

Quick Trial Balance Pro - File / Client Information

Client Information (General)

The Client Information screen located in the File menu or in the toolbar of the Home screen, allows you to set options specific for your client file.

The General screen, shown below, displays general information regarding the selected file. This information can be changed at any time and is automatically saved when the screen is closed.

On the left side of this screen you will find different sections for setting up methods, calculation options, etc.

Note the option "Do Not allow access to this file". If this option is checked, other users cannot select this particular file.

ABC Custom Wheels, Inc. - 12/31/2009 - Client Information

Sections

- General
- Books
- Accounts Setup
- Report Options
- Folders
- Screen Prompts
- Supporting Document

Company Name: ABC Custom Wheels, Inc.

Year-End: 12/31/2009

Tax ID: 78-1237890

Entity: Other

Notes: ABC sells custom wheels that it customizes in its shop.

Do NOT allow access to this file?

Message to display if someone tries to select this file?

Created: 5/23/2014 - 11:23 AM Last Modified: 5/23/2014 - 11:23 AM [How To...?](#) Close

Client Information (Books)

The Books section allows you set up 1 - 3 books to maintain in Quick Trial Balance Pro.

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Number of Books Default Book

	Book Description	Book Type	Round
1.	<input type="text" value="Income Taxes"/>	<input type="text" value="Other"/>	<input checked="" type="checkbox"/>
2.	<input type="text" value="Financial Statements"/>	<input type="text" value="Other"/>	<input checked="" type="checkbox"/>
3.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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Client Information (Accounts Setup)

The Accounts Setup section allows you to format your account numbers and setup whether or not department numbers are part of the account number. Here you can also setup closing accounts for profit and loss.

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Account Length (Max length 20)

Account Format

Identify the following Department information contained in account numbers:

Department Start

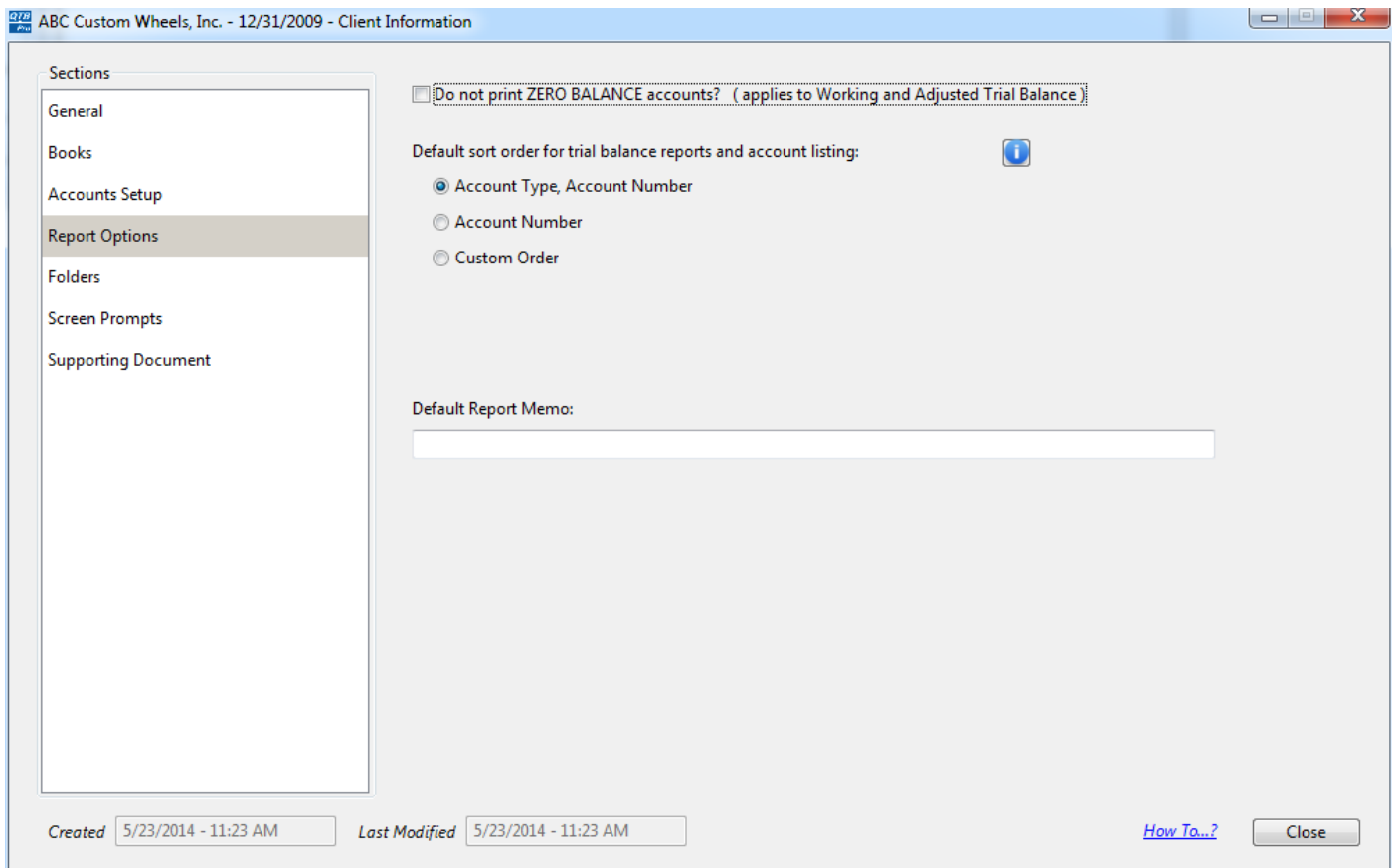
Department Length

Setup closing accounts

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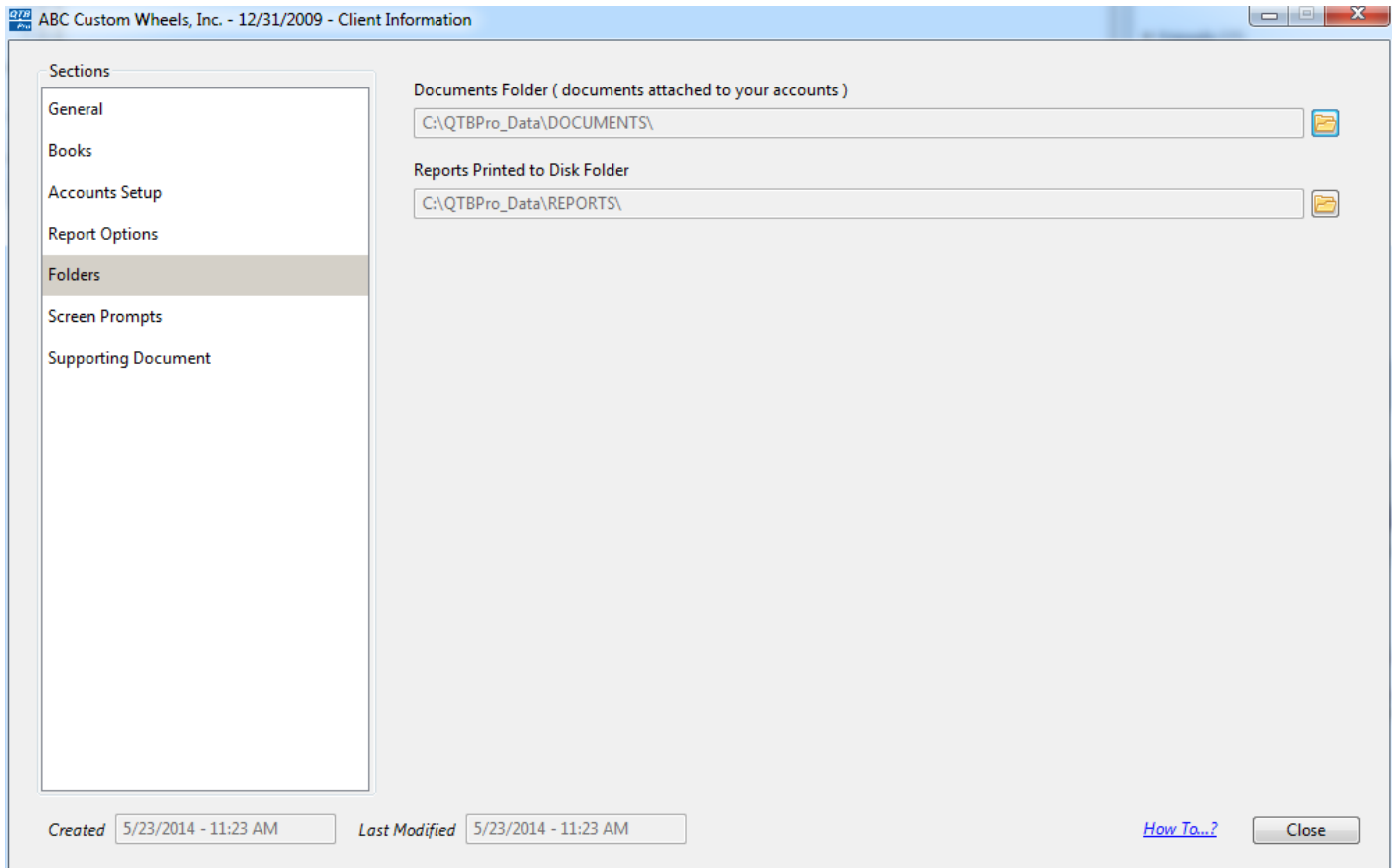
Client Information (Reports)

The Report Options section of the Client Information screen allows you to set default report options that are specific to the selected client.



Client Information (Folders)

The Folders section of the Client Information screen allows you to set a default documents folder and reports printed to disk folder that is specific to the selected client.



Client Information (Screen Prompts)

If you would like to change how various fields in Asset Keeper Pro are labeled or displayed, choose the "Screen Prompts" option located in the "Screen Prompts" section of the Client Information screen located in the File menu or accessed from .

For example, if you use Group#1 for financial statements, you might want to change the screen prompt so that instead of being labeled "Group #1", it is labeled "FINANCIALS". This will help so that other users know what each field is being used for.

Simply click in the desired field and then enter the new screen prompt. On the Accounts screen, and on reports, Group #1 will now be referred to as FINANCIALS.

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Group Code Prompts (20 chrs max)		Prior Year Prompts (25 chrs. max)	
Group #1	FINANCIALS	Prior Year #1	12/31/2008
Group #2	TAX RETURN	Prior Year #2	12/31/2007
Group #3	Group 3	Prior Year #3	Prior Year 3
Group #4	Group 4	Prior Year #4	Prior Year 4
Group #5	Group 5	Prior Year #5	Prior Year 5
Group #6	Group 6	Prior Year #6	Prior Year 6
Group #7	Group 7	Prior Year #7	Prior Year 7
Group #8	Group 8	Prior Year #8	Prior Year 8
Group #9	Group 9	Prior Year #9	Prior Year 9
Group #10	Group 10	Prior Year #10	Prior Year 10

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Client Information (Supporting Document)

The Supporting Document section allows you to link a document to the client file for future reference.

