Other Facilities

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Other Facilities

In this final chapter, we look at some additional features that you can use to modify, present and manipulate your accounting data. These facilities include…

- Editing text
- The Find command
- Modifying Business Details
- Setting Preferences
- Exporting information
- Creating account templates

Let's start at the beginning with Bottom Line's text editing facilities…

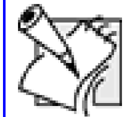
Editing Text

As you type information into Bottom Line, you can correct any mistakes by pressing the Delete key to backspace over the offending characters.
However, in common with most Macintosh applications, the program offers a number of other editing techniques — these include the Clear, Cut, Copy and Paste commands.

The Copy and Paste commands are particularly useful when entering information of a similar or repetitive nature.

To edit a text entry, you first need to select the relevant word(s). Once selected, the text can then be replaced, removed or re-used as shown on the next page.

If you replace, clear or remove any information by mistake then you can retrieve the lost text by choosing Undo from the Edit menu… …providing that it is the next thing you do.



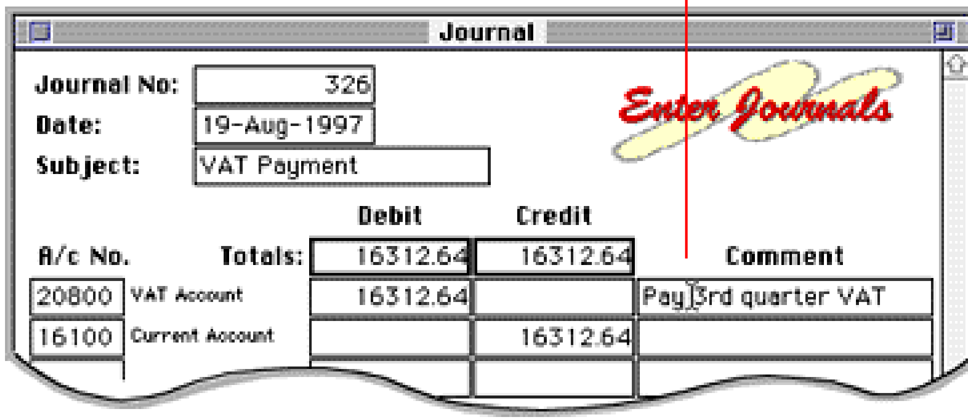
Using the Clipboard

Whenever you Cut or Copy text, it is placed in temporary storage in the system Clipboard until the next Cut or Copy command. When you choose Paste, the program takes whatever is in the Clipboard and implants it at the specified location.

If, at any time, you want to check the contents of the Clipboard then choose Show Clipboard from the View menu.

Editing Text

Selecting text: Move the mouse pointer over the text that you want to select and notice that the mouse pointer changes to an I-beam…



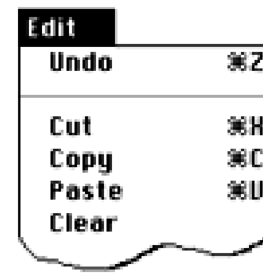
To select a single word:

Place the I-beam over the required word and double click.

To select a portion of text:

Move the I-beam to the start of the required text then click and drag the I beam across the words to select them then release the mouse button.

Once the required text is selected…



To remove the text so that it can be used elsewhere: Choose Cut from the Edit menu.

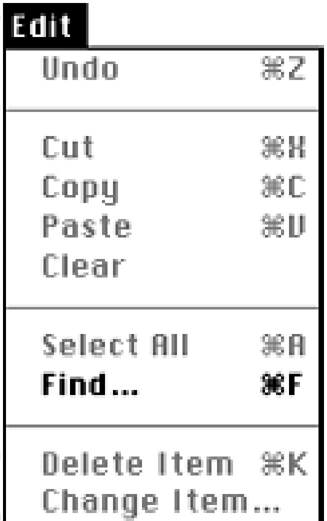
To copy the text so that it can be used elsewhere: Choose Copy from the Edit menu.

To re-use the cut or copied text: Position the I-beam at the place where you want to insert the text then choose Paste from the Edit menu.

To permanently remove the text: Press the Delete key or choose Clear from the Edit Menu.

The Find Command

In common with many applications, Bottom Line allows you to find information from its database by means of a **Find** command from the Edit menu…



While it is possible to locate information through the hierarchical icon structure, there will be times when you want to go straight to an item that you know exists by part of its description.

Perhaps you want to locate all customers living in Birmingham; alternatively, you may be looking for all invoices after a certain date; or, perhaps, you want to locate all journals which affect a particular account number.

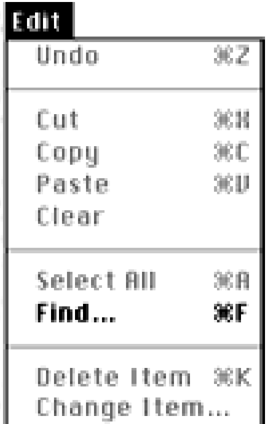
These are all possible using the Find command which is designed to specify three factors…

- Where to look
- What kind of information
- What to look for

To find out more about the Find command, turn to the next page…

Find Command (continued)

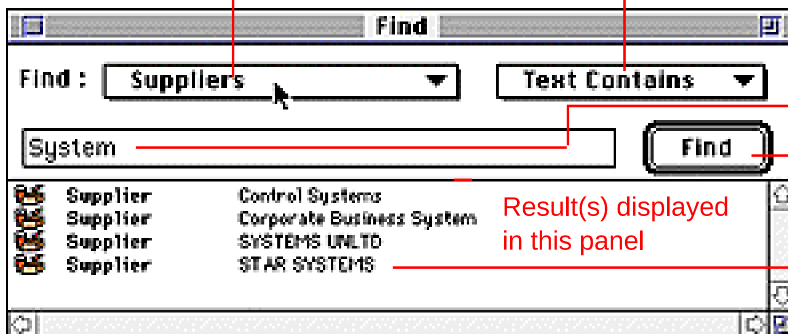
Here is an example: Imagine that you want to locate a supplier and all you know is that the name has the word 'system' in it. This is what you do…



Choose Find from the Edit menu to display the following dialogue…

Choose **Suppliers** from the 'Where to look' pop-up menu

Choose **Text Contains** from the 'What kind of information' pop-up menu.



Type the word **System** in the text field then…

…click **Find** to display all items matching the above criteria.

Double click the required item to find it.

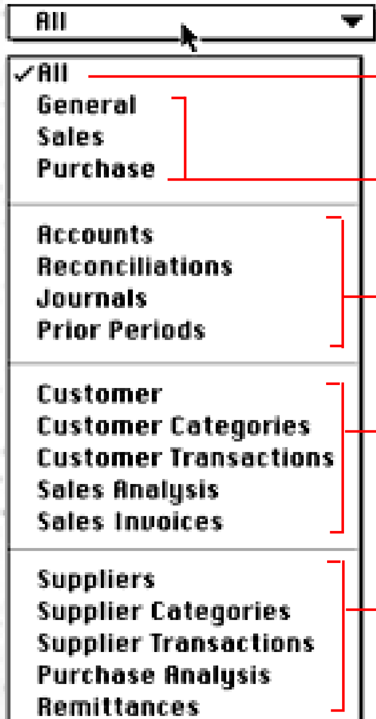
If the program is able to find one or more items which meet the criteria they are displayed in the Find control panel. By double-clicking an item, Bottom Line opens the window containing it and highlights the item.

If, as described on the next page, you have chosen to look in **All** locations or in a broad location then you may find that the information comes from different places in the database.

You will notice therefore that each item has an icon and a category — giving you a clue as to what it is.

Where to look

When you click the left — ‘where to look’ — pop-up menu, you will notice a number of choices…



Choose **All** if you want to search the entire accounts database

Choose one of these to search in one of the broad ledger categories

These options give access to particular areas in the General Ledger

You can home in on Sales Ledger information from this group…

…and Purchase Ledger information from this group…

Let’s take a look at some of these items in particular:

Accounts	This allows you to search through the General Ledger accounts structure.
Reconciliations	This area restricts the search to anything in the reconciliation facility.
Journals	Searches all the Journals and Cash Book Journals which have not yet been deleted.
Prior Periods	Restricts the search to Prior Period Journals
Customer	Searches the Customer database
Customer Categories	Enables you to locate particular categories of customer
Customer Transactions	This search allows you to locate transactions which have not already been allocated and cleared. These include Invoices, Receipts, Credit Notes etc..
Sales Analysis	Homes in on the Sales Analysis structure
Sales Invoices	Searches just invoices.
Suppliers	Searches the Supplier database
Supplier Categories	Enables you to locate particular categories of supplier

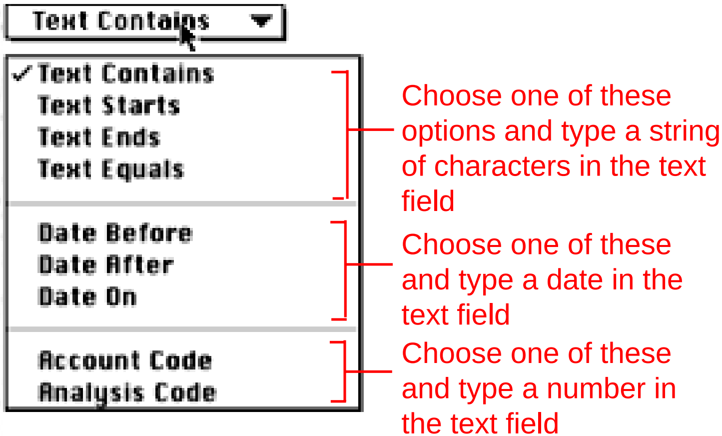
Supplier Transactions	Allows you to locate transactions which have not already been allocated and cleared. These include Invoices, Payments, Credit Notes etc..
Purchase Analysis	Homes in on the Purchase Analysis structure
Remittances	Searches just Remittance Notes.

Narrowing the Hunt

You may feel that the lazy way to find information is to leave the Where to look option as All. This will locate what you are searching for but, in a large set of accounts, a full search can take some time.

What kind of information

The second pop-up menu in the Find control box specifies the kind of information you are looking for…



Lets look at these information requirements…

Text Contains This is the pre-set category which allows you to search the chosen data looking for the string of characters that you specify. For example, the string 'sys' will find the word 'System' as well as the supplier 'Unisys'

Text Starts This allows you to narrow the search to text information starting with the specified string of characters. As an example, this would find 'System' but not 'Unisys' but only if System were the first word in a data field.

Text Ends Searches the database for text items which end with the specified string. You've guessed - this option would find 'Unisys' but not 'System' however it would not find 'Unisys plc'

Text Equals Will only locate an item if it completely matches the entered text.

Date Before Allows you to locate information which is dated prior to the date entered. For example you may want to find all Journals before a certain date.

Date After Will narrow the search to include anything after the specified date. For example you may want to locate all invoices after a certain date.

Date On This lets you locate anything on the specified date. For example you may want to find all supplier transactions dated today.

Account Code This allows you to search using a General Ledger account code. For example, you may want to locate all Journals which have debited or credited account number 16100.

Analysis Code This allows you to find information relating to the 2 digit analysis codes. For example you may wish to find all invoices which have allocated sales to analysis code 12.

Selective selections

You will notice that the **date** options are only available for Journals, Customer Transactions, Sales Invoices, Supplier Transactions and Remittances.

Account code options are available for Accounts, Reconciliations, Journals, Sales Analyses and Purchase Analyses.

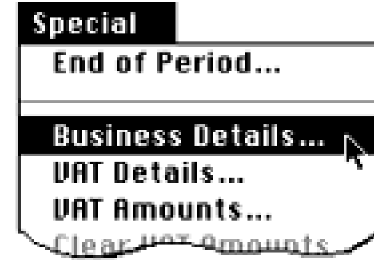
Analysis codes are only used to search Customer Transactions, Sales Analyses, Sales Invoices, Supplier Transactions and Purchase Analyses.

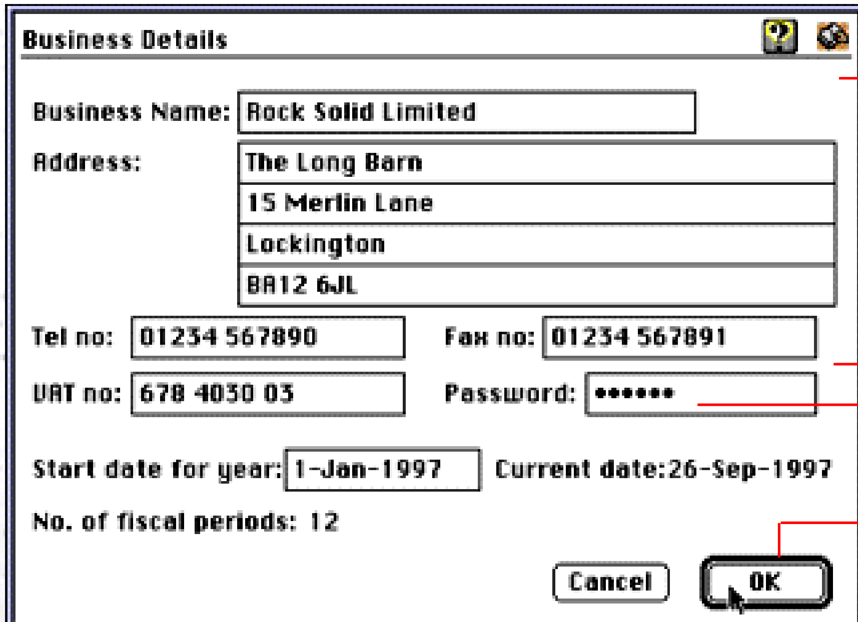
Modifying your Business Details

Having set up your new business details as described in Chapter 3, there will be times when you want to modify this information. For example, you may need to change your business address or, for security reasons, you may want to regularly change the password.

This is how you update these details…

Choose Business Details from the Special menu to display the Business Details panel…



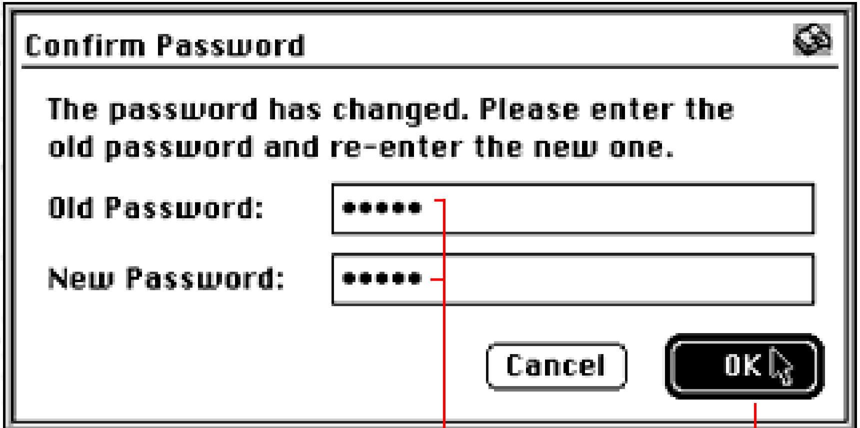


Edit the existing text entries as required.

Change the password if necessary

Click OK to accept any changes.

If you have modified the password you will see this dialogue…



Re-enter your old password and the new password that is to replace it .

Click OK to accept the change.

No Change

You will notice that it is not possible to change the Start of the financial year nor is it possible to change the no of periods in the financial year. If these have to change for any reason then you will have to commence a new set of accounts — transferring details across from the current set.

Preferences

There are preferences which enable you to…

- Choose the way in which dates are entered and appear on screen and in reports.
- Select the way in which the accounting periods are presented on reports. There are four ways in which these can appear…

Period Number	1997 Period 13 (or 1997/1998 Period 7) (this is the only option available with a 13 period year)
Short Month	Dec 1996
Long Month	December 1996

- Select the name of a folder to be used by the program for archiving VAT information.
- Paste a picture of your business logo so that it appears in the printed header on your financial reports and external paperwork (such as customer invoices).

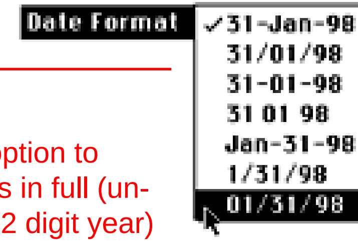
  If you want to incorporate your business logo on reports, the first thing you should do is use one of the many drawing applications available to create a PICT image of your logo. The next step is use the select and Copy facilities in your drawing application to copy the logo to the system Clipboard — from here, you are able to paste the image into the Preferences panel.

From the File menu, choose Preferences to display the Preferences panel

Set your requirements on the panel shown over the page…

Setting the Preferences

Use the pop-up menu to select the format that you want to use when entering and displaying dates.

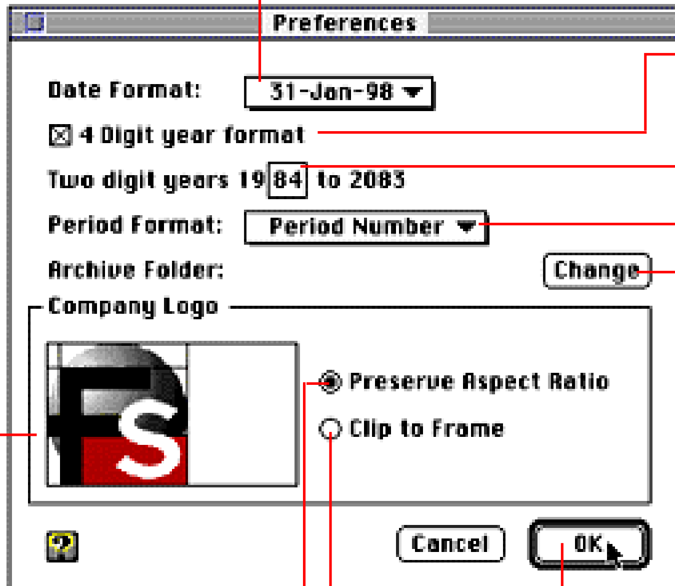


Check this option to display years in full (un-checked for 2 digit year)

Enter the year here to specify the start of a century for 2 digit years.

Use this pop-up menu to select the way in which the accounting periods are represented on reports.

Having copied a PICT image of your logo to the system Clip-board, choose Paste from the Edit menu to insert your logo into this panel.



Click **Change** to set up or change the name of the Archive folder. A further panel appears as in “Clearing a VAT Period” in Chapter 18.

Choose this option to ensure that the whole logo is displayed in the area.

Choose this option if you want to retain the top left corner of the pasted image — full size.

Click **OK** to accept the details.

Export

The Export facility allows you to extract information from your accounts and translate it into a form which can be used by other applications or systems. For example, you may want to export data to a spreadsheet so that you can prepare cash flow forecasts or carry out further analyses.

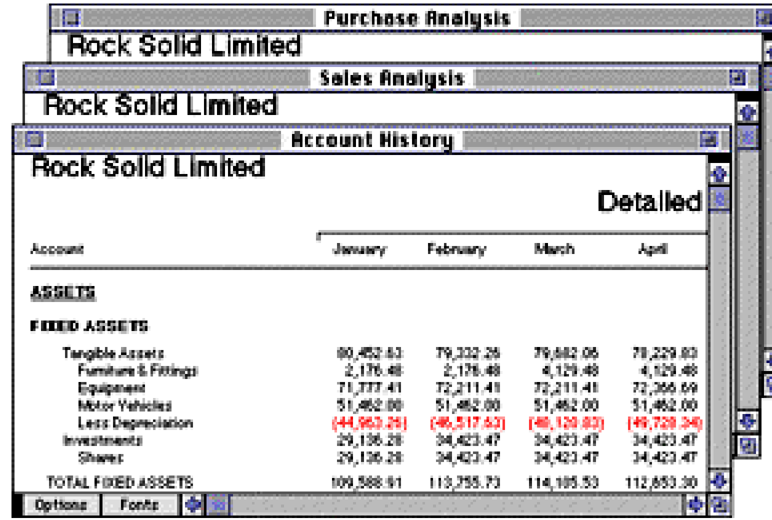
In Bottom Line, information is exported as a Tab Delineated Text File — where each record (or row) is separated by a carriage return and each field (or column) within those records is separated by a tab character. Although text files contain the raw information only, this format is readily understood by virtually all database or spreadsheet applications.

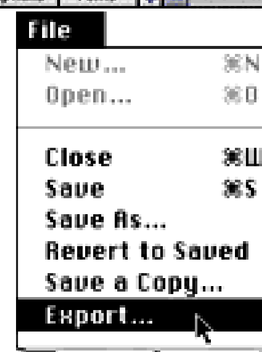
You are able to export the contents of three reports in this way…

- Sales Analysis report (Chapter 9)
- Purchase Analysis report (Chapter 13)
- General Ledger Account History (Chapter 16)

The first step, therefore, is to choose the required report in the usual way and select the relevant report options as described in Chapter 5. Then export the information like this…

Once the report is displayed on screen and you are happy with its contents…





…choose Export from the File menu to display this dialogue…

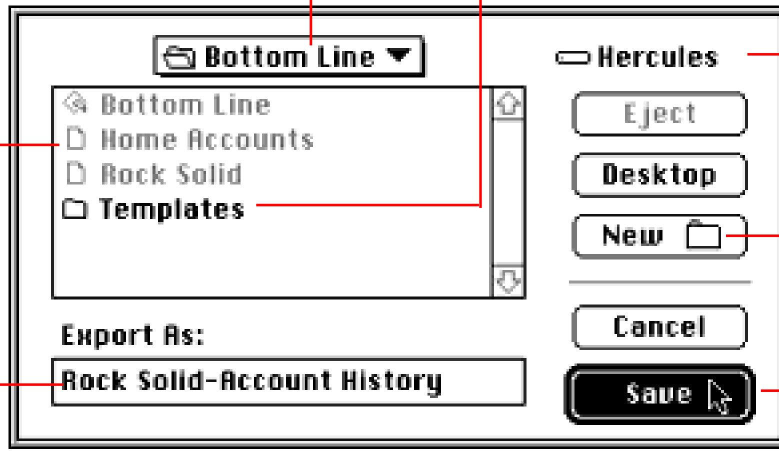
Export (continued)

The Current Directory Name. Use the pop up menu to move to a higher level folder or disk.

Double click a lower level folder to open it and list its contents in the current directory.

List of folders and files in the current directory.

Type a name or modify the suggested name for the new document.

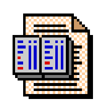


The name of the Current Disk.

Click to create a new folder in the current directory.

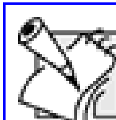
Click to save the document to the current directory.

On saving the exported information, an icon for the Text file appears in the chosen directory…



Rock Solid-Account History

You are now able to import this document into (or open it from) spreadsheets, databases, word processors or other applications.



Database fields

When exporting to databases you will usually have to create the necessary fields and method of importing to enable the application to understand the incoming data. Turn to the User Guide for your database application.

Creating an Accounts Template

You are able to save a set of Bottom Line accounts using a **Stationery** option which takes the set of accounts and creates a copy of its General Ledger account structure. This cloned structure can then be used as a template from which to start building a new set of accounts — just like the templates which were supplied with this software.

When you use the Stationery facility, the program only copies information pertinent to the General Ledger accounts structure — these details include the name and number of each existing account; its function, balance type and reporting position. All account balances together with customer and supplier records are purged when the document is created.

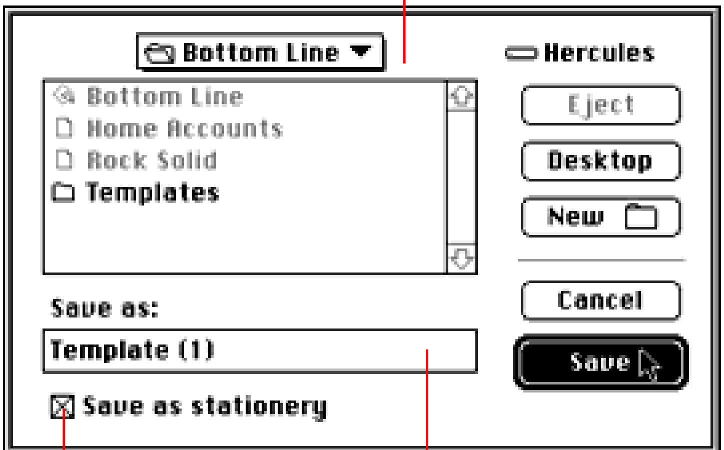
To use this facility…

Open the accounts document on which the new template is to be based then choose Save As (or Save a Copy) from the File menu.

You will see the usual File saving dialogue like this…

Creating an Accounts Template (continued)

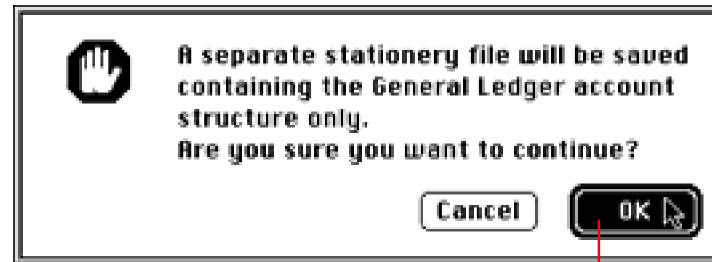
Locate the destination folder in the usual way.



Select this check box to save the document as a stationery item.

Enter a name for the new document.

Having checked the Save as stationery box, the following message appears…



Click **OK** to create the template.

You can now open this document, modify the structure and add information in the usual way.