

User Name

User ID

Password

Maint. Date / /

N	F	R	A	E	S	Function
						SYSTEM
						<i>Analysis</i>
						Cash Manager
						Collection Manager
						Payment Manager
						Financial Manager
						<i>File</i>
						Backup
						Import/Export, All Files
						Data Verification
						Restore
						Online Backup
						<i>Maintenance</i>
						Company Information
						Jobs
						<i>Options</i>
						Action Items/Event Log Options
						Change System Date
						<i>Tasks</i>
						Action Items
						Account Reconciliation
						Change Accounting Period
						Year-End Wizard
						Find Transactions
						Post
						Un-Post
						Purge
						Time and Expenses Tickets
						COM & DDE Data Access
						<i>Reports</i>
						Audit Trail
						Jobs
						Account Reconciliation
						Time/Expense
						Report Groups
						SALES
						<i>Maintenance</i>
						Customer
						Customer Payment Defaults
						Customers/Prospects, Beginning Bal
						<i>Tasks</i>
						Quotes
						Sales Orders
						Receipts
						Sales/Invoicing
						Credit Memos
						Credit Card Center
						<i>Reports</i>
						Master Lists
						Transaction List
						Other Reports

N	F	R	A	E	S	Function
						Forms
						PURCHASES
						<i>Maintenance</i>
						Vendors
						Vendors, Beginning Balances
						<i>Tasks</i>
						Payments/Write Checks
						Purchase Orders
						Purchases/Receive Inventory
						Vendor Credit Memos
						Void AP Checks
						<i>Reports</i>
						Master Lists
						Transaction Lists
						Other Reports
						Forms
						GENERAL LEDGER
						<i>Maintenance</i>
						Chart of Accounts
						Chart of Accounts, Beg. Balances
						<i>Tasks</i>
						General Journal Entry
						<i>Reports</i>
						Master Lists
						Transaction Lists
						Financial Statement
						PAYROLL
						<i>Maintenance</i>
						Employees/Sales Reps
						Employees/Sales Reps, Beg. Bal.
						Payroll Tax Tables
						<i>Tasks</i>
						Payroll Entry
						Void PR Checks
						<i>Reports</i>
						Master Lists
						Transaction Lists
						Other Reports
						Forms
						INVENTORY
						<i>Maintenance</i>
						Inventory Items
						Inventory Item, Beginning Balances
						Multiple Item Prices
						<i>Tasks</i>
						Inventory
						<i>Reports</i>
						Master Lists
						Transaction Lists
						Other Reports