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Files

Under this menu option you have the ability to enter and edit your file information. This includes:

1) Chart of Accounts
2) Clients
3) Vendors
4) Products
5) Services
6) Messages
7) Identification (Your companies information)

Account File
Use this option to enter all of your Chart of Accounts. You will first be prompted for an account number. This is any unique code used to identify a given account. If you want to look at all the accounts on file simply select the 'Browse...' button. A list of all the accounts on file will be displayed in a window on the bottom left-hand part of the screen. Use the scroll bars to page through the accounts. You can paste an account number into the Account File screen by first highlighting the desired account number, then double clicking on the 'Control Menu Box' of the Account File.
After the account number has been entered, all the information associated with this account will be displayed. If this is a new account a blank record will be displayed. The account balances will also be displayed as these balances are only updated when the 'Ledger Posting Process' is run. You will be able to enter or edit the account name and if this is a new account you will be asked to designate the account type.
You will then be prompted to confirm that you want to save the information. Select 'OK' to save the record, or 'Cancel' to cancel your editing.
You can select the 'Delete...' button anytime it is highlighted if you wish to delete the account. Selecting the 'OK' button will take you directly to the 'Confirm' window, without having to press return through each field.
When you are finished editing the Chart of Accounts simply press the 'Cancel' button.

Client File
Use this option to enter all of your clients. You will first be prompted for a client number. This is any unique code used to identify a given client. This could be phone, last name, etc. If you want to look at all the clients on file simply select the 'Browse...' button. A list of all the clients on file will be displayed in a window on the bottom left-hand part of the screen. Use the scroll bars to page through the clients. You can paste a client number into the Client File screen by first highlighting the desired client number, then double clicking on the 'Control Menu Box' of the Client File.
After the client number has been entered, all the information associated with this client will be displayed. If this is a new client a blank record will be displayed. The client balance will also be displayed. This balance is only updated when the 'Invoice Posting Process' is run. You will be able to enter or edit the client company name , address, phone numbers, etc..
You will then be prompted to confirm that you want to save the information. Select 'OK' to save the record, or 'Cancel' to cancel your editing.
You can select the 'Delete...' button anytime it is highlighted if you wish to delete the client. Selecting the 'OK' button will take you directly to the 'Confirm' window, without having to press return through each field.
When you are finished editing the Client File simply press the 'Cancel' button.

Vendor File
Use this option to enter all of your vendors. You will first be prompted for a vendor number. This is any unique code used to identify a given vendor. This could be phone, last name, etc. If you want to look at all the vendors on file simply select the 'Browse...' button. A list of all the vendors on file will be displayed in a window on the bottom left-hand part of the screen. Use the scroll bars to page through the vendors. You can paste a vendor number into the Vendor File screen by first highlighting the desired vendor number, then double clicking on the 'Control Menu Box' of the Vendor File.
After the vendor number has been entered, all the information associated with this vendor will be displayed. If this is a new vendor a blank record will be displayed. You will be able to enter or edit the vendor company name , address, etc..
You will then be prompted to confirm that you want to save the information. Select 'OK' to save the record, or 'Cancel' to cancel your editing.
You can select the 'Delete...' button anytime it is highlighted if you wish to delete the vendor. Selecting the 'OK' button will take you directly to the 'Confirm' window, without having to press return through each field.
When you are finished editing the Vendor File simply press the 'Cancel' button.

Product File
Use this option to enter all of your products. You will first be prompted for a product number. This is any unique code used to identify a given product. If you want to look at all the products on file simply select the 'Browse...' button. A list of all the products on file will be displayed in a window on the bottom left-hand part of the screen. Use the scroll bars to page through the products. You can paste a product number into the Product File screen by first highlighting the desired product number, then double clicking on the 'Control Menu Box' of the Product File.
After the product number has been entered, all the information associated with this product will be displayed. If this is a new product a blank record will be displayed. You will be able to enter or edit the product description, selling price, and onhand units. The onhand units will be updated after the 'Invoice Posting Process'.
You will then be prompted to confirm that you want to save the information. Select 'OK' to save the record, or 'Cancel' to cancel your editing.
You can select the 'Delete...' button anytime it is highlighted if you wish to delete the product. Selecting the 'OK' button will take you directly to the 'Confirm' window, without having to press return through each field.
When you are finished editing the Product File simply press the 'Cancel' button.

Service File
Use this option to enter all of your services. You will first be prompted for a service number. This is any unique code used to identify a given service. If you want to look at all the services on file simply select the 'Browse...' button. A list of all the services on file will be displayed in a window on the bottom left-hand part of the screen. Use the scroll bars to page through the services. You can paste a service number into the Service File screen by first highlighting the desired service number, then double clicking on the 'Control Menu Box' of the Service File.
After the service number has been entered, all the information associated with this service will be displayed. If this is a new service a blank record will be displayed. You will be able to enter or edit the service description, and selling price.
You will then be prompted to confirm you want to save the information. Select 'OK' to save the record, or 'Cancel' to cancel your editing.
You can select the 'Delete...' button anytime it is highlighted if you wish to delete the service. Selecting the   'OK' button will take you directly to the 'Confirm' window, without having to press return through each field.
When you are finished editing the Service File simply press the 'Cancel' button.

Message File
Use this option to enter all of your messages. You will first be prompted for a message number. This is any unique code used to identify a given message. If you want to look at all the messages on file simply select the 'Browse...' button. A list of all the messages on file will be displayed in a window on the bottom left-hand part of the screen. Use the scroll bars to page through the messages. You can paste a message number into the Message File screen by first highlighting the desired message number, then double clicking on the 'Control Menu Box' of the Message File.
After the message number has been entered, all the information associated with this message will be displayed. If this is a new message a blank record will be displayed. You will be able to enter or edit the message description.
You will then be prompted to confirm you want to save the information. Select 'OK' to save the record, or 'Cancel' to cancel your editing.
You can select the 'Delete...' button anytime it is highlighted if you wish to delete the message. Selecting the 'OK' button will take you directly to the 'Confirm' window, without having to press return through each field.
When you are finished editing the Message File simply press the 'Cancel' button.

Identification File

Use this option to enter your company name, address, phone numbers and other important information required for Painless Accounting.

First you will need to enter your company name and address, along with your phone number, and fax number if applicable. Next you have to enter your Cash Account, Revenue, Receivable, Sales Tax, and Freight Income account numbers. If these account numbers are not on file you will have the ability to add them. You can then edit the Last Invoice Number used, and Default Sales Tax Rate. Finally answer whether you want to enter/edit your Password, and whether you are interfacing with Painless Payroll.

You will then be prompted to confirm you want to save the information. Select 'OK' to save the record, or 'Cancel' to cancel your editing.

Ledger
The Ledger is the hub of the Painless Accounting System. All information entered through other modules passes through the Ledger. For example when you post the 'Invoice' module. A Ledger transaction is created with the Code of 'BI', and a transaction number consisting of the month and day of the posting. ie, MM/DD. This information is held in the Ledger until the Ledger is posted, and is then distributed throughout the Chart of Accounts and Financial Statements.

Enter/Edit Ledger Transactions

Use this option to enter transactions that are not entered in the Invoice, or Check modules. You might use this option to enter beginning balances, adjustments, or countless other transaction types.

First you have to enter a Journal Code. This can be anything other than 'BI', for example you might use AJ for Adjustments. Select the 'Browse...' button to display all the Transaction currently on file. You will next enter a Transaction Code. This is any unique code that identifies this particular transaction. Lastly you must enter the date of the transaction.

You will then be able to enter the Chart of Account number you wish to debit or credit. If you do not know the number simply select the 'Browse...' button, or if you wish to delete an existing line item select the 'Delete...' button. If you enter an account that is not on file you will have the option to add this account. After an account has been entered the account name will be displayed and you will be prompted for a description of this line item, followed by the debit or credit amount.

Once you have completed the transaction simply select the 'OK' button. A transaction must be in balance, debit equal credits, before you are able to save a transaction.

Use the 'Next' and 'Previous' button to move through the line items.

Ledger Account Activity Report
This report will print all the activity for any range of accounts. This report can be printed for current or historical data. This report will print each transaction for the specified accounts along with whether they have been posted. If the transaction has been posted it will appear on the Financial Statements. You can print or display the report.

Ledger Journal Report

This report will print all the activity for any range of journals. This report can be printed for current or historical data. This report will print each transaction for the specified journals along with whether they have been posted. If the transaction has been posted it will appear on the Financial Statements. You can print or display the report.

Ledger Posting Process

The posting process updates the Ledger account balances. Once this process has been run, you will not be able to edit the transactions. This process will update your Financial Statement balances.

You will first be asked to verify that you wish to run this process, then you will be asked to select the month you want to post. For example, if you enter 'January' only transactions with a date of 01/DD/YY will be posted.

Checks

Use this option to enter all your checking information. This option also allows you to perform a check reconciliation on all information entered into Painless Accounting.

Enter/Edit Checks
This option allows you to enter computer or manual checks. Computer checks are checks that will be printed by Painless Accounting and manual checks are hand written checks. You will first be asked to enter a transaction number. This is any unique number that identifies a given check. If you wish to edit a previously entered check and are not sure of the transaction number you can select the 'Browse...' button. You will then be able to enter the check number, check date, check amount, vendor code, check type, and check memo. If the vendor code is found on file the vendor address will automatically be displayed, if the code is not on file or if the code is left blank you can enter any address you wish. If you are unsure of a vendor code you can select the 'Browse...' button and all vendors currently on file will be displayed.
You must then distribute the check. You can distribute the amount into a maximum of four accounts. Simply enter the Chart of Account number and the description will automatically be displayed. You must then enter the amount that is to be distributed to the account. After you have completed the distribution (the distribution must equal the check amount) you can select the 'OK' button.
When you have entered all your check information simply select the 'Cancel' button.

Print Unposted Checks
This option will print all checks entered since your last 'Check Posting'. This is a one line summary report showing the check amount and the payto for each check. You may display or print this report.

Print Checks
This option allows you to print all your 'Computer' checks. You will first be asked if you wish to re-print your checks. If you answer 'Yes' you will be prompted to enter the starting and ending check numbers to re-print.
You will then be prompted to enter the starting check number to print.

Check Reconciliation

This option allows you to reconcile your checkbook. This has no effect on your actual checking account balance. First you will be prompted to enter the bank balance. This is the balance from the bank statement you receive from your bank. The checkbook balance displayed on the screen will be taken from your checking account balance in the Ledger. This will only include transactions that have been posted to this checking account.

After your bank balance has been entered, all checks written through the checks option that have been posted will be displayed on the screen. It will also display any receipts you have received through the cash receipts and invoice options. Remember these checks and deposits are only displayed if they have been posted.

You can now select the appropriate button at the bottom of the screen for each transaction listed. Select 'Cleared' if the check has cleared your bank. You also have the option to enter other deposits and miscellaneous charges. After you have completed the reconciliation, select the 'OK' button and a reconciliation report will be displayed on the screen. You can then will have the option to print a detailed reconciliation report, and purge the check file. If you purge the check file all 'Cleared' checks will be deleted from the file. These deleted checks will be moved to the Historical Check file.

Check Register
This option allows you to print a current or historical check register journal. It will print the check number, payto name, and check amount. and whether the check has cleared. It will also give you a total of all outstanding checks. This report can be displayed or printed.

Check Posting Process
This process will post all check information entered through the 'Check' module. Be sure to make a backup of your data files before running this process. This process will erase all the check detail information and put it in the posted check file. It will stay in the posted check file until you reconcile and purge the check file. This process can only be run if all computer checks have been printed.
A summary of all debits and credits will be sent to the ledger. This summary may be viewed and edited in the Ledger, by entering 'CK' for the journal codes and the date as the transaction number. For example, if you posted on January 1, enter 01/01 as the transaction number.

Invoices
This option allows you to enter invoices and cash receipts for clients. You can also print reports from this information.

Enter/Edit Invoices
This option allows you to enter and edit invoices to clients. First you will be prompted for an invoice number. The next available invoice number will be defaulted. If you wish to enter a different number simply type over the displayed invoice number. To see list of all invoices currently on file simply select the 'Browse...' button. To close the browse window double click on the Control Menu Box.
If the invoice number entered is already on file the invoice will be displayed for editing (otherwise a blank invoice will be display). Next you will be asked to enter the client code. If you are unsure of a client's code, simply select the 'Browse...' button and all the clients currently on file will be displayed. To close the browse window, double click on the Control Menu Box. After the client code has been entered the client's address will be displayed. If the client is not on file you will have the option of adding the client.
You will then be prompted for the invoice date, invoice due date and po/reference number. Simply enter the desired information. After this information is entered you will be in the body of the invoice. You will be prompted for a product, service, or message code. Simply enter the desired code, (if you are unsure of a code, select the 'Browse...' button). If the code is not on file you will have the option of adding the code. The codes description, etc will be displayed. You can accept the description by pressing return or you may edit the description. If the code is a service or product you must enter whether it is taxable, the quantity, and the selling price. The extended price will automatically be calculated. You can use the 'Delete' button to delete a line item and the 'Next' and 'Previous' buttons to move from one line item to another.
When you have entered all the line items select the button 'OK'. You will then be able to edit the sales tax, freight amount, and the amount paid. A window will then appear asking for the invoice description. This is the description that will appear on the clients statement.
Finally, you will have the option to print the invoice. If you choose to print the invoice you can print it on plain paper or preprinted forms. Preprinted invoice forms are available from Painless Accounting, Inc..
Select the 'Cancel' button when you have completed entering your invoices.

Enter/Edit Cash Receipts
This option allows you to enter and edit cash receipts from clients. Use this option when you receive payment from a client for an invoice entered through 'Enter/Edit Invoices'. You will first be asked for a transaction number. This is a unique number used to identify a given transaction. The next available transaction number will be defaulted. If you wish to enter a different number simply type over the displayed transaction number. To see a list of all transactions currently on file simply select the 'Browse...' button. To close the browse window, double click on the Control Menu Box.
If the transaction number entered is already on file the transaction will be displayed for editing, otherwise a blank transaction will be displayed. Next you will be asked to enter the client code, (if you are unsure of a client's code, simply select the 'Browse...' button and all the clients currently on file will be displayed). To close the browse window double click on the Control Menu Box. After the client code has been entered the client's address will be displayed. You will then be prompted for the transaction date, and invoice number. The invoice number is the number of the invoice entered in 'Enter/Edit Invoices' which the client is paying. If you are unsure of the invoice number you can select the 'Browse...' button. You will then be asked to enter the amount paid and the payment description. The description is the description that will appear on the client's statement.

Invoice - Print
This option allows you to print or reprint a range of invoices. You will first be asked if you want to reprint invoices. If you answer 'Yes', only invoices that have been printed will be printed. You will then have the option of specifying the range of invoices you wish to print. You will then be asked whether you wish to print on plain paper or preprinted forms. Preprinted forms are available from Painless Accounting, Inc. You can display or print the invoices you have selected.

Revenue Journal
This option will print a revenue journal showing all the invoices entered since your last 'Invoice Posting', along with the amount paid and the balance owed on each invoice.

Receipts Journal
This option will print a cash receipts journal showing all the cash receipts entered since your last 'Invoice Posting'.

Invoice Posting
This process will post all your invoice and cash receipt information to the Ledger, and it will also update the client balances. Be sure to print all invoices and journals and make a backup before running this process. Once this process is run you will not be able to edit any invoices that were posted. You have the option of not posting unprinted invoices.
A summary of all debits and credits will be sent to the ledger. This summary may be viewed in the Ledger, by entering 'BI' for the journal codes and the date as the transaction number. For example, if you posted on January 1, enter 01/01 as the transaction number.

Reports
This option contains many reports ranging from Financial Statements, Clients Statements, to Product Listings. All reports can be displayed or printed.

Trial Balance
This report will print all the accounts currently in your Chart of Accounts. It will print the accounts beginning balance, this month's balance, and the current balance. These balances are updated only during Ledger Posting and Ledger End of Month processes.

Balance Sheet
This report will print all assets , liabilities, and equity/capital accounts, along with their balances. It will print the accounts beginning balance, this month's balance, and the current balance. These balances are updated only during Ledger Posting and Ledger End of Month processes.

Income Statement
This report will print all revenue and expense accounts; along with their balances. It will print the accounts beginning balance, this month's balance, and the current balance. These balances are updated only during Ledger Posting and Ledger End of Month processes.

Client Aging
This report will print all the open invoices and payments to all clients. The items will be aged by date and printed in the appropriate columns. Totals for each client and a grand total will also be printed.

Client Statements
This option will print statements for a range of clients. These statements are reminders that can be send to clients showing their current account balance. Statements can be printed to plain paper or to pre-printed forms available from Painless Accounting, Inc..

Client Labels
This option will print mailing labels for a range of clients. These labels can be printed on standard 6 line or 9 line labels.

Client Directory
This option will print all information entered for each client on file. This information includes, name, address, phone, comments, etc.

Historical Invoice
This option will print each line item entered under the 'Invoice' module for a range of clients.
This report is updated when you answer 'Yes' to Update Historical Invoice File during the
Invoice Posting Process.

Product Listing
This option will print a range of products currently on file, along with the description selling price.

Service Listing
This option will print a range of services currently on file, along with the description and selling price.

Message Listing
This option will print a range of messages currently on file, along with the description.

Chart of Accounts Listing
This option will print all the accounts current on file, along with the description, and account type.

Vendor Listing
This option will print a range of vendors currently on file, along with their address, and phone numbers.

Budget
This option allows you to enter and edit your budget figures and print actual and variance reports from this information.

Enter/Edit Budget
This option allows you to enter and edit your budget figures. Simply highlight the desired period and account and type in the desired budget amount. Use the Control Menu Box to close the budget window when you are finished.

Budget Report
This option will print all the budget figures you have entered for your revenue and expense accounts. You may display or print this report.

Actual Report
This option will print all the actual balances for your expense and revenue accounts. You may display or print this report.

Variance Report
This report will print all the budget and actual balance for your expense and revenue accounts, along with a variance between the two. You may display or print this report.

Utilities

This option allows you to perform several miscellaneous utility functions. The options found under this option are:

      1) Reindex Files
      2) File Sizes
      3) Backup Files
      4) Restore Files
      5) Printer Setup
      6) Statement Text

Reindex Files
This option will reindex and pack all your data files. This option will recreate all your index files, and possibly free disk space. For example, if you delete an invoice, the invoice record is not physically removed from the file, it is simply marked for deletion. Reindexing will remove this record from the file and free up the disk space used by this record.

File Sizes
This option will display the amount of records contained in each of your data files.

Backup Files
This option allows you to backup all your .DBF files to either a floppy or to your hard disk. You will be prompted to select the drive. All data will be backed up to the root directory of the drive selected.

Restore Files
This option allows you to restore your DBF files that were backed up using the 'Backup Files' option. Simply select the drive that contains the data files. The data will be automatically restored into your Painless Accounting directory.

Printer Setup
This option allows you to select the type of printer you are using. Simply highlight the type of printer that is connected to your computer and then select the 'Select' button. If you wish to exit the process simply select the 'Cancel' button.

Statement Text
This option allows you to enter text that will appear at the bottom of your client statements. For example if your clients statement is 31-60 days overdue, the text found in '31-60 days' will automatically be printed at the bottom of the clients statement.

Closing
This routine contains option that are to be run at the end of the accounting period. You can run these options at any time and as often as you wish. You can be on a calendar or a physical accounting cycle.

Ledger End of Month
This option will remove all items in the Ledger that have been posted, (have a 'P' next to them on the Ledger reports). These amounts will be added to the beginning balances in the chart of accounts and this months balances will be reset to zero.
You will be prompted to confirm that you want to run this process. Next, you have the option to have the data placed into historical files. If you place the data into the historical files, you can print reports from this data at a later time.

Invoice End of Month
This option will simply match up invoices and payments. If the balance of a given invoice is zero, then all the transactions for that invoice will be removed from the file. For example, if you have invoice 208 for $250.00 and a payment to invoice 208 for $250.00, both transactions will be removed from the file. Once these items are removed from the file they will no longer appear on the Client Aging and Client Statements.

Ledger End of Year
This option will clear all revenue and expense accounts and place the balance into your profit -and-loss account. You will be prompted if you wish to purge the Ledger Historical File, Check Historical File, Invoice Historical Files, and if you would like to zero your budget figures.
You will then be asked for your profit-and-loss account. This must be a capital account.