shortcut using the turningpoint.exe as the target and following it with the command line, such as: *c:\program files\red wing software\turningpoint BACKUP C:\Backup Files\Backup.zip*

BACKUP <Path & Filename>

Use this command line to backup all TurningPoint data (including system data; excluding the sample data).The backup is generated the same as if you had run it from SM-Utilities-Back Up Data Files so that it can be restored normally, using the Restore Data Files selection.

The Path tells TurningPoint where to place the backup, and the Filename gives the backup a name. If the path or filename contain spaces, enclose the entire entry with double quotes, as shown below:

    turningpoint.exe BACKUP "C:\Backup Files\Backup.zip"

TUNEUP

This command needs no additional parameters. It performs a standard Tuneup on all the data (except sample and system data). All tables are reindexed and deleted records are removed or packed to reduce file size and increase performance.

    turningpoint.exe TUNEUP

CLEARUSERS

This command line attempts to clear all network connections, using the same process available on the Administration menu. All users must be out of the system before you can use this command. It removes any false locks on the system data (caused by unnatural closure of the application).

    turningpoint.exe CLEARUSERS

Chapter 10
Additional Administrator Processes

Contents

Introduction

Import data from other software and change to a format that can be used by TurningPoint.

The information in these menu selections is subject to change. For current information, visit the Red Wing Web site at *www.redwingsoftware.com* or contact your local Red Wing representative.

Import/Migration Wizard

SM - Utilities - Import/Migration Wizard

Use the Import/Migration Wizard to import or migrate data from another software package when a specific migration program is not available for your accounting software.

The import can be done directly from systems that can export in an ADO XML format. (See File Transfer Formats for an example and description of the ADO XML format.)

Red Wing has developed a number of specific conversion packages for software that exports to ASCII. Please contact our Professional Services division or your Red Wing Authorized Business Partner for more details.

Note   *If desired, Red Wing Partners and/or technicians will work with you to actually do the migrations from non-Red Wing software packages. For many small businesses with a minimal "technical" staff, this is the best option. (For actual costs, contact Red Wing Software or your authorized Red Wing Partner.)*

The first part of the Wizard is divided into two tabbed windows. Each is explained in detail. Additional windows are displayed, depending upon your choice of manual or automated conversion.
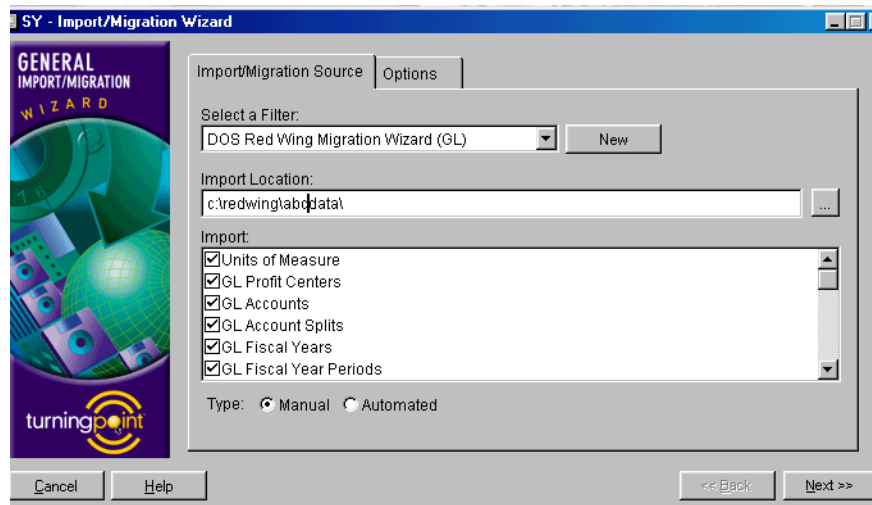
Import/Migration Wizard

Import/Migration

Source tab

Use this opening window to determine where the data to be migrated is located and what it contains.

1. **Select a Filter** - Choose a predefined filter or click New to open the Import Filter Maintenance window. (Use the Import Filter Maintenance option to add new filters by setting up translation tables or to modify existing filters.) The filter is applied to the migration data, formatting it and mapping it to the matching Red Wing table(s).

2. **Import Location** - Accept the default (based on the filter selected above) or enter a new path to find the data being converted. If desired, use the Browse button (to the right of the field) to open a search window for help in finding the data location.

3. **Import** - Select the components of TurningPoint to import. The import should be performed in the sequence indicated on this list. For example, units of measure are imported before profit centers and profit centers are imported before accounts. Therefore, if you will be going through the migration/import in several steps, make sure to follow the proper sequence.

4. **Type** - Choose between an Automated or Manual process. The Manual process (the default) gives you more control and provides opportunity for validating and correcting/changing data.

5. After completing this tab, go through the Options tab to further define your import/migration process. When you are finished, and depending on your selection for Type, click **Next** to continue through the Manual or Automated process.

Options tab

Check the boxes for those procedures you want to follow during the import/migration process.

1. **Automatically Exclude Bad Data Records** - If a record fails the validation process, it will be automatically excluded. This option moves the process along, importing only good data into the system.

2. **Use Current Date for Invalid or Missing Date Values** - If a date field within a potential record contains an invalid date format or is missing a date, the system will replace it with the current date so that it can be imported.

3. **Log Import Errors** - TurningPoint will maintain a log file detailing any possible problems with the migration data. This option is available only during an Automated import, because Manual imports have real-time interactive error reporting.

4. **Update Existing Records** - If a record being imported is duplicated within the system or in its source, it will overwrite the already existing record.

5. **When Updating, Ignore Bad Data** - If you checked the previous option (Update Existing Records) and you check this box, it will only update existing records with "clean" records (those that have no bad data).

6. **Apply Translation Table** - The imported data is put through a translation table (Import Filter Maintenance, page 141). The translation process lets you gather or alter the data before it is imported. For example, your existing accounts may have a totally different format from those used by the new system. Use the translation table to map your old codes to the new ones. Once you set up a translation table it becomes a new import filter.

7. **Reverse Actual Amounts for Normal Balance Accounts (Period Totals Only)** - All amounts for period totals and budget totals will be reversed when the account has a normal balance. This option is primarily for use with older Red Wing systems.

8. **Generate Period Zero JE Transactions after Converting Period Totals** - After converting a year's period totals, a transaction is generated for Period 0 (beginning balance) in the Journal Entry History table. This ensures that when you recalculate your period totals your beginning balances are not lost.

9. Depending on your selections on the Import/Migration Source, continue through the *Manual* or *Automated* process.

Manual Process

After completing the initial conversion setup tabs (Import/Migration Source and Options, click **Next** (Alt+N) and follow the Manual process.

Note   *Once any translation(s) are applied (if applicable - using Import Filter Maintenance,* page 141*), the first window is displayed.*

Conversion Grid

When you start the manual process, the data is loaded, the translation(s) applied (if applicable) and the data is validated using your selections from setup. The resulting data is displayed on a color-coded conversion grid to help you quickly identify the status of a particular field or even the entire record. See Color Codes, page 140.

You can also use the grid to modify the data (correct it) in a controlled environment. For example, if you double-click on a field that contains a component of another table (e.g. account type), a Quick Lookup dialog is displayed allowing you to select a value from a list of possible "acceptable" values.

You can also double-click on numeric fields to display a pop-up calculator or double-click in a date field to display a pop-up calendar.

Another feature of the conversion grid is a context menu available by right-clicking anywhere on the grid. The following options are available:

- Include/Exclude the current record.
- Include/Exclude All records.
- Include/Exclude All records below the current record.
- Find a specific column value.
- Locate a specific record number.

When you are satisfied with your data, click on **Next** (Alt+N) to start the actual import/migration. If there are any problems, a message appears letting you know what needs to be changed before you can proceed.

Once the data is imported a summary window is displayed, listing the number of records.

- To complete the import, click **Finish** (Alt+F) to add the data to the Turning-Point database. Then, if you chose multiple components to import, you are returned to the Import/Migration Source tab and you can repeat the process for that data. If all components have been imported, you are returned to the main menu.

- To return to the conversion grid (to make additional changes or to double-check your setup), click **Back** (Alt+B).

- To completely discard everything you have done in this process, click **Cancel** (Alt+C). All changes made to data for the current component is lost and nothing is migrated into TurningPoint.

Color Codes

Color of Text   Indicates...

Black   The field data is good and can be successfully imported.

Red   The field data is bad and cannot be imported.

Blue   The record is being updated (not added), but the field data is bad, so it is being ignored (per the configuration on the Options tab).

Orange   The field data was missing and a default value for that field has been substituted.

Green   The record has been found in TurningPoint (or elsewhere in the migration data) and is being updated with the field data. The green text is the field used to identify the record. For example, in the Accounts table, it is the account number. An updated record is also displayed in Bold type.

Automated Process

After completing the initial conversion setup tabs (Import/Migration Source and Options) follow the Automated process.

Because this method automates the import/migration process, the level of validation is not as thorough as with the manual process. Any bad data found in a record is skipped. It is also much faster than the manual process and is recommended for large volumes of data; for example, when you are migrating data for entire modules or a whole company.

Once you are ready to begin the import/migration, click on the **Begin** button. The system imports the first section selected in the Import list on the Import/Migration Source tab and proceeds through all of the checked items.

During the import process, a **Progress Log** tells you what is being imported and how many records (of the total) have successfully been imported.

When the process is complete, click on the **View Log** button to view an error log showing detailed information on any records that did not import successfully, including the record, the field and why it wasn't successful. You can then re-do that section using the Manual process and correct the data or you can ignore it. (Print the error log, if desired.)

After viewing the log, click **Next** (Alt+N) to see a summary of the records that were imported. Select **Finish** to exit the Import/Migration Wizard.

Import Filter Maintenance

Import / Migration Wizard - Source tab - New button

Use this selection to set up (Add) or modify (Edit) a filter before beginning the import process. (You may also Delete unneeded filters.) Filters use translation tables to transform "outside" data into a format that can be used within the Red Wing system. They are the foundation of the conversion process, providing the details of how each set of conversion data is brought across to the TurningPoint system with the smallest amount of user intervention possible.

The Source data needs to be in ADO XML format. There are a number of utility programs that can convert ASCII files to ADO XML. Contact Red Wing Support for more information.

Import Filter Maintenance is available by clicking the **New** button on the Import/Migration Source tab.

Import Filter Maintenance - Entry Window

Use this entry window to define your filter. It is a very simple interface that shows your Source data to map from and the TurningPoint data to map to.

Before you begin - Tips and Hints

Click on any Source field or the TurningPoint field to display a drop-down list box from which you can select any existing field in the applicable system.

Each field "remembers" the last value selected so that when you go to the next line and use the drop-down list you are most likely in a group of similar fields, making it easier to locate the one you need.

To add a new record to the filter, right-click on the grid and select "Add Item". A new record is immediately added to the end of the grid. To remove a record, right-click on the field and select "Delete Item." The right-click menu is shown below.

Right-click button -->

1. **Filter Name/Description** - Enter a descriptive name for the filter. For example, if your filter is converting data from XYZ Accounting, you might enter "XYZ to TurningPoint Migration."

2. **Date Format** - Select the date format used by the Source system. Options are (examples are for January 13, 2002):

   MDY: Month - Day - Year (01-13-02)

   DMY: Day - Month - Year (13-01-02)

   YMD: Year - Month - Day (02-01-13)

3. **Default Data Location** - Enter the Source data location. If you do not know the exact path, use the Browse button to locate the data.

Translation Table Grid

4. **Source Field** - Select (click on a field to open the drop-down list box) or enter each source field.

5. **TurningPoint Field** - Select or enter the corresponding TurningPoint field.

6. **Use Translation** - Check the box if you want to set up a Translation Table between these fields.

7. **Edit** - If the translation table has already been set up and you wish to modify it, click on a Browse button to the right of the fields you want to edit to open the Translation Table window.

Translation Table

When you get to the Translation Table (check the "Use Translation" check box on the Import Filter Maintenance entry window for new entries or click on the Browse button for existing entries, you can easily change large quantities of data without having to manually change every value.

Each mapped field in a Filter can have an optional set of translation values. You can use the basic translation table setup options (explained below), as well as a number of Keywords created to simplify (and add functionality) to the translation table setup.

The translation table has only two fields - From and To. Enter the value to be translated from (the source data) in the From column and the value it translates to (in TurningPoint) in the To column.

For example, to convert all Type Codes in your Account Number data that were "5" in your other system to Type Code "10" in TurningPoint, check the Use Translation box to the right of the GLAccount.TypeID field and click the Browse button. Enter 5 in the From column and 10 in the To column. When the data is imported, all account numbers with a type code of 5 will automatically be changed to a type code of 10, without anyone manually stepping through each record to make the change.

When you are finished setting up the translation table, click **<<Back** (Alt+B) to return to the Import Filter Maintenance window.

Keywords

"From" Keywords:

The following are key words that can be entered into the "From" column in place of a specific value:

[ALL]

Use the value in the To column to replace the mapped fields value in ALL records. For example, set up a description field to say "Imported" so that you can easily identify the imported records once they are in the system:

    FROM: TO:

[ALL]   Imported Data

[x,y]

Use the value in the To column to replace the mapped field's value if that value is within the range x to y (inclusive). For example, change type codes 21 through 29 to just 20:

FROM: TO:
[21,29]   20

[FLD <Name>,<Value>]

Use the value in the To column to replace the mapped field's value if the specified field <name> value is equal to the value <value>. For example, change the normal balance of all accounts with a type code of 20 to -1:

CODE FROM: CODE TO:
[FLD TypeCodeID,20]   -1

[FLD < Name>, x, y]

Use the value in the To column to replace the mapped fields value if the specified field <name> value is in the range indicated by <X,Y>. For example, change the normal balance of all accounts with type codes between 20 and 30 to -1:

CODE FROM: CODE TO:
[FLD TypeCodeID,20,30]   -1

"To" Keywords

The following keywords can be entered into the To column in place of a specific value.

[*n]

Multiply the value(s) specified in the From column by n. For example, reverse all amounts in a Credit field if they were stored previously as positive values:

CODEFROM: CODETO:
[ALL]   [*-1]

Extended Translation Options

When importing Journal History, another section of the translation page becomes available that is not normally visible.

Whenever you edit a translation selection for any mapped field pertaining to Journal History, a Mover list is displayed in the bottom left hand corner along with a message asking how to identify a Journal History "Header" record from the data in the Journal History detail. This is necessary so that the import process can correctly match up Journal History detail with the correct Header/Batch.

To set up the ID selection, select the Field(s) in the Journal History Detail Source that will be used to uniquely identify a Journal History Header/Batch. For example in Red Wing Windows Accounting, versions 3 or 4, a Batch is identified by Source Code + Year + Period. Other systems may use an ID field. If so, select that.

Red Wing Accounting Programs to TurningPoint Migrations

These functions are available in each individual accounting module (G/L, A/P, A/R, Inventory). They let you directly migrate data from the Red Wing **DOS** Accounting Software, **Controller** Accounting Software, and Red Wing **Windows Accounting Series** to TurningPoint. Also, in Spring 2004 a migration will be available for the Red Wing Windows Accounting Series. For more information, call your Red Wing Representative or Red Wing Software at **1-800-732-9464**.'

Chapter 11
Bank Deposits & Bank Reconciliation

Contents

Introduction

Two optional menus let you create and track all bank deposits. Use Bank Deposits to calculate your bank deposit and print deposit slips. Use Bank Reconciliation to reconcile your accounting records to your bank statement. Information for Bank Reconciliation is imported from various TurningPoint modules, depending on how you use the system.

Bank Deposits

The Bank Deposit function makes Bank Reconciliation much easier, allowing you to generate bank deposit records that will match the actual deposits listed in your bank statement. You can then print a report to use as the bank deposit slip, as well as summary and detail reports.

Once a day (or for any date range), select all cash receipts and produce a bank deposit for those receipts. When the bank deposit is created, an entry is made in the General Ledger crediting the designated undeposited funds account(s) and debiting the selected cash account.

Note *In Accounts Receivable, customer payments are initially recorded in an undeposited funds account (so they will not appear on bank deposit reports).*

BEFORE Using Bank Deposits...

- Look at the Bank Deposit information on the Accounts tab in Accounts Receivable - Setup - Customization. Make sure it is set up to fit your specific needs.
- Modify your existing payment types (Accounts Receivable - Setup - Payment Types), making sure the account designated for each customer payment is an undeposited funds (cash) account.

Make Bank Deposit

SM - Bank Deposits - Make
Bank Deposit

Select all customer payments (receipts) for a specific time period and create a bank deposit record that matches the actual deposit you make at the bank.

When the bank deposit is created, an entry is made in the General Ledger crediting the designated undeposited funds account and debiting the selected bank account.

SM - Bank Deposits - Make Bank Deposit

Deposit To

1. **Bank Code** - Select the bank where the deposit will be made.

2. **Cash Account** - The general ledger account defined for the bank code selected above is displayed. If you need to change the account, you must change it in Bank Accounts.

3. **Deposit Date** - Accept the default deposit date (today's date), if it is correct, or change to the actual deposit date.

4. **Deposit Number** - The default deposit number (from A/R Customization - Accounts tab) is displayed. You can change it, if needed. (You cannot have duplicate deposit numbers for the same date.)

Select Receipts With

5. **Receipt Date From/To** - Select the range of dates to be included in the deposit. The default is today's date.

6. **Payment Type From/To** - Select the payment type(s) to include in the deposit. For example, often you will include your cash and check types on one bank deposit and credit card payment types on a separate deposit.

7. Click on **OK** to proceed to the next Make Deposits window. TurningPoint searches for all customer payments and deposits that match the selection criteria. The selected payments are summarized into Cash, Checks and Other totals and the Deposit Summary form is displayed.

Deposit Summary Form

8. On the Deposit Summary form, click **Adjust Deposits...** (Alt+A) to review the selected payments. Uncheck (click on the check box) any payments you do not want included in the deposit.

Adjust Deposits

9. You can also use the **Mark Range...** button (Alt+M) to select a group of payments to uncheck.

10. Close the Adjust Deposits window when the deposit is correct.

11. Once the deposit information is correct, click the **Generate Deposit** (Alt+G) button to finish the process. The G/L deposit entry is made and payments included on the deposit are marked so that they cannot be selected on another deposit.

Delete Bank Deposit

SM - Bank Deposits - Delete Bank Deposit

Delete a completed deposit. Two examples of situations that might require you to delete a bank deposit are listed below.

- You may get to the bank and discover you were missing one or more checks that were supposed to be included in the deposit. If you do not delete the bank deposit and create a new one, it will not match the actual deposit made.

- ·You need to void a check that has already been included in the deposit. You could either create a separate bank deposit for the voided check (creating a negative deposit record) or delete the entire deposit and create a new one that includes both the original check and the voided check.

SM - Bank Deposits - Delete Bank Deposit

1. **Show Deposits Since** - Select a date that ensures the bank deposit you need to delete is displayed. The default is one week prior to today's date.

2. Highlight the deposit you want to remove.

3. Click **Delete** (Alt+D) to remove the deposit. A message is displayed asking you to verify that you want to remove the deposit. Click **Yes** to remove it. Reversing entries are created and the receipts are once again available for making a new deposit.

Deposit Journal

SM - Bank Deposits - Deposit Journal

Look at your bank deposit information. You can produce a summary report listing Cash, Checks and Other totals for each deposit or print a detail report listing all receipts in a particular deposit.

SM - Bank Deposits - Deposit Journal

Selection Ranges

1. **Deposit Dates All / From-To** - Check the box to list all deposit dates or limit the report to specific dates. The default is today's date.

2. **Deposit Number All / From-To** - Check the box to list all deposits for the specified date or limit the report to a specific deposit number.

3. **Bank Codes All / From-To** - Check the box to include deposits to all banks within the date range or leave it blank and specify a range of banks to include on the report.

Report Format

4. **Report Type** - Select whether to print a single Summary line for each selected deposit or a Detail list showing each receipt and the receipt totals for that deposit, along with a grand total for all selected deposits. You can also select to print a Deposit Slip.

5. **Include Deleted Deposits** - Check this box if you wish to include deleted deposits in the report.

6. Select one of the report options. For more information on producing reports, see Chapter 4.

Deposit Slip

SM - Bank Deposits - Deposit Slip

Print a deposit slip, listing each item in the deposit, to take with the cash and/or checks to the bank.

This report format is exactly the same as the Deposit Journal, except that you would typically choose a specific Deposit Date and Deposit Number, and select Deposit Slip for the Report Type.

The deposit slip includes your company name, the document number, description and amount of each check, a check subtotal, the cash total, and the deposit total.

```
06/20/03                        Sample Company (Inventory)                Page 1 of 1
11:48AM                              Bank Deposit


Sample Company (Inventory)
Deposit Dates: ALL
Deposit Numbers: ALL


Document
Number          Description                          Amount

Cash            Coin and Currency                       .00

GenByCn         Edward E. Anderson                     13.25
GenByCn         Jordan L. Justice                     800.00
GenByCn         Douglas G. Peller                  10,000.00
                                    Total Checks:   10,813.25
                                    Total Deposit:  10,813.25
```

Bank Reconciliation

Where Does the Reconciliation Data Come From

You can import the following information into Bank Reconciliation:

- **Individual checks and payments** from Accounts Payable.
- **Payroll checks** from the General Ledger. (You MUST post detail from Payroll to the General Ledger.)
- **Miscellaneous charges and interest earned** from the General Ledger.
- **Customer Payments** from Accounts Receivable. (Choose the *Summary by Date* method to more closely match actual deposits to the bank account. The *Detail* method transfers each customer payment.)
- **Bank Deposits** from System Manager.

Note   *If you select Bank Deposits, the Customer Payments option is not available (or vice versa).*

Why the Reconciliation Figures May Be Incorrect

1. Make sure all checks, deposits and adjustments are imported. For example, if you import entries for the month of September (through the 30th), but your bank statement closes October 6th, your October entries will be missing.

2. Adjustments (service charges or interest) are often missing because they are on the bank statement, but not yet in your system.

3. Make sure all items listed on the bank statement are marked as cleared.

4. Verify that the dollar amounts of the items on the bank statement match the dollar amounts in the Bank Reconciliation files. (The bank may have made a mistake when processing a check or deposit.)

5. Data transferred from the General Ledger to Bank Reconciliation may have a different date from the one shown on the bank statement, causing data to be missing from the import file.

    Example: Because payroll checks are imported to Bank Reconciliation from the General Ledger journals (not directly from Payroll), the journal date is used, rather than the actual payroll check date. Therefore, payroll checks written on October 5 may be posted to the General Ledger with a journal date of October 31. If your Bank Reconciliation import date is earlier in the month (such as October 10), the payroll checks are not imported (since the G/L journal date is October 31). Your bank statement, however, will show the checks dated October 5, since that is when they were printed in the Payroll system.

Bank Reconciliation - Step-by-step
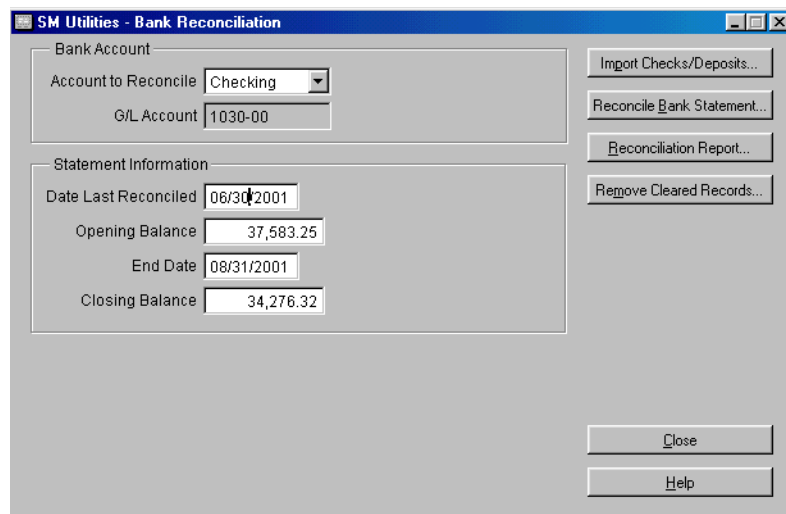
SM - Setup - Bank Reconciliation

1. Enter the bank account and statement information on the Bank Reconciliation "opening" entry window. Page 156.

2. Move payment, deposit and adjustment (service charges or interest) information into Bank Reconciliation using the **Import Checks/Deposits...** button (Alt+P). Page 157.

3. Mark the cleared checks and deposits using the **Reconcile Bank Statement...** button (Alt+B) - page 159. Options are available to make adjustments (**Adjust** button, page 161), clear a range of checks (**Clear Range** button, 160) or view a reconciliation summary (**Summary** button, 162).

4. Once the bank statement matches the information in the previous step, print a report for your records using the **Reconciliation Report...** button (Alt+R). Page 163.

5. Remove all cleared checks and deposits in preparation for the next month's reconciliation using the **Remove Cleared Records...** button (Alt+M) - page 165. Make sure you have already printed the Reconciliation Report.

6. When the process is complete, close the Bank Reconciliation opening window.

Step 1 - Set Up the Opening Entries

Select the account to reconcile and set up statement date and balance information.

Bank Reconciliation - "Opening Entries" window

Bank Account

1. **Account to Reconcile** - Select the account to reconcile. Your default bank account is displayed. For more information on bank accounts see page 82.

2. **G/L Account** - The default cash account set up for the selected bank account is displayed.

Statement Information

3. **Date Last Reconciled** - The last statement end date is displayed as the last date reconciled. Change it, if necessary; for example, if this is the first time you are using Bank Reconciliation.

4. **Opening Balance** - Once the first statement is reconciled, the closing balance from the last reconciliation process is displayed as the opening balance for the current reconciliation process. Change it only if necessary.

5. **End Date** - Enter the statement cutoff date to limit the selection of checks and deposits used in the reconciliation process.

6. **Closing Balance** - Enter the ending statement balance from your bank statement.

7. When you are finished, click the **Import Checks/Deposits...** button.

Step 2 - Import Checks/Deposits

The **Import Checks/Deposits...** button opens an Import selection window used to bring data into Bank Reconciliation from other TurningPoint modules.

Bank Reconciliation - Step 2 - Import Checks/Deposits

Bank Account

1. **Account to Reconcile** - The account selected to reconcile on the opening window is displayed.

Selection Range

2. **Dates From** - Limit the imported data to a range of dates. The system automatically defaults to the Statement End Date (from the opening window) minus one month plus one day. For example, if the Statement End Date is 10/06/01, the date range defaults to 09/07/01 to 10/06/01.

Import Source

3. **Accounts Payable (Checks/Payments)** - Check this box to import payment information from Accounts Payable. If selected, individual check and payment information is copied into Bank Reconciliation.

4. **Payroll Checks (G/L Journal = PR)** - Check this box to transfer payroll information (checks) from the General Ledger. The system copies all payroll journal entries in the General Ledger for the selected date range.

Note   *You cannot transfer information directly from Payroll, but must first post Payroll to the General Ledger. If you wish to see individual checks in Bank Reconciliation, you must select the Detail option (in GL - Utilities - Payroll Import Wizard) when posting from Payroll to the General Ledger.*

---

5. **Miscellaneous Charges/Interest (G/L Journal = GJ)** - Check this box to transfer any adjustments (bank service charges or interest earned) from the General Ledger. The system copies all GJ entries from the General Journal.

6. **Customer Payments** - Check this box to transfer deposit information from Accounts Receivable. If you select this option, the Bank Deposits option is not available (to avoid duplicate deposits).

   Summary by Date / Detail - If you select to transfer Accounts Receivable information, choose the format to use for the transfer.

   Click on the *Summary by Date* option to summarize customer payments by date. This option is usually selected, because it generally matches the deposits made to the bank account.

   Click on the *Detail* option to transfer each customer payment.

7. **Bank Deposits** - Check this box to transfer deposit information from System Manager - Bank Deposits. If you select this option, the Customer Payments option is not available (to avoid duplicate deposits).

8. When you have selected the information to import, click on the **Import** button (Alt+P) to begin the import/transfer process.

Once the process is complete, a message is displayed indicating that the transfer process is finished. The number of records transferred is also listed.

Note   *The record count is the number of records added to Bank Reconciliation, NOT the number of records selected for transfer. The two can differ, depending on how you choose to transfer Accounts Receivable information.*

Step 3 - Reconcile the Bank Statement

The **Reconcile Bank Statement...** button opens the main reconciliation window showing the checks, deposits and adjustments imported for the selected bank account. Use this window to record which records have cleared (been processed by) the bank and appear on the statement. Also, verify that the bank statement agrees with the General Ledger account balance. The Bank Reconciliation grid is sorted by Type and then by Date each time you use the Bank Reconciliation screen. You can sort the Bank Reconciliation grid in ascending order by clicking on the column header of any of the items in the grid. .

Bank Reconciliation - Step 3 - Reconcile Bank Statement

Bank Account

1. **Account to Reconcile**
   Cutoff Date - The account selected to reconcile on the opening window and the statement end date are displayed.

2. **Clr / Type / Date / Check No. / Payee / Memo / Amount** - All imported checks, deposits and miscellaneous charges up to the specified cutoff date are displayed.

   To indicate that a check (or deposit or miscellaneous charge) has cleared the bank and appears on your statement, you must mark the item with an x in the first column (under the X).

   To mark an item as cleared (or to unmark it), highlight the item under the "Clr" column (use your mouse and click on the item or use your up and down arrow keys to select it).

   Double-click, press Enter, or press the space bar to "toggle" between cleared and uncleared.

3. **Statement out of balance by** - The goal of reconciliation is to have a zero dollar amount in this field. The balance shown is automatically calculated by the system as follows:

   Statement Beginning Balance - Cleared Checks + Cleared Deposits + Cleared Adjustments - Statement Ending Balance

Command Buttons

- To mark a group of checks as cleared/not cleared, click on **Clear Range** (Alt+R). All checks within the range you select are cleared.
- To make adjustments to check reconciliation, click on **Adjust...** (Alt+A).
- To view a summary of the reconciliation information, click on **Summary...** (Alt+S).

Clear a Range of Checks

Select a sequential group of checks to mark as cleared (or not cleared).

Tip   *If most checks in a range have been cleared, use this function and then go back and one-by-one unclear the few checks that have not been cleared.*
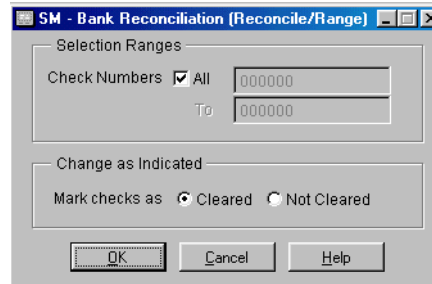
Reconcile Bank Statement - Clear Range button

Selection Ranges

1. **Check Numbers** - Select the range of check numbers to clear/not clear.

Change as Indicated

2. **Mark checks as** - Select whether you want the range of checks marked as cleared or not cleared.

3. Click **OK** when you are finished to clear the selected group of checks (or mark as not cleared).

Add or Edit Adjustments

IMPORTANT! These entries are NOT automatically posted to the General Ledger. Therefore, you must also make these same entries into your General Ledger system if you wish to update the account balance on the account you are reconciling. The adjustments are listed on the Detail version of the Reconciliation Report.

Enter (or modify) adjustments not already in Bank Reconciliation. In general, it is better to enter your adjustments directly in the General Ledger and then import them back into Bank Reconciliation. However, use this process if you do not immediately need up-to-date information in the General Ledger or if you do not have permission to make entries into the General Ledger.

Reconcile Bank Statement - Adjust... button

1. **Type** - This field is automatically set as "Adj" (Adjustment) and cannot be changed.

2. **Date** - The cutoff date (statement end date) is displayed. If you change it, the date entered must be prior to the cutoff date. Enter the actual date of the adjustment from the bank statement.

3. **Memo** - Enter a description of the adjustment, up to 30 characters. For example, "Bank service charge" or "Bank dividend."

4. **Amount** - Enter the dollar amount of the adjustment. Use the minus sign (-) to indicate negative amounts (those that reduce the bank account balance).

5. Click **OK** to add the adjustment(s) to the Reconciliation window.

6. You need to mark new adjustments as cleared on the Reconciliation window.

Note   *This process lets you make sure your adjustment(s) are correct. It is easy to "re-adjust" an adjustment.*

View Summary

This window shows a summary view of the cleared and uncleared items. Use it to verify that the reconciliation process agrees with your accounting record. You cannot make changes on this window.

If the selected bank account has been properly reconciled, the Summary will show a difference of zero in the left column (indicating that the bank statement agrees with the information found in the Bank Reconciliation files) and the Cal-

culated G/L Balance will match the number found in your General Ledger system as of the Cutoff Date shown on the Summary.

Reconcile Bank Statement - Summary... button

Step 4 - Print the Reconciliation Report

The Bank Reconciliation Report shows which checks, deposits and adjustments have cleared the bank (appeared on the bank statement) and which have yet to clear. It also shows the totals used to verify that the General Ledger is in agreement with the bank balance.

Bank Reconciliation - Step 4 - Reconciliation Report

Bank Account

1. **Account to Reconcile**
   Cutoff Date - This information cannot be changed and comes from the selections made on the opening Bank Reconciliation window.

Report Format

2. **Level of Detail** - Choose the amount of information to show on the report. Options are:

   Summary: Show Bank Reconciliation totals only.

   Detail: Show each individual check, deposit and adjustment, as well as totals.

3. Select one of the report options (Preview, Print, Export, etc.)

4. If your bank statement is properly reconciled, the Reconciled Statement Balance will equal the Statement Ending Balance, with a difference of zero.

   If your bank statement is in balance with your General Ledger, the Calculated G/L Balance will equal the General Ledger account balance for the indicated reconciliation date.

   .

02/18/02	Sample Company (Multimedia)	Page 1 of 2
02:17PM	Bank Reconciliation Report (Summary)	
	Bank Account: Checking Reconciliation Date: 11/30/01	

Activity Type	Quantity	Amount
Statement Opening Balance		2,500.00
Cleared Adjustments	1	13,282.45
Cleared Deposits	15	7,605.00
Cleared Checks/Payments	24	19,887.45-
Reconciled Statement Balance		3,500.00
Statement Closing Balance		3,500.00
Difference		.00

ª **If your Bank Statement has been properly reconciled, the Reconciled Statement Balance will equal the Statement Ending Balance and Difference will be zero.**

Reconciliation Report

Step 5 - Remove Cleared Records

Bank Reconciliation - Step 5 - Remove Cleared Records

IMPORTANT! Because all cleared records (for the selected bank account) are removed, make sure you have printed the Reconciliation Report BEFORE removing the cleared records.

1. Click on the **Remove Cleared Records...** button to update Bank Reconciliation in preparation for the next month's reconciliation process. You can start the process or return to the previous window without removing cleared records. When the process is complete, a message is displayed letting you know the cleared records have been removed. Click **OK** to return to the Main Menu.

Appendix

Contents

Ordering Checks and Forms

Red Wing Software Checks and Forms are recommended for checks and other forms (invoices, statements, window envelopes, etc.).

Red Wing Software Checks and Forms

800-458-0158

www.rapidforms.com

Keycode: K=20203774

Working in a Multi-User Environment

When working in a multi-user environment you are prompted if you try to per-form an operation which conflicts with something another user (or users) are doing in the system. The method of prompting and the message you receive var-ies depending on the type of operation you and the other user(s) are doing.

Data Locking

If you and at least one other user are trying to edit the same transaction at the same time and you try to save changes while they are still editing the same record, the system will attempt to keep locking the record. If it cannot lock the record for updating, the following message is displayed:

Data is locked by another user. Retry?

If you select **Yes**, the system will try again to lock the data for updating. If it fails, the message is reshown until a lock is achieved and the update is made.

If you select **No**, you are returned to the entry window. You can either choose to cancel the changes and exit the window or wait and retry a few minutes later.

If you save changes after another user has just finished making changes, the following message is displayed:

> ***The entry has been changed by another user. Do you want to overwrite the other user's changes?***

> If you select **Yes**, the record is updated with your changes and any conflicting changes made by the other user are overwritten.

> If you select **No**, you are returned to the entry window in which you were working.

Process/Module Locking

When you are working in an entry window or starting a process that would affect data needed by another process, the system prevents the other process from running. For example, if you are entering a transaction, no one can post and vice-versa.

Depending on the type of process you are trying to access, one of two messages (with very specific information) is displayed.

If you are trying to use a process that requires exclusive access to the whole module, such as Post Transactions and another user is currently editing/entering a transaction (or just has Transaction Entry open), you will receive the following message:

> ***Data Locked by Joe Johnson in "GL - Transaction - Entry"***

If Joe Johnson was posting transactions and you tried to enter transactions, you would get the message:

> ***Module Locked by Joe Johnson in "GL Post Transactions"***

If you already have one process open (both Transactions - Post and Transactions - Entry), you will receive one of the same messages, except that the user name is replaced with "You."

If more than one user is locking data, a different dialog is displayed letting you know exactly who is preventing the desired action:

> ***The following users are using data required by this process. You cannot continue until they release those locks.***

> ***Data Locked by Joe Johnson in "GL Transaction - Entry"***

> ***Data Locked by You in "GL Transaction - Entry"***

Set up a company that is NOT interfaced to General Ledger

If you are setting up a new company that is not using the TurningPoint General Ledger, you will still need to set up some basic account information for any module you use. Make sure to do the following when setting up your system.

1. On Step 2 of the Setup Wizard (Account Structure), choose Manual Setup and enter a format that is no more than two segments (account and sub-account), with a maximum of 10 characters. Complete the Setup Wizard.

2. When you first open the new company, go to Setup - Company and select Account Structure. For Segment 3, enter zero. Then, if you have a second segment, enter its size in the Segment 2 field.

3. Open Company Information and complete the General tab. Then, under the Setup tab, uncheck the box under Interface Options for General Ledger (and Inventory, too, if applicable). Click **Save** (Alt+S) to return to the Company Information start window.

   IMPORTANT! Click Edit (Alt+E) and return to the Setup tab. Click on the **Basic Accounts** button (Alt+A) to open the Basic Accounts start window. Click **Add** to enter your first account. Add any necessary accounts for the modules you are using. For example, for Accounts Receivable, enter accounts for Sales, Checking, Finance Charges, Returns, Freight, etc. Check the Customization Accounts tab in each module for a list of accounts.

4. Continue with normal system setup, starting with System Manager Setup.