HELPFIELD,C,71
VI. MULTIPLE COMPANIES

Press the number of the company to access or highlight the proper company by using the arrow keys and press enter.

If you try to access a company and receive the error message that the company is not installed, you must run the install process to create the data files for the company. You could also receive this message if an invalid path is entered and the data file s are not found.

VII. GRAPH

1. CREATE GRAPH

Select this option to create your graph formats. You must first select the desired data file to graph. All the data files will be displayed on the screen. Highlight the file to graph and press enter, or press the letter or number corresponding to the d ata file you want to graph.

Now you will be asked to provide a name for this graph. You may then enter a graph title, which will be printed at the top of the graph. You can also specify a X-axis an Y-axis title. The X-axis title will appear along the bottom of the graph and the Y-axis title will appear along the left side of the graph.

Next the fields from the data file selected will be displayed. You may then select the field description to sort by. Only alphanumeric fields will be displayed for sorting. When the graph is generated, it will be sorted by this selection. Next you must select the X-axis. It will only allow numeric fields for the X-axis. These will be displayed for each element graphed. For example, if you are graphing your expense accounts, and select account number for the X-axis, for each account graphed the account number will be displayed along the bottom.

You can then select up to five Y-axis, these can only be numeric fields. For example, if you are graphing your expense accounts, and select this month balance and previous balance, these two balances will be graphed for each expense account. The only ex ception is if you generate a pie chart. In this case only the first Y-axis will be graphed. To save the graph press F10.

2. EDIT GRAPH

Select this option to make modifications to any graph created. All graphs created will be displayed on the screen. Select the one you want to edit. At this point you may go through and make any modifications necessary.

3. GENERATE GRAPH

Select this option to generate the graphs to the screen, printer, or to a file. All graphs created will be displayed on the screen. Select the graph you wish to generate. Next you can enter a low range and a high range to graph, you can also Press F4 a nd select individual items. You can specify if you want a legend or if you want hatching. The legend will appear in the upper right hand corner indicating the Y-axis fields selected. If you select hatching, when doing a bar chart, the bar will have lin es through it instead of just being a solid bar.

You must also specify where you want the graph to be sent. You may send it to the screen, printer, or to a file. If you select screen the graph will be displayed on the screen. If you select printer, you can then select if you want to print the graph i n portrait or landscape mode. You may also specify the horizontal and vertical size of the graph to print. The default horizontal and vertical size is one, for the standard graph size. If you want the graph to be printed bigger enter in a higher number. If you want the graph to be smaller enter in a lower number. If you select file you will then be prompted to enter in the file name in which to save the graph. You may then recall the graph through the recall option.

You will then be prompted to select the type of graph to generate. Highlight the desired graph type or press the number corresponding to that graph type. The graph will then be generated.

4. RECALL GRAPH

Select this option to look at a graph that has already been generated and saved in a file. All graphs saved will be displayed on the screen. Select the graph you wish to recall. You may then display the graph to the screen or send it to the printer.

VIII. REPORTS

1. CREATE REPORTS

Select this option to create your report formats. You must first select a data file. All the data files will be displayed on the screen. Highlight the file to use and press enter, or press the letter or number corresponding to the data file you wish to select.

Now the fields from the data file selected will be displayed. You must then select the field to sort by. You can then enter up to 10 fields, and indicate whether to subtotal (S), total(T), or group(G) on the fields selected and enter in a heading for e ach field selected. The heading you input will be the heading printed above that particular column. Press F10 to save the report format.

When you select a numeric field you have the option to group on this field. For example, if you select the accounts file and sort by account type, and enter the account type as a field to group on, and select to subtotal on the previous balance, each tim e the account type changes you will get a subtotal for the previous balance. You may only total or subtotal on numeric fields. If you opt to total on the previous balance, the total of all previous balances will be displayed at the end of the report.

When you select to group on a field, every time this field changes, subtotals will be printed for any field you have chosen to subtotal. One thing to be aware of, is if you group on account number and subtotal on previous balance, you will get a subtotal for each account number. This is because each account number is different. You should only group on fields that are not unique.

2. EDIT REPORT

Select this option to edit a report. All the reports created will be displayed. You can select the one you wish to edit. The report will be loaded and you can make any changes necessary. If you need to change field five, you must go through all the pr evious fields before you can change field five. Then you can Press F10 to save the change.

3. GENERATE REPORT

Select this option to generate any report created. All reports created will be displayed, select the one you wish to generate. You may then specify condensed printing or normal printing. You may also enter a left margin. Next specify the range of item s to print or press F4 to select specific items to report on.

You can then indicate if you wish the report to be displayed on the screen, sent to the printer, or stored in a file. If you display the report to the screen, after the report is displayed you will have the option to send it to the printer. If you selec t file you will be prompted for the name of the file in which to save the report.

IX. EXPORTS

1. CREATE FORMAT

Select this option to create an export format. Next select the desired data file to export. Then enter the export file name. You must then select the field to sort by. You can then enter up to 10 fields to export.

2. EDIT FORMAT

Select this option to modify any export format created. All export formats created will be displayed, select the one you want to edit. You can then make any changes necessary.

3. GENERATE EXPORT

Select this option to export data to a file. All export formats created will be displayed, select the one you want to generate. You can then enter a low range and a high range. You may also select specific items to export by pressing F4. Next you must indicate the type of delimiters desired. After this selection you must enter in the name of file to export the information to.

X. UTILITIES

1. COLOR PARAMETERS

This option allows you to customize your screen color attributes. All possible color combinations will be displayed with a corresponding number. Just enter this number in the option you wish to change.

Following is a brief description of each option available for change.

Standard: This is the color of all menus and data entry routines.
Enhanced: This will be the color of the fields currently available for input.
Active: This is the color to the current field, i.e. where the cursor is located.
Calc/Npad: This is the color of the pop-up calculator and notepad.
Status: This will be the color of the status line displayed at the top of the screen at all times.
Window: This is the windows that pop up for various input options.
View: This will be the color of the screen when displaying lists of clients, vendors, etc. on the screen.
Help: This is the color of all help panels.

It will then ask if you want to set the intensity off. If you set the intensity off, the blocked cursor will no longer be in a blocked form. It will display the colors you chose and ask if these are the colors you wish to use. If you answer yes it will save these as your colors. If you do not like the colors you have chosen answer no and it will take you back to the color options and you may change them.

2. GRAPH PRINTER SETUP

Highlight the printer type to use when printing graphs and press enter. Then select the printer port for this printer. If you are not sure which port your printer is connected select LPT1 and then try printing a graph. If this does not work select LPT2 and repeat the process until the graph prints.

3. REPORT PRINTER SETUP

Highlight the printer type to use when printing reports and press enter. Select other if your printer is not on the list. This will allow you to enter in the decimal codes for normal and condensed printing. These may be found in your printer manual.

4. DOS WINDOW

This option will allow you to exit to DOS. To return to Painless Accounting/Payroll Companion type in 'EXIT'.

5. GRAPH TO .PCX

This option allows you to convert any graph generated to a file, into a PCX file format to import into other software packages that read PCX formats. Indicate the file name in which to save the PCX file in.