

# ***The Accountant's Partner***

## **Important Setup Notes**

*Congratulations on your purchase of The Accountant's Partner!* To finish the installation/conversion, please take a few minutes to complete the following settings from within the **MAINTENANCE** menu:

### **INVOICE TEXT**

Set **POST INVOICES TO A/R** to **YES** to automatically post the clients' invoices to their accounts receivable file after printing. Otherwise, the invoices will go to a temporary file until you select **POST INVOICES** from the **RECEIVABLES** option. On the bottom right hand corner, in the totals section, place a check mark on each line item you would like printed on the invoices. Select if you wish to draw boxes around the Header, Middle and/or Footer sections of the invoices.

### **STATEMENT TEXT**

Select if you wish to draw boxes around the Header, Middle and/or Footer sections of the statements.

### **TIME IT/IMPORT-EXPORT SETUP**

Enter the drive letter, path and file name for the import/export and temporary back up files. Omit ".tps" extension on all file names. For example if your program resides on drive c and your folder/file location is TAPSONQ, complete the fields as follows:

C:\TAPSONQ\CLOCKIE  
C:\TAPSONQ\ENGAGEIE  
C:\TAPSONQ\IECUSTMR  
C:\TAPSONQ\IECLNOTE  
C:\TAPSONQ\IEJOBUD  
C:\TAPSONQ\IESRV TYP

### **SCHEDULER SETUP**

Enter the drive letter and path for the temporary schedule file location. Omit ".tps" extension. For example, if it resides in drive c and your folder/file location is TAPSONQ, enter:

C:\TAPSONQ\TMPSCHE D