

Implementation Guide

AccountEdge Network Edition

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Fast Start

This *Network Implementation* guide contains instructions on how to setup your AccountEdge Network Edition product.

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

Task		See
1	Network with AccountEdge Network Edition	page 3
2	Set up your AccountEdge network	page 5
3	Install your software	page 10
4	Start FileConnect	page 11
5	Set up a company file for multiple users	page 13
6	Open a company file	page 16
7	Maintain your company file over the network	page 19
8	Maintain company file access with FileConnect	page 24

For information on support plans, see '[Support Options](#)' on [page 27](#).

For information on payroll services, see '[Payroll Options](#)' on [page 28](#).

Network with AccountEdge Network Edition

AccountEdge Network Edition is designed to run on a simple network made up of a few computers.

AccountEdge Network Edition is recommended for use on a peer-to-peer network.

On a peer-to-peer network running AccountEdge, the *company file* (the file which contains your business's financial data) is stored on one of the computers in the network. This computer is referred to as the *host computer*, and it must be accessible by the other computers on the network, known as *workstations*.

The host computer does not need to be a dedicated computer (like a server), it can be any computer in the network. Note that all computers in an AccountEdge network must be using Mac OS X 10.10 or higher.

Securing your network for AccountEdge Network Edition

AccountEdge Network Edition assumes that your network will be protected by an Internet Firewall, if your network is connected to the Internet. You do not need to make changes to your Internet firewall to use AccountEdge.

If you use a personal firewall on your host computer, however, you will need to ensure that the firewall is configured to allow AccountEdge data to pass from workstations to the host.

AccountEdge does not use a preassigned port number for the transmission of data from workstations to your company file on the host computer. Therefore, any port between 49152 and 65535 can be used to transmit data to your company file.

You can choose to specify a particular port number in that range for your AccountEdge activity (but the port must not be closed by a personal firewall), or you can simply allow AccountEdge's FileConnect system preference to dynamically assign a port for you.

Multi-user data entry

AccountEdge Network Edition enables multiple users to work on your company file simultaneously, from different workstations.

If you set up AccountEdge on a network, you can add, change or delete information, print reports and perform analysis functions at the same time as your coworkers.

When you purchase AccountEdge Network Edition you receive a single license at the time of purchase. However, you can easily buy additional licenses (known as workstation licenses) to install the software on additional computers.

Faster data transfer

To prevent a slowing of a data transfer between the host computer and the workstations AccountEdge has FileConnect.

FileConnect is a system preference that's automatically installed when you install AccountEdge Network Edition. FileConnect's main purpose is to permit and streamline the transfer of AccountEdge data between workstations and your company file on the host computer.

Company file maintenance is centralized

You need to backup, verify and optimize your company file regularly. You can perform all of these tasks from either the host computer or a workstation.

For further information regarding maintenance of your file see ['Maintain your company file over the network' on page 19](#).

Now that you've learned a little about how AccountEdge Network Edition works in a network environment, you are ready to set up your network.

Set up your AccountEdge network

Minimum system requirements

Your system must meet the minimum system requirements in order to run AccountEdge Network Edition.

Operating System	Mac OS X 10.10 to 10.13
Hardware	Intel-based Mac with 4GB RAM or more 250 MB available hard disk space for program installation Minimum of 35 MB available hard disk space for each company file 1152x720 screen resolution with thousands of colors Note that UNIX-formatted hard drives are not supported
Network	Wired Ethernet network: 100Base-T or faster Airport wireless network: Airport Extreme Cards installed on all computers Airport Extreme Base Station TCP/IP must be enabled on all computers
For Better Network Performance	Intel Dual Core i5 or faster processor with 4GB RAM for hosting company files is highly recommended SSD hard drive on Mac hosting company file 1000BaseT/Gigabit Ethernet Network Mac OS X 10.12 or 10.13
Internet	Required for accessing program updates, payroll updates and forms, and Online Help
Officelink	Office 2008 or 2016 for Mac

NOTE: Hardware and Software requirements will vary depending on your operating system.

System performance

- Be sure your computers all meet (or exceed) the minimum system requirements for AccountEdge Network Edition.
- Upgrade your computers' operating systems so all computers are using the same version of Mac OS X. By doing this, you'll lessen the amount of work a computer must perform to receive information from other computers on the network.
- Try to keep at least five to 10 percent of the size of your hard disk free. The more free disk space on a computer, the faster its performance. In addition, when a hard disk has very little free space, it's possible that files - including your AccountEdge company file - can become fragmented on the disk.

Computer memory

- Although AccountEdge can run on computers with less than 1 GB of RAM, you'll find that increased amounts of memory will improve your system's performance. If possible, upgrade your computers to exceed the minimum RAM required.
- If you're planning on running additional programs while AccountEdge is running, we recommend that you purchase additional RAM.

Network maintenance

- The faster your network, the faster AccountEdge will send and receive messages across the network. If you are using a 100 MBps Ethernet network, we recommend you upgrade to 1,000 MBps Gigabit Ethernet network.
- If you use a wired network, we recommend you use Cat5e or Cat6 ethernet cables throughout your network due to their ability to better handle gigabit speeds as well as cutting down on network interference or crosstalk compared to the obsolete Cat5 cables. Using Cat5 cables, especially if they are long, will result in slower network speeds and potential interference which will effect network performance overall.

- Keep your network components as clean and dust-free as possible.
- Try to minimize the traffic on your network when AccountEdge is in use. AccountEdge requires a significant amount of attention from the network when it's recording and processing your company's financial data. If other programs are requesting network resources at the same time, you may experience slower performance in AccountEdge.

Choose a host computer

For networking, the company file needs to be stored on a host computer to which each user has access. In choosing a suitable host computer, consider the following:

- **Host the company file on the most powerful computer in the network** Network performance is enhanced if the company file is stored on the fastest computer with the most memory.
- **Host the company file on a network server** If your company employs a server running special server software such as Mac OS X Server, consider hosting the company file on the server. Servers are faster and are specially designed to handle network traffic.
- **Host the company file on the key employee's computer** If one employee will use AccountEdge more than anyone else, consider storing the company file on that employee's computer. This person may experience better performance from accessing the company file directly, compared with accessing it across the network.
- **Host the company file on a backup computer** If you store all your important files on a central host that is backed up frequently, it is a good idea to also store your company file on that host. Then the company file will be backed up with all your other vital data.

Constraints on host computers

You can run AccountEdge on a host computer and use the company file on that computer, but users on workstations accessing the same file may discover that their system is slower than usual.

If you encounter this situation, here are some solutions:

- Upgrade all your computers to a recent release of Mac OS X, and be sure they're *all using the same version*. This will take advantage of the latest networking features of Mac OS X and streamline the communication among computers.
- Try to perform processing-intensive tasks—such as printing documents or installing software programs—on the host computer only when others do not need access.

Choosing how to identify the host computer

The host computer requires some sort of identification so workstations can locate the company file that resides on its hard disk.

You have two methods from which to choose to identify the host computer. One, by using Bonjour to see the host's name or two, by using the host's IP address. You can also use a combination of the two methods. (Note that Bonjour was called Rendezvous in earlier version of Mac OS X).

Use Bonjour if you want to keep things simple

In a network that uses Bonjour, any workstations running AccountEdge can use Bonjour to locate the company file simply by knowing the host computer's name. Assuming the users have the appropriate access rights to the company file, the users will be able to open and work with the company file without needing to know any other details about the host computer. To determine the name of the host computer on your network, see ['To view a computer's name' on page 9](#).

CAUTION: Bonjour cannot be used in some network situations If you have a network that incorporates multiple sub networks (sub nets) and the host computer is on a different sub net than your workstations, you won't be able to use Bonjour.

To view a computer's name to see the name of a computer, open the **System Preferences** and click **Sharing**. The computer's name is displayed near the top of the window.

Install your software

To install AccountEdge Pro (Mac) or AccountEdge Network Edition (Mac)

- 1 If your computer allows only users with administrator privileges to install programs, log in as an administrator.
- 2 If you are upgrading from an earlier version of AccountEdge Network Edition, stop FileConnect:
 - a Go to your Mac OS X System Preferences.
 - b Click the **AccountEdge** icon in the **Other** section of the **System Preferences** window. The AccountEdge system preferences appear.
 - c Click **Stop FileConnect**.
 - d Enter the Administrator password and click **OK**.
- 3 Double-click the downloaded **AccountEdge Pro DMG** file to mount the disk image. The Finder appears, displaying the disk image contents.
- 4 Double-click the AccountEdge Pro installer file located on the disk image.
- 5 Follow the onscreen instructions to install AccountEdge Pro .

NOTE: Installing AccountEdge Network Edition If you are installing AccountEdge Network Edition on the host computer for the first time, do not customize the installation. This ensures that all critical components are installed.

- 6 When the installation is complete, if prompted click **Restart**. Your computer will restart.
- 7 For each workstation in the network, repeat from [step 1 above](#).

NOTE: You need to run FileConnect on only the host computer.

- 8 On the host computer, Start FileConnect

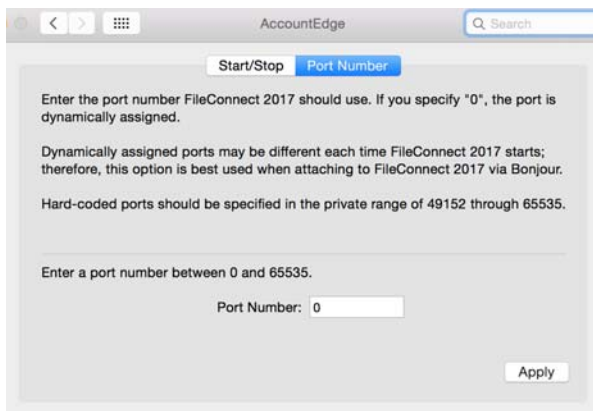
Start FileConnect

Simply put, FileConnect is a background process that is controlled by a system preference and is automatically installed with AccountEdge Network Edition. FileConnect's main purpose is to facilitate the transfer of data between workstations and your company file sitting on the host computer. FileConnect needs to be enabled in your System Preferences on the Mac that is hosting your company file.

To start FileConnect

NOTE: You only need to run FileConnect on the host computer

- 1 Launch the **System Preferences** from the dock. The **System Preferences** window appears.
- 2 In the Other section of the window, click the **AccountEdge** icon. The AccountEdge system preferences appears.
- 3 Click **Start FileConnect** to turn FileConnect on. After a moment, the text on the button will change to **Stop FileConnect**, which indicates that FileConnect is now running.
- 4 Click the **Port Number** tab.



- 5 Decide if you want to use a specific port to allow AccountEdge workstations to access the company file on the host computer, or if you want to allow FileConnect to choose a port for you.
 - If you want to use a specific port, enter the number of the port you wish to use in the Port Number window.
 - If you want to allow FileConnect to assign a port, or if you will be using Bonjour to access your company files, leave the Port Number field at zero. This indicates the port used to transmit AccountEdge data will be dynamically assigned by FileConnect; that is, a different port number may be used for AccountEdge each time FileConnect is restarted.
 - If you will be using a direct IP address to access your company files, enter a port number between 49152 and 65535 in the **Port Number** field. This will ensure your workstations will access the company file using this particular port on the host computer.

Set up a company file for multiple users

All the accounting information - your company's transactions and other important business records - that are entered in AccountEdge for a single company is stored in a company file. Before you can begin using AccountEdge, you must create a company file.

You can create a company file using the AccountEdge program on either the host computer or any of your workstations.

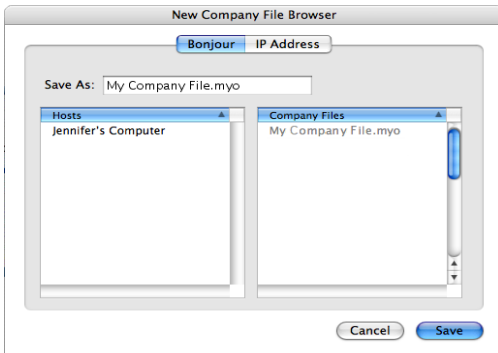
When you finish creating the company file, it is automatically placed in a specific folder on your network's host computer that will allow access by your workstations.

To create a new company file

The New Company File Assistant simplifies the process of creating a company file. If you need additional information about each step as you proceed through the Assistant, click the Help button at the bottom of any window.

- 1 In the Finder, locate the AccountEdge application folder.
- 2 Double-click the AccountEdge NE icon. The Welcome to AccountEdge Network Edition window appears.
- 3 Click the Create button to create a new company file. The first step in the AccountEdge New Company File Assistant appears.
- 4 Follow the on-screen instructions until you reach the Create your company file window.

- 5 In the Create your company file window, click Browse. The New Company File Browser window opens.



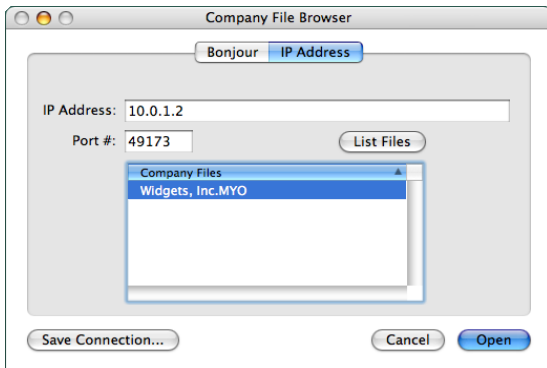
- 6 Select a method for identifying the location where you will store your company file on the host computer.

To identify the host computer using Bonjour

- Click Bonjour. The name of the host computer should appear in the Hosts list.
- Click the Host name to select it.

To identify the host computer using the IP address

- Click IP Address and enter the IP address and port number of the host computer in the IP Address and Port # fields.



For more information about identifying the host computer, see [‘Choosing how to identify the host computer’ on page 8](#).

- 7 Enter a name for your company file in the Save As field, then click Save. The New Company File Assistant window reappears, displaying the name or IP address of your host computer along with the name of your company file.
- 8 Click Next. The company file is saved on the host computer to the Library/Application Support/AccountEdge NE/Databases folder.
- 9 If you want to continue setting up your company file, click Setup Assistant. You can use the Easy Setup Assistant to help you through the main company file setup tasks.
- 10 If you want to set up your company file later, click Command Center.

Open a company file

Once your company file is created, you can open it from any of the network computers that have AccountEdge installed. You can open a company file using the **Finder** or by using a connection document.

To open a company file by browsing for it

- 1 In the **Finder**, locate the AccountEdge NE application folder.
This is the folder that was created when you installed AccountEdge NE. For example, if you installed your software in the default location, the folder location will be **Applications/AccountEdge NE**.
- 2 Double-click the AccountEdge NE icon. The **Welcome** window appears.
- 3 Click the **Browse** button. The **Company File Browser** window appears.
- 4 Select the method you use to locate the host computer on the network, either **Bonjour** or **IP Address**.
- 5 If you want to locate the company file using Bonjour:
 - a Click **Bonjour**. The name of the host should appear in the **Hosts** list.
 - b Click the host's name to select it. The company files residing on the host computer will be displayed in the **Company Files** list.
 - c Select the company file you want to open.
- 6 If you want to locate the company file using the IP address:
 - a Click **IP Address**. The IP address options appear.
 - b Enter the IP address and port number of the host computer in the **IP Address** and **Port #** fields, then click **Connect**. The company files saved to the host computer appear in the list.
 - c Select the company file you want to open.
- 7 Click **Open**. The **Sign-on** window appears.

- 8 Complete the **Sign-on** window and click **OK**. The company file opens.

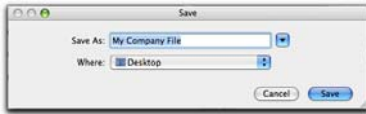
To create a connection document for a company file

You can simplify the process of opening a company file on the host computer by creating a connection document on a workstation. A *connection document* is a shortcut file that retains the information about your company file's location on the host computer. You can place the connection document in a convenient location on your workstation, such as the desktop. You can then double-click it to start AccountEdge and open your company file.

NOTE: Connection documents replace aliases A connection document is similar to an alias, which is another type of Mac shortcut file. However, you cannot use an alias to open a company file on a host computer. If you wish to use a shortcut, you must use a connection document.

- 1 In the **Finder**, locate the AccountEdge application folder.
This is the folder that was created when you installed AccountEdge NE. For example, if you installed your software in the default location, the folder location will be **Applications/AccountEdge NE**.
- 2 Double-click the AccountEdge NE icon. The **Welcome** window appears.
- 3 Click the **Browse button**. The **Company File Browser** window appears.
- 4 Select the company file for which you want to create a connection document. Select the file in the **Bonjour** or **IP Address** tab of the window, depending how you access the company file.
- 5 Click the **Save Connection** button at the bottom of the **Company File Browser** window. The **Save** window appears.
- 6 Enter a name for the connection document in the **Save As** field.
- 7 Choose where you want to store the connection document by making a selection from the **Where** list. We suggest that you save

the document on your desktop, where you can later drag it to the Dock for easy access.



- 8 Click **Save**. The connection document will appear in the location you selected with the name you entered. Note that the name of the connection document will be displayed with a '.connect' suffix.

NOTE: Using FileConnect with DHCP If the computer or server that is hosting company files and running FileConnect is set up with DHCP where an IP address is dynamically assigned, your IP address may change from time to time. In this case, your Connection Document may need to be recreated.

To open a company file using a connection document

- 1 Locate the connection document and double-click it. AccountEdge starts and the **Sign-on** window for the company file appears.
- 2 Complete the **Sign-on** window and click **OK** to open the company file.

Maintain your company file over the network

To help ensure the integrity of your financial information, you should perform regular maintenance on your company file, including backing up, verifying, and optimizing your company file.

Perform maintenance tasks on the host computer We recommend you perform maintenance tasks on the host computer. Performing these tasks on a workstation can take longer and network interruptions may disrupt the processes.

Enable single-user file locking for maintenance tasks Only one user should have access to a company file during file maintenance procedures. For example, optimizing a company file rearranges its internal structure, so ensure that the file is not being accessed while this process is taking place.

Single-user file locking prevents all but the first logged-in user from accessing a shared company file—other users cannot log in.

TIP: View a list of users To check whether any other users are currently using the company file before you set a single-user lock, go to the **File** menu and choose **Active Workstations**.

To enable single-user access after starting your software, click **Single-user access** in the **Sign-on** window.

Back up company files

If multiple users access a company file, you need to back up the company file on the host computer—including custom forms, letters, and spreadsheet templates you have created. You can then

copy the updated templates to each workstation and ensure the latest versions are used.

To back up a company file

- 1 Open the company file you want to back up.
- 2 Make sure no other users are logged into the company file.
- 3 Go to the **File** menu and choose **Backup**. The **Backup Company File** window opens.
- 4 Choose the type of backup you want:
 - To back up your company file and templates, click **Backup all data**.
 - To back up your company file only, click **Backup Company File only**.

NOTE: Customized documents stored on workstations will not be backed up If you're using the host computer to back up your files, any custom letters, forms, and spreadsheets stored on the workstations on the network will not be included in the backup. You will need to back up these items separately on your workstations.

- 5 Choose whether to check your company file for errors by selecting one of the options.
- 6 Select a location option for your backup:
 - To back up to your local disk, to a different hard disk, or to other media, select **To a Disk**.
 - To back up to a Dropbox account, select **Dropbox**.
Note that before you can back up to Dropbox, you must have a Dropbox account. For more information about Dropbox accounts, see the [Dropbox](#) website.
- 7 Click **Continue**.
- 8 If you selected the **Check Company File for errors** option, the verification process may take several minutes.

When the verification process finishes, click **OK** in the window that appears. Note that this window appears whether or not errors have been found in the company file.

The **Back Up** window appears.

- 9 Specify where you want to store the backup file.

A default file name is assigned:

Default filename	Description
Backup <i>mm-dd-yyyy filename.zip</i>	<ul style="list-style-type: none">• <i>mm-dd-yyyy</i> is the date from your computer's clock• <i>file name</i> is your company file name• <i>.zip</i> is the file extension and cannot be changed.

- 10 If you want, you can change the name of the backup file. Note that you should name your backups with enough information to tell you when they were from and where you were up to in data entry—for example, 'Monday 010714' or 'Backup as of 010714'.
- 11 Click **Save**. The backup process begins.
- 12 If you are storing the backup files on a removable storage device, label them clearly, so you know exactly when the backup was done.

Verify company files

Data verification is the process of checking a company file for errors. Verification can catch minor problems in the file before they cause serious problems. You can verify your company file at any time. We recommend you do this on the host computer.

To verify a company file

- 1 Open the company file you want to verify.
- 2 Make sure no other users are logged into the company file.
- 3 Go to the **File** menu and choose **Verify Company File**. A message appears, describing the data verification process.
- 4 Click **OK** to confirm that you want to verify your company file. Your company file is scanned for errors.

When the file verification process is complete, a message appears describing the results of the process.

If no errors were found, click **OK** to end the verification process.

If your company file is corrupt, you can:

- Attempt to fix the company file by optimizing it—see ‘[Optimize company files](#)’ on page 22—and then repeat from [step 1 above](#) to check if the errors have been fixed.
- Restore the company file from your most recent backup—see ‘[To restore a backup](#)’ in the Maintenance chapter of your user guide.

- 5 Click **OK**.

Optimize company files

As you enter transactions, then remove or purge them, your company file will have unused areas that once contained these transactions. These unused areas can affect the efficiency of your company file and take up space on your hard disk.

You can use the Optimization Assistant to remove the unused areas in the company file and keep your software running efficiently.

You can optimize your AccountEdge data file at any time. We recommend you do this on the host computer.

To optimize a company file

- 1 Open the company file you want to optimize.
- 2 Make sure no other users are logged into the company file.
- 3 Go to the **File** menu, choose **Optimize Company File**. An information window appears.
- 4 Click **OK** to continue. The **Optimization Assistant** window appears.
- 5 Click **Continue**. The **Open a Company File** window appears.
- 6 Locate the company file and click **Open**. The optimization process begins.

When the process is finished, a window will appear, confirming the company file has been optimized.

- 7 If you want to optimize another company file, click **Continue** and repeat from [step 6](#).
- 8 Click **Close**.

Maintain company file access with FileConnect

The following information will help you prevent interruptions to your workstations' access to the host computer.

To restart FileConnect on the host computer

If FileConnect quits unexpectedly, you will need to restart it. When you restart the system preference, review the port settings to be sure they are accurate.

- 1 Log in to the host computer as an administrator.
- 2 Go to the apple menu and choose **System Preferences**. The **System Preferences** window appears.
- 3 Click the AccountEdge icon. A control panel window appears.
- 4 Click **Start FileConnect** to turn FileConnect on. After a moment, the text on the button will change to **Stop FileConnect**, which indicates that FileConnect is now running.
- 5 Check that your access ports are set correctly:
 - If you allow FileConnect to assign a port, or if you use Bonjour to access your company files, leave the **Port Number** field at zero. This indicates the port used to transmit AccountEdge data will be dynamically assigned by FileConnect.
 - If you use a direct IP address to access your company files, or if you use a specific port number, enter the port number between 49152 and 65535 in the **Port Number** field. Your workstations will access the company file using this particular port on the host computer.

Prevent the host computer from sleeping

When other users are accessing the company file on the host computer, you should not allow the host computer to go into sleep mode. Follow the steps below to prevent a computer from going to sleep.

To prevent the host computer from sleeping

- 1 Log in to the host computer as an administrator.
- 2 Go to the apple menu and choose **System Preferences**. The **System Preferences** window appears.
- 3 Click **Energy Saver**.
- 4 If you are using the battery select the **Battery** tab, if you are using a power adapter select the **Power Adapter** tab, then drag the top slider to **Never**.
- 5 Deselect the **Put the hard disk to sleep when possible** option.
- 6 Close the window.

To stop FileConnect on the host computer

Once FileConnect is running on the host computer, you should not turn it off. If you do need to turn off FileConnect, follow the steps below. Note that users will not be able to access your AccountEdge company file if FileConnect is not running.

NOTE: All workstations need to be logged out of company files

FileConnect will not stop unless all workstations are disconnected from your company files. To check whether any other users are currently using the company file, go to the **File** menu and choose **Active Workstations**.

- 1 Log in to the host computer as an administrator.
- 2 Go to the apple menu and choose **System Preferences**. The **System Preferences** window appears.
- 3 Click the AccountEdge icon. A control panel window appears.

- 4 Click **Stop FileConnect** to turn FileConnect off. After a moment, the text on the button will change to **Start FileConnect**, which indicates that FileConnect is no longer running.
- 5 If you receive an alert message when you try to stop FileConnect, a user may still be logged into a company file. Make sure all workstations are logged out of the company files and repeat this procedure.

NOTE: If you are having trouble restarting FileConnect Be sure that all users are first disconnected from any company file being hosted on this Mac. If you continue to not be able to stop FileConnect, you can reboot your Mac or you can use the Activity Monitor from your Utilities folder to find the background process name FileConnect to Force Quit the process. Be sure that all users are disconnected from your company files before restarting your Mac or quitting the background process from the Activity Monitor.

Check for software updates

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 Pro** menu and click **Check for Updates**.

Support Options

Introductory Support Free for 30 days after product registration for new users who have recently purchased. 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.

- **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

Payroll Tax Services Enroll in one of our Payroll Tax Services to make sure you have the most recent payroll tax updates. As a Payroll Tax Service member, you also receive any upgrades to AccountEdge that are released during your membership term.

Payroll Tax Services are available with or without software support.

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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