

Home Screen Overview

Introduction

The Home screen (see example on the following screen) is your launching pad for productivity with Quick Trial Balance Pro. You can access every feature or option from the Home screen.

There are a number of sections to the Home screen and we'll show them to you here.

Menus - At the very top of the screen (above the toolbar and below the window title) are the menus. While the toolbar allows access to many frequently used options, the menus contain access to many more.

Toolbar - The toolbar contains access to those features you will use most often and therefore provide a faster access method than selecting them from the menus.

Quick File Selection - There are two drop down combo boxes - one next to the "Company" label and one next to the "File" label. These allow you to select files that have been recently selected; either by company name or by file name. The company and file name displayed will always be the file currently selected.

Client File Selected - Listed below the two drop down combo boxes is the date the file was last access, how many accounts are in the file, and selected book information; including the profit or loss.

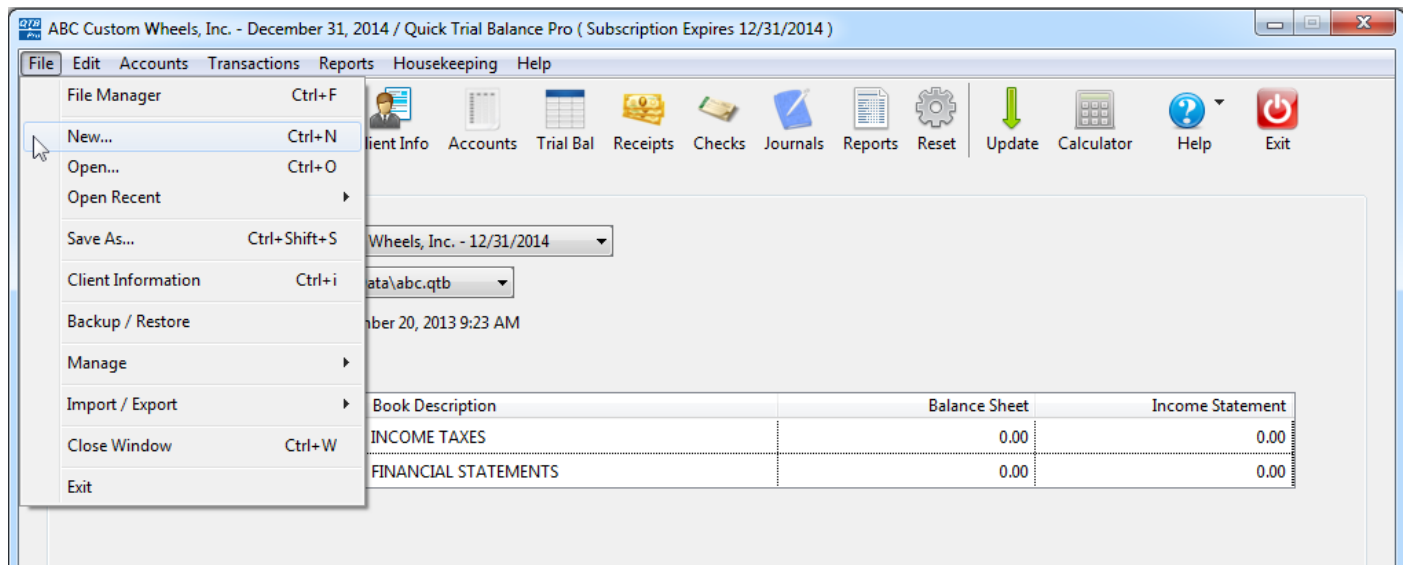
Quick Access - At the bottom of the screen is the Quick Access combo box to select from the list of reports that have been saved to your "favorites" list.

The screenshot shows the software interface for 'ABC Custom Wheels, Inc. - December 31, 2014 / Quick Trial Balance Pro (Subscription Expires 12/31/2014)'. The interface includes a menu bar (File, Edit, Accounts, Transactions, Reports, Housekeeping, Help), a toolbar with icons for File Manager, Open, New, Backup, Client Info, Accounts, Trial Bal, Receipts, Checks, Journals, Reports, Reset, Update, Calculator, Help, and Exit. Below the menu bar is the 'Client File Selected' section with two dropdown menus for 'Company' (ABC Custom Wheels, Inc. - 12/31/2014) and 'File' (C:\QTBPro_Data\abc.qtb). Below these are fields for 'Last Modified' (Friday - December 20, 2013 9:23 AM) and 'Accounts' (43). A table titled 'Book Details' shows two books: '1. TX INCOME TAXES' and '2. BK FINANCIAL STATEMENTS', with columns for 'Balance Sheet' and 'Income Statement' showing values of 0.00. At the bottom is the 'Quick Access' section with a 'Favorite Reports' dropdown set to 'Beginning / Prior Year Balances'. Callouts with arrows point to the menu bar, toolbar, company/file dropdowns, and the Quick Access dropdown. A text box explains that menus are the least obvious part of the screen but contain options not accessible from toolbars. Another text box explains that the Quick Access dropdown provides direct access to report favorites for preview or print.

Book	Book Description	Balance Sheet	Income Statement
1. TX	INCOME TAXES	0.00	0.00
2. BK	FINANCIAL STATEMENTS	0.00	0.00

Menus

In the screen sample, the File menu has been selected. Note that the File Manager, New, Open, and Open Recent, Client Information, and Backup are also available via the toolbar, but there are other options like the Save As, Manage, and Import/Export options that are not. If you are looking for an option and can't find it, be sure to check the menus.



Toolbar

Below the menus are the toolbars. The following options are available from the toolbar.

File Manager - This feature is use to manage your data files. It is a very diverse tool and we devote a separate How To explaining its numerous features.

Open - Users who are more familiar with files and folders may want to use the Open button to select a file to open. When you click the Open button a dialog will be displayed allowing you to navigate your computer's drive or any attached drives so you can find or select a file.

New - This button allows you to create a new data file.

Backup - Takes you to the Backup / Restore option so you can backup your data file.

Client Info - This takes you to the Client Information screen where you can enter various information that pertain to the client's data as well as select preferences for that particular client file.

Accounts - This button takes you to the Account Listing screen where you can add or edit your accounts.

Trial Balance - This will take you to the Visual Trial Balance where you can perform a number of tasks in addition to viewing the trial balance on-screen.

Receipts - Want to enter cash receipts for a client that doesn't maintain their own general ledger? This option allows you to do that.

Checks - This is the compliment to cash receipts and allows you to enter cash disbursements for a client.

Journals - This button allows you to enter adjusting journal entries.

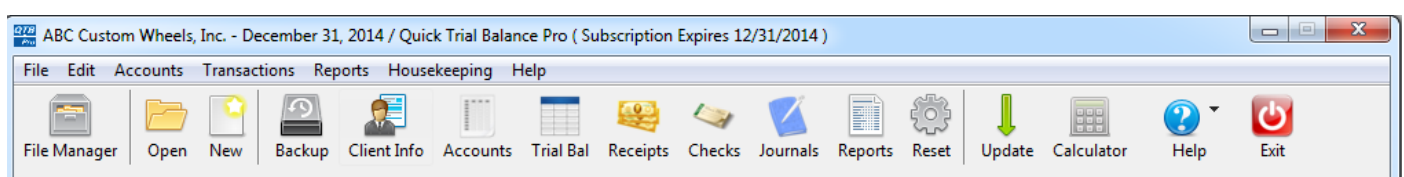
Reports - This button takes you to the complete list of Reports.

Reset - When you are finished processing a client's data for the year, this option will take you to the Reset for New Year screen to prepare the file for the next year's activity.

Update - Check for new updates to Quick Trial Balance Pro using this button.

Calculator - Opens an on-screen calculator.

Help - Access to the Help file as well as the Feedback screen where you can send emails to our support staff. You can also access the Learning Resources screen with links to additional information about Quick Trial Balance Pro.

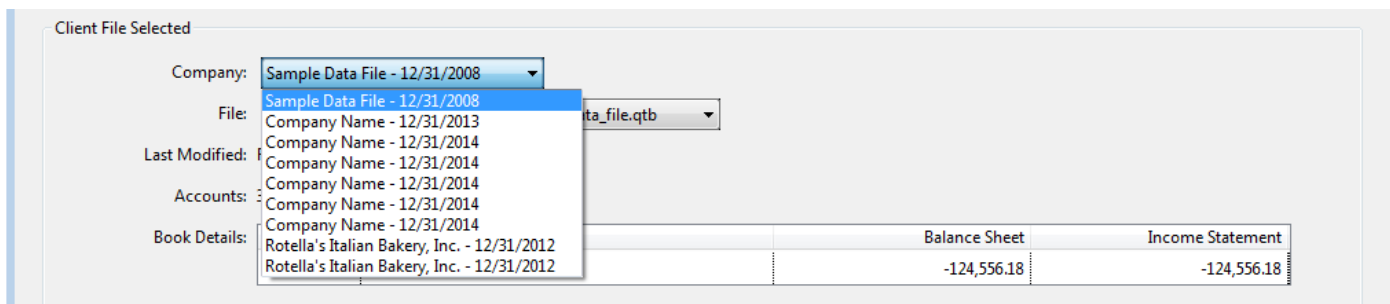


Quick File Selection (Recent Files)

As shown in the example below, if you click on the drop down combo box next to the Company label, you will see a list of the most recently selected file. You can quick open another file in the list by selecting it.

If you prefer to select files by file location or filename, you should use the drop down next to the File label.

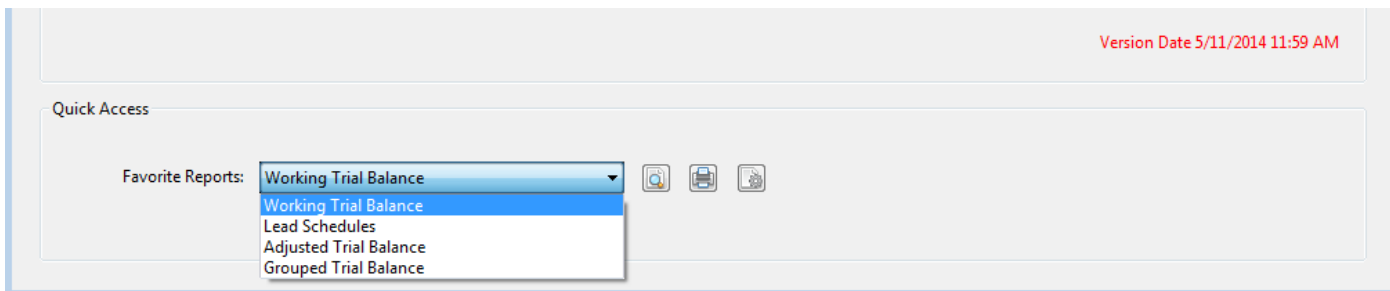
This information is also available in the File menu under the Recent Files option. You can also clear the most recently selected files using the Recent Files option in the File menu.



Quick Access

The Quick Access section at the bottom of the Home screen allows you to select a report from your "favorite" reports list. Select a report and then click on one of the buttons on the right side of the drop down.

The buttons allow you to preview, print, or go to the reports configuration screen.



Conclusion

This concludes our look at the Home screen. Once you become familiar with it you'll very quickly be able to access every option in the Quick Trial Balance Pro application.