

Getting Started

AccountEdge Basic

Fast start

This *Getting Started* guide contains instructions on how to install, register, and set up AccountEdge Basic.

Follow the tasks below to install and begin using your software.

Task	See
1 Check your system requirements	page 3
2 Install your software	page 4
3 Register your software	page 5
4 [Existing FirstEdge users] Upgrade your files	page 6
5 [New users] Set up a company file	page 9
6 Check for software updates	page 24

For information on support plans, see [‘Support Options’ on page 25](#).

Check the system requirements

Hardware and software requirements will vary depending on your operating system. Before installing your software, make sure your computer is able to run AccountEdge Basic.

Please visit accountedge.com/sysreq for the most recent and up-to-date AccountEdge Basic system requirements.

Install your software

For users who purchased AccountEdge Basic online:

Drag your AccountEdge Basic application into your Applications folder.

Register your software

You will be asked to register your software online. Registration identifies you as the legal owner of the software. Once registered:

- new customers receive Introductory Support
- you can subscribe to support plans so you can receive ongoing technical support
- you can subscribe to an online payroll service
- you'll receive information about product upgrades, new products, and other services

For more information on technical support see [‘Support Options’ on page 25](#).

After installing the software, you will have 30 days to register your software. After this point, you will not be able to access your company file or sample files.

Each installation and serial number allows for one installation.

To move your software from one computer to another, you will need to deactivate your registration on one computer to install on another.

How to register

To register, you will need your serial number. Your serial number is in the email confirmation you receive when you purchase your software online.

To register your software

Registering your software is easy:

NOTE: You must be logged in as an Administrator to activate your software.

- 1 Launch the AccountEdge Basic software.
- 2 Click the **Please Register** link on the top portion of the **Welcome** window or if you are already in your company file, choose Registration from the **AccountEdge Basic** menu.

- 3 Once all required information has been entered, click **Register**. After we receive your registration details, we will send you confirmation of your registration by email.

Upgrade your files (existing AccountEdge Basic, FirstEdge or Business Basics users only)

Company files created with a previous version of AccountEdge Basic, FirstEdge or Business Basics software need to be upgraded. You also need to upgrade all customized reports and forms that you used with your previous version of the software.

Make sure you back up your company file before you upgrade it. Once you upgrade your company file, you can open it only in AccountEdge Basic. However, the backup file can still be opened in your previous software version.

Upgrade your company files

Do the following for each company file:

Task	Action	See
1	Upgrade your company file	below
2	Upgrade your customized templates	page 7

Task 1: Upgrade your company files

- 1 Back up any company files that you use.
- 2 At the Welcome window, click **Company File Maintenance** and select **Upgrade company file**. A welcome window appears.
- 3 Click **Next**. The **Find File to Upgrade** window appears.
- 4 Click **Find File**. The **Open** window appears.
- 5 Select the company file you want to upgrade and click **Open**. The **Find File to Upgrade** window reappears.

The current path and file name of the selected company file appears below the **Find File** button. The default path and name for the upgraded company file appear below the **Save As** button.

- 6 If you want to change the location or name of the company file:
 - a Click **Save As**. The **Save As** window appears.
 - b Specify a new location or type a new name and click **Save**.
- 7 Click **Next**. The **Confirm** window appears.
- 8 Click **Next** to start the upgrade. When the upgrade is finished, the **Complete** window appears.
- 9 If you want to upgrade another company file, click **Next** and repeat from [Step 3 on page 6](#).
- 10 Click **Finish** to close the Upgrade Assistant.
- 11 Open your **AccountEdge Basic** company file.

If you customized any reports or forms in your previous version of AccountEdge Basic, FirstEdge or BusinessBasics, proceed to [Upgrade your customized templates, below](#).

Task 2: Upgrade your customized templates

If you customized reports or forms using a previous version of AccountEdge Basic, FirstEdge or Business Basics, you need to upgrade these templates to continue using them in your new software version.

NOTE: Before upgrading your customized templates A number of enhancements have been made to the way images and fonts are handled on customized forms. To take advantage of these enhancements, you will need to re-attach the graphic(s) on your customized forms.

If you use customized reports, forms, letters, graphics, or spreadsheets you need to upgrade these templates to use with the AccountEdge Basic version. You can automatically upgrade your custom templates using a migration assistant (see [below](#)), or upgrade them manually by copying the templates to the application support folder (see [page 8](#)).

To automatically upgrade your customized templates

- 1 In the Welcome to **AccountEdge Basic** window, click **Company File Maintenance** and select **Migrate previous version** from the menu. The **Migration Assistant** window appears.

- 2 The path to the previous application is displayed.

NOTE: If 'Please select your previous AccountEdge application' is displayed If your software was not able to locate a previous version, **Please select your previous AccountEdge application** will appear in the previous application field. Click **Browse** and select the location. Select the application file (for example, AccountEdge Basic, First Edge or Business Basics) and click **Open**. The correct path should now be displayed in the **Previous Application** field.

- 3 Select **Copy Spreadsheets** if you have customized spreadsheets in your previous version.
- 4 Click **Start**. The upgrade process begins.
When the process is complete, the Finished window appears.

To manually upgrade your customized templates

- 1 Find the **AccountEdge Basic v3 US** support folder located in your **Documents** folder and open it.

NOTE: FirstEdge and Business Basics users The customized forms folders can be found in the installation folder, (for example, FirstEdge v?)

- 2 Open a folder containing the customized templates.

Folder	File extension (Win)	Description
Custom	*.rpt	Standard and user-customized report templates
Forms	*.frm	Standard and user-customized form templates
Letters	*.dot	Standard and user-customized Microsoft Word document templates

Folder	File extension (Win)	Description
Spreadsheet	*.xlt	Standard and user-customized Microsoft Excel spreadsheets
Graphics	*.bmp, *.gif, *.jpg, *.tif, *.png	Any graphics such as company logo, employee or item photos, etc.

- 3 Select only your custom template files and copy them.

NOTE: Avoid overwriting the latest standard templates The standard templates included with the latest version of your software may have improved features. To avoid overwriting the new templates with old versions, select only the template files that you created.

- 4 Paste the template files in each corresponding folder (for example, Custom Forms) in the **AccountEdge Basic v4 US** support folder.
- 5 Repeat from step 2 above for each folder containing customized templates.

Set up a company file (new users)

When you create a company file, you record basic information about your business, such as the business name and contact details. You must also specify the month and fiscal year of the earliest transactions you want to record.

Depending on the features you want to use, there are some additional tasks that you may need to do.

Essential tasks The tasks you need to do depend on whether your accountant has created and set up a company file for you, the information you currently have, and when your business started.

Advanced tasks When you have completed the essential tasks, you can start recording transactions.

Task		See
1	Create a company file	page 11
2	Easy setup assistant	page 14
3	Set up preferences	page 14
4	Create a master password	page 15
5	Set up accounts	page 17
6	Enter the account opening balances	page 22

Task 1: Create a company file

When you make entries in your software, the information is stored in a file called a company file.

NOTE: Do you already have a company file? If your accountant has provided you with a company file, or if you want to use a file created with a trial version of this software, you don't need to create a company file.

Before you start, you need to know:

Your current fiscal year	This is the fiscal year for which you want to start recording transactions in your company file. Note that a fiscal year is represented by the calendar year in which the fiscal year ends. For example, if your fiscal year ends in December 2013, your fiscal year is 2013.
The last month of your fiscal year	This is the month in which your fiscal year ends. For most businesses the last month is December 2013.
Your conversion month	This is the earliest month for which you want to record transactions. For example, if you want to enter transactions dated September 1 or later, your conversion month is September. You cannot enter transactions dated before the conversion month.
The number of accounting periods in your fiscal year	You can choose to have 12 or 13 accounting periods. A 13th period is a period for recording entries which you do not want included in the accounting figures for a particular month. For example, you can use it to record year-end adjustments that are attributed to all months. If in doubt, choose 13 periods.

The default list of accounts	<p>Accounts are categories to which you allocate each of your transactions. When you create a company file, you need to specify a default list of accounts. You can:</p> <ul style="list-style-type: none">• start with an accounts list provided by AccountEdge Basic. You can select a predefined accounts list suitable for your business.• import a list of accounts. You can import an accounts list from another company file, or one that has been provided by your accountant or Certified Consultant.• build your own list. You can start with an accounts list that has the minimum accounts required by your software and then add to it. <p>Note that you can modify your accounts list after creating your company file.</p>
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NOTE: Some company file information cannot be changed Take care when creating your company file as some information—such as your current fiscal year, last month in fiscal year, conversion month, and accounting periods—cannot be changed once you have created your company file.

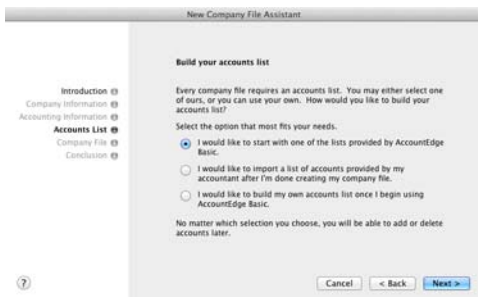
To create a new company file

- 1 Start your software. A **Welcome** window appears.
- 2 Click **Create new company file**. The introduction page of the **New Company File Assistant** appears.
- 3 Read the information in this page and then click **Next**. The **Company Information** page appears.
- 4 Enter your business contact and registration details. If available, enter your software serial number.
- 5 Click **Next**. The **Accounting Information** page appears.
- 6 Enter your fiscal year details and conversion month.

TIP: Current fiscal year This is the fiscal year for which you want to start recording transactions in your company file. It does not need to be the fiscal year that your business is currently operating in.

- 7 Click **Next**. A confirmation page appears.
- 8 Check the fiscal year and conversion month and then click **Next**. The **Accounts List** page appears.

9 Select the default accounts list you want to start with.



If you choose to...

Continue with...

start with an accounts list provided by AccountEdge Basic

[step 10 below](#)

import a list of accounts

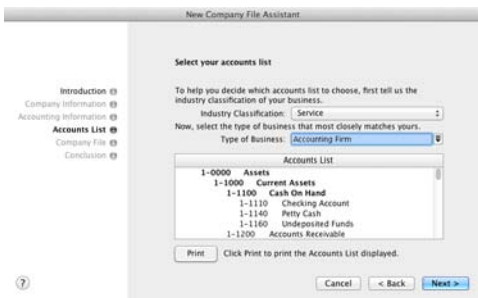
[step 12 on page 14](#)

build your own list

[step 12 on page 14](#)

10 Click **Next**. An **Accounts List Selection** page appears.

11 Select the industry and type of business that best matches your business.



A suitable accounts list for the business type you selected appears. If you want to print the list, click **Print**. Later, you can tailor the list to meet the needs of your business.

- 12 Click **Next**. The **Company File** page appears.
- 13 If you want to change your company file name and location:
 - a Click **Change**. The **Save** window appears.
 - b Select the required location.
 - c If necessary, type a new file name in the **Save As** field.
 - d Click **Save**. The **Company File** page reappears.
- 14 Click **Next**. Your company file is created and the **Conclusion** page appears.
- 15 Click **Close**. The **Command Center** window and the **Setup Assistant** window will appear.

Task 2: Easy setup assistant

You can setup your preferences by using the **Easy Setup Assistant**. This assistant guides you through setting up some key preferences.

To begin using the Easy Setup Assistant, click **Customize**. After you have finished each section beginning with **Customize**, **Accounts** and **Sales** click **Next**. When you have completed all sections, click **Close**.

If you have completed each section, you can select '**Do not show me the Easy Setup Assistant when I open my file**'.

Task 3: Set up preferences

Preferences are settings that enable you to tailor your software to your business requirements.

NOTE: Do you need to complete this task? While you can complete this task later, you should review the default preferences that have been set before you start entering transactions.

You can set preferences to customize the way your software operates. For example, you can choose to automatically print invoices after recording them, or prevent transactions from being edited.

You can set up your preferences using the:

- **Customize Easy Setup Assistant**. This assistant guides you through setting up some key preferences. To access the assistant, go to the **Setup** menu, choose **Easy Setup Assistant**, and then click **Customize**.
- **Preferences** window. This window lists all of the preferences. To view this window, go to the **Setup** menu and choose **Preferences**.

Some preferences you should consider choosing include:

- **Use Audit Trail Tracking** If you want to keep a record of transactional, tax, account, payroll, and system changes, select this option. For more information about audit trail tracking, see your *Online Help*.
- **Transactions CAN'T be Changed; They Must be Reversed** If you want to prevent transactions from being edited or deleted, select this option. When you do want to change or delete a transaction, you will need to record a reversal transaction. For more information, see your *Online Help*.

Task 4: Create a master password

The Master Password window allows you to create a new password if you don't yet have one, change your existing password or delete an existing password. (Passwords are optional)

NOTE: If you don't create a master password If you decide not to create a master password or if you delete an existing one, there is no password protection for your company file.

To create a master password

- 1 Open your company file.
- 2 Go to the **Setup** menu and select **Preferences**. The Preference window appears.
- 3 Click the **Security** tab and click the **Password** button located on the bottom of window. The **Change Password** window appears.
- 4 Enter **New Password** then **Confirm Password** entered.

- 5 Click **Record**.



To edit or delete an existing master password

- 1 Go to the **Setup** menu and select **Preferences**. The Preference window appears.
- 2 Click the **Security** tab and click the **Password** button located on the bottom of window. The **Change Password** window appears.
- 3 Enter the **Existing Password**.
- 4 Enter the **New Password**, the **Confirm Password**.
- 5 Click **Record**.



6 Click **Record**.

NOTE: User access restrictions If you want to restrict other users from accessing certain features or information, you can create additional user IDs and specify their access restrictions. For more information, see the 'Managing user accounts and company files' chapter in the *Online Help*.

Task 5: Set up accounts

Accounts provide a means for grouping similar transactions. For example, if your business pays rent for the use of its premises, you would create a rent account and then allocate all rent payments to that account.

The accounts you use for your business are grouped in an accounts list.

NOTE: Do you need to complete this task? If your accountant or Certified Consultant has provided you with a company file, this task may have been completed for you. In this case, go to '[Task 6: Enter the account opening balances](#)', on page 22.

When you created your company file, you selected a default accounts list to start with. This list may already have the accounts you need. If not, you can change the list to suit your needs. If you are unsure, ask your accountant which accounts you should create, edit or delete.

If you chose to import a list of accounts, you should import this list now. For information about importing data into your company file, click the Help button in this window.

Account numbers Each account is identified by a unique five digit number. The first digit indicates the account's classification (for example, accounts starting with 1 are asset accounts). The remaining four digits determine its location within the classification. The lower the number, the higher up in the list it appears. For example, account 1-1100 appears above 1-1200.

Account classifications and types The accounts list groups accounts into eight classifications—Assets, Liabilities, Equity, Income, Cost of Sales and Expenses. Within each account classification there is at least one account type.

Account classifications and types are described in the following table.

Classification	Type	Description
Asset (1-xxxx)	Bank	Money in the bank, for example, in a checking or savings account.
	Accounts Receivable	Money owed to you by your customers.
	Other Current Asset	Assets that, if required, can be turned into cash within a year. These may include your term deposits.
	Fixed Asset	Assets which have a long life, for example, buildings, cars, or computers. Fixed assets are usually depreciated.
	Other Asset	Other assets you own, such as loans made to others and goodwill.
Liability (2-xxxx)	Credit Card	Repayments to service credit card debt.
	Accounts Payable	Money owed by you to your vendors.
	Other Current Liability	Money owed by you that is due in less than a year, for example, tax.
	Long Term Liability	Money owed by you that is due in more than one year, such as a business loan.
	Other Liability	Other money you owe.
Equity (3-xxxx)	Equity	The business's net worth, that is, its assets minus its liabilities. Common equity accounts are current year earnings, retained earnings, and shareholders' equity.
Income (4-xxxx)	Income	Revenue from the sale of goods and services.
Cost of Sales (5-xxxx)	Cost of Sales	The direct cost of selling your goods and providing services, for example, purchase costs and freight charges.
Expense (6-xxxx)	Expense	The day-to-day expenses of running your business, for example, utility bills, employee wages, and cleaning.

Header accounts Your accounts list consists of detail accounts (the accounts to which you allocate transactions) and header accounts. Header accounts group related detail accounts to help you organize your accounts list.

For example, you could group your telephone, electricity, and gas expense accounts using a Utilities header account. This makes it easier for you to locate the utility expense accounts in the accounts list and to see your combined utility expenses.

You group accounts by indenting the detail accounts located directly below a header account.

	Account Name	Type	Linked	Balance
Header accounts	☐ 1-0000 Assets	Asset		\$217,158.28
	☐ 1-1000 Current Assets	Asset		\$40,419.60
	☐ 1-1100 Cash On Hand	Asset		\$0.00
	☐ 1-1110 Checking Account	Bank	✓	\$17,144.05
	☐ 1-1120 Payroll Checking Account	Bank	✓	(\$15,943.18)
	☐ 1-1130 Fleet Bank Card	Bank		(\$5,047.45)
	☐ 1-1140 Petty Cash	Bank		\$159.01
	☐ 1-1150 Electronic Payments	Bank	✓	\$600.00
	☐ 1-1160 Undeposited Funds	Bank	✓	\$20,794.71
	☐ 1-1300 Deposits Paid	Other Asset	✓	\$1,472.40
	☐ 1-1400 Prepaid Insurance	Other Asset		\$0.00
	☐ 1-1500 Prepaid Interest	Other Asset		\$0.00
	☐ 1-1600 Prepaid Taxes	Other Asset		\$0.00
Detail accounts				

Note that:

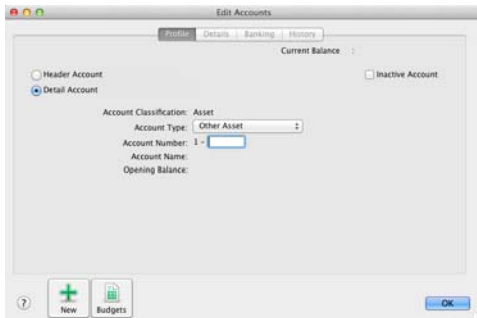
- You cannot allocate transactions to a header account.
- The balance of a header account is the sum of the detail accounts indented directly below it.
- You can create up to three header account levels.

Setting up accounts

If you want to...	See
Create an account	page 20
Group detail accounts with a header account	page 22
Delete an account	Online Help
Change the details of an account	Online Help
Import an accounts list	Online Help

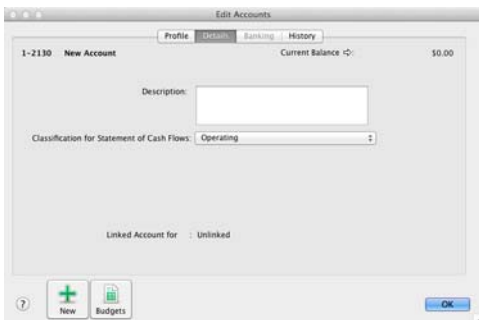
To create an account

- 1 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window appears.
- 2 Click **New**. The **Edit Accounts** window appears.



- 3 If you want to create a header account, select the **Header Account** option.
- 4 Select the account type from the **Account Type** list. The **Account Classification** field changes according to the selection you make. For more information on account classifications, see '[Account classifications and types](#)' on page 17.
- 5 Enter a four-digit number for the account in the **Account Number** field. The number must be unique within each account classification.
- 6 Press TAB and type a name for the account.

- 7 Click the **Details** tab.



- 8 If you want, type a brief description of the account in the **Description** field.
- 9 If you are creating an asset, liability, or equity account (other than an asset that has the account type of **Bank**), select an option from the **Classification for Statement of Cash Flows** list.
- Classifying accounts allows you to generate a statement of cash flows. This report shows how your cash position has changed over time, profit earned, and where your cash was spent. If you're unsure about which classification to use, consult your accountant or a Certified Consultant.
- 10 If you are creating a bank or credit card account, and you want to keep a record of your bank account details, click the **Banking** tab and enter your account details.
- 11 [Detail accounts only] If you want to enter historical balances, click the **History** tab and complete the **Last FY** column. That way you can compare the year's monthly account balances with those of the corresponding months last year.
- 12 [Detail accounts only] If you want to set up a budget:
- Click **Budgets**. The **Prepare Budgets** window appears.
 - Type the budget amounts in the monthly columns.
 - Click **Close**.
- For more information about budgets, see your *Online Help*.
- 13 Click **OK** when you have finished. The account you created now appears in your accounts list.

To group detail accounts with a header account

You group accounts by indenting the accounts located below a header account. You do this by clicking the **Up** button or the **Down** button located at the bottom of the **Accounts List** window.

- 1 Go to the **Accounts** command center and click **Accounts List**. The **Accounts List** window appears.
- 2 Select the detail account you want to group.
- 3 If you want to group the account with the header account located immediately below it, click **Down**.
- 4 If you want to group the account with a header account above the current header account, click **Up**.

Task 6: Enter the account opening balances

Account opening balances are the balances of your accounts as of the first day of your conversion month.

NOTE: Do you need to complete this task? If you were in business prior to your conversion month, most of your accounts probably already have balances. If you want to produce financial reports that included these balances (such as a balance sheet), or you want to track the balance of accounts with a cumulative balance (such as your bank account), you need to enter these balances.

You can find your account opening balances on a trial balance report, a balance sheet or a profit & loss report prepared for the period immediately prior to your conversion date. You can ask your accountant to prepare these reports. You may also be able to find your account opening balances using your previous software or paper-based records.

The balances you enter in your accounting software depend on whether your conversion month is also the first month of your fiscal year.

If your conversion month:

- **is the first month of your fiscal year**, enter the opening balances of your asset, liability, and equity accounts only. The opening balances of your income, cost of sales, and expense accounts should be zero.
- **is not the first month of your fiscal year** (for example, if your fiscal year starts in April but your conversion month is August), enter the opening balances of *all* your accounts.

Opening bank account balances You can enter either of the following amounts as the opening balance of a bank account:

- the bank account balance that appears on your balance sheet or trial balance reports as of the day prior to your conversion date. For example, if your conversion date is January 1, 2015, this is the bank account balance as of December 31, 2014.

These reports can be provided by your accountant, or you can obtain the balances using your previous software or paper-based records.

- the checkbook balance of the account as at the end of the day prior to your conversion date. You can calculate your checkbook balance by taking into account the transactions not yet cleared by your bank as of the conversion date and the balance that appears on your bank statement at that date.

For example, assume that \$500 worth of deposits and \$1000 worth of payments were unrepresented as of your conversion date (that is, they had not appeared on a bank statement). The checkbook balance would be calculated as shown below:

Bank statement balance as of the conversion date	\$21,000.00
ADD uncleared deposits	+ \$500.00
SUBTRACT uncleared payments	- \$1,000.00
Checkbook balance as of the conversion date	\$20,500.00

To enter opening balances

- 1 Go to the **Setup** menu, choose **Balances** and then **Account Opening Balances**. The **Account Opening Balances** window appears.
- 2 Enter the balances in the **Opening Balance** column.

NOTE: Enter opening balances as positive numbers Don't, for example, enter liability account balances as negative numbers. Enter negative amounts only if accounts truly have negative balances.



- 3 Check that the amount in the **Amount left to be allocated** field at the bottom of the window shows \$0.00.

If this field displays an amount other than \$0.00, check your opening balances again because they are either incomplete or incorrect. However, you can continue the setup process if there is an amount in the **Amount left to be allocated** field. The amount will be assigned to a special equity account called Historical Balancing.

- 4 Click **OK**.

Check for software updates

If you purchased your software online and you want to make sure you are using the current version of your accounting software, you should check every so often to see if any updates or upgrades are available.

To check for updates using a Mac computer, open your company file, then go to the **AccountEdge Basic** menu and click **Check for Updates**.

To check for updates using a Windows computer, open your company file, then go to the **Help** menu and click **Check for Updates**.

Support Options

Introductory Support When you register your accounting software, you automatically receive 30 days of introductory support. During this period, our Support team will offer assistance with installing your accounting software and setting up your company file.

You can call Introductory Support at 800.216.9722 between 9am - 6pm (Eastern Time), Mon - Fri.

Email Support You can always submit a support case online at accountedge.com/support. Typical email response time is 24 to 48 hours.

Need More?

Telephone Support Buy an annual telephone support plan to get the answers you need when you need them. Telephone Support offers expert phone support from our support staff.

For more information or to enroll, visit accountedge.com/support or call Customer Service at 800.322.6962.

Technical support is limited to installation, upgrade assistance, basic usability, and basic functionality. We cannot resolve issues caused by third-party services, service providers, hardware, software, or networking problems. Phone support does not cover inquiries on general accounting or taxation issues, nor does it include application consulting or training.

Additional Support Resources

Certified Consultants Certified Consultants are independent computer or accounting professionals who demonstrate a high level of knowledge, skill, and experience with AccountEdge. Certified Consultants can assist you with installing, setting up, and using your accounting software. They can also provide product demonstrations and on-site training.

To find local help, visit accountedge.com/locator.

Self Help A variety of Self Help options are available under the Help menu of your product.

- **Browse discussions** - a forum for AccountEdge and Mobile users.
- **Search our knowledge base** - find answers to your questions and learn from how-to guides.

To access online self help options, visit accountedge.com/support.

Payroll Options

Full Service Payroll Enroll in AccountEdge Full Service Payroll to outsource your payroll to our online payroll service

For more information or to enroll, visit accountedge.com/payroll or call Customer Service at 800.322.6962.

Acclivity LLC

Website: accountedge.com

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