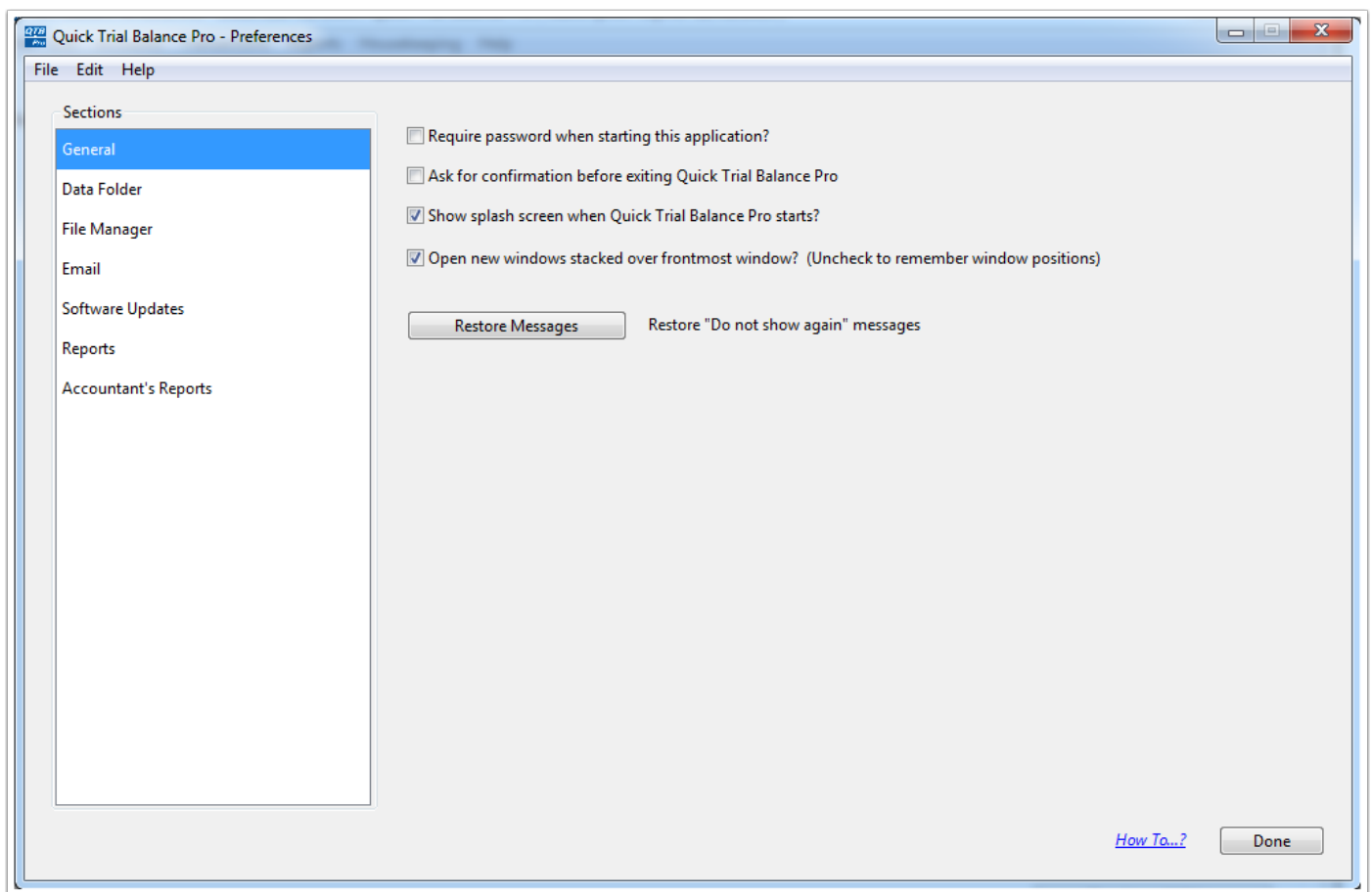


Quick Trial Balance Pro - Housekeeping / Preferences

Preferences (General)

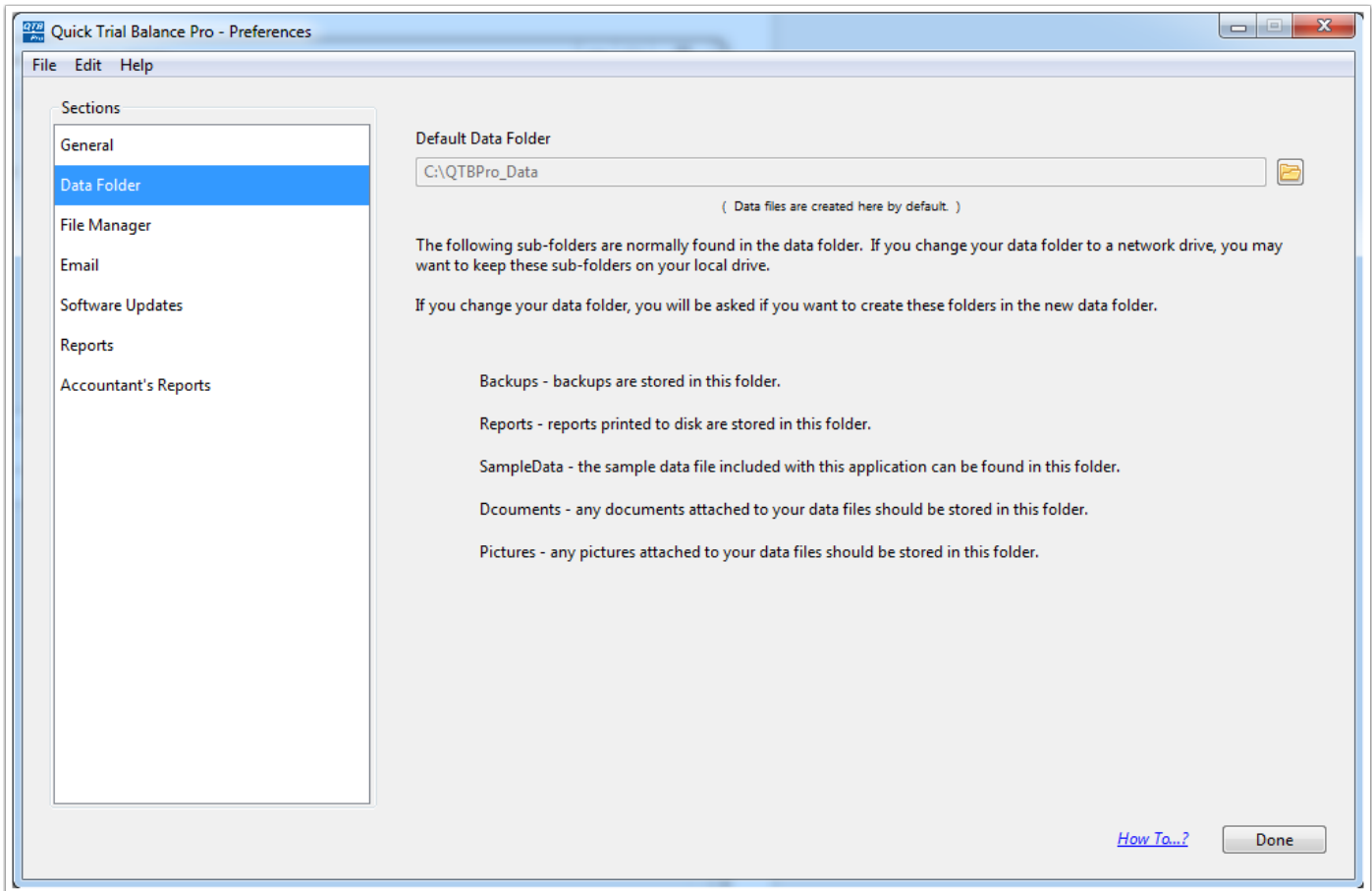
The Preferences screen (accessed from the Edit menu and the Housekeeping menu), allows you to set preferences for Quick Trial Balance Pro. These preferences are system wide, not just for the client file you are working in presently.

Each Quick Trial Balance Pro user will have his / her own preferences file and set his / her own preferences.



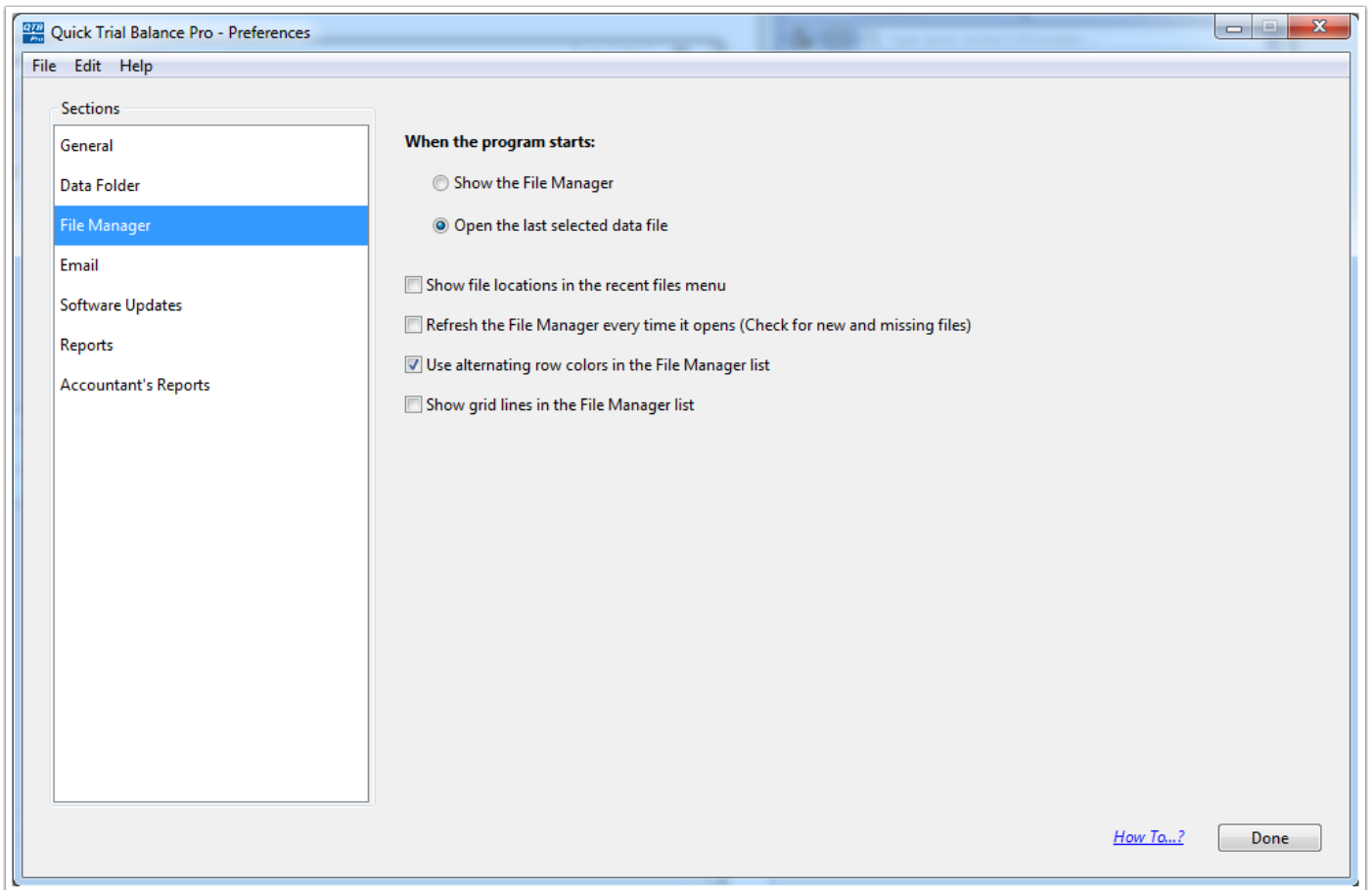
Preferences (Data Folder)

The Data Folder screen allows you to set your default data folder location. Simply click the folder button and browse to the location where you want to store your data files.



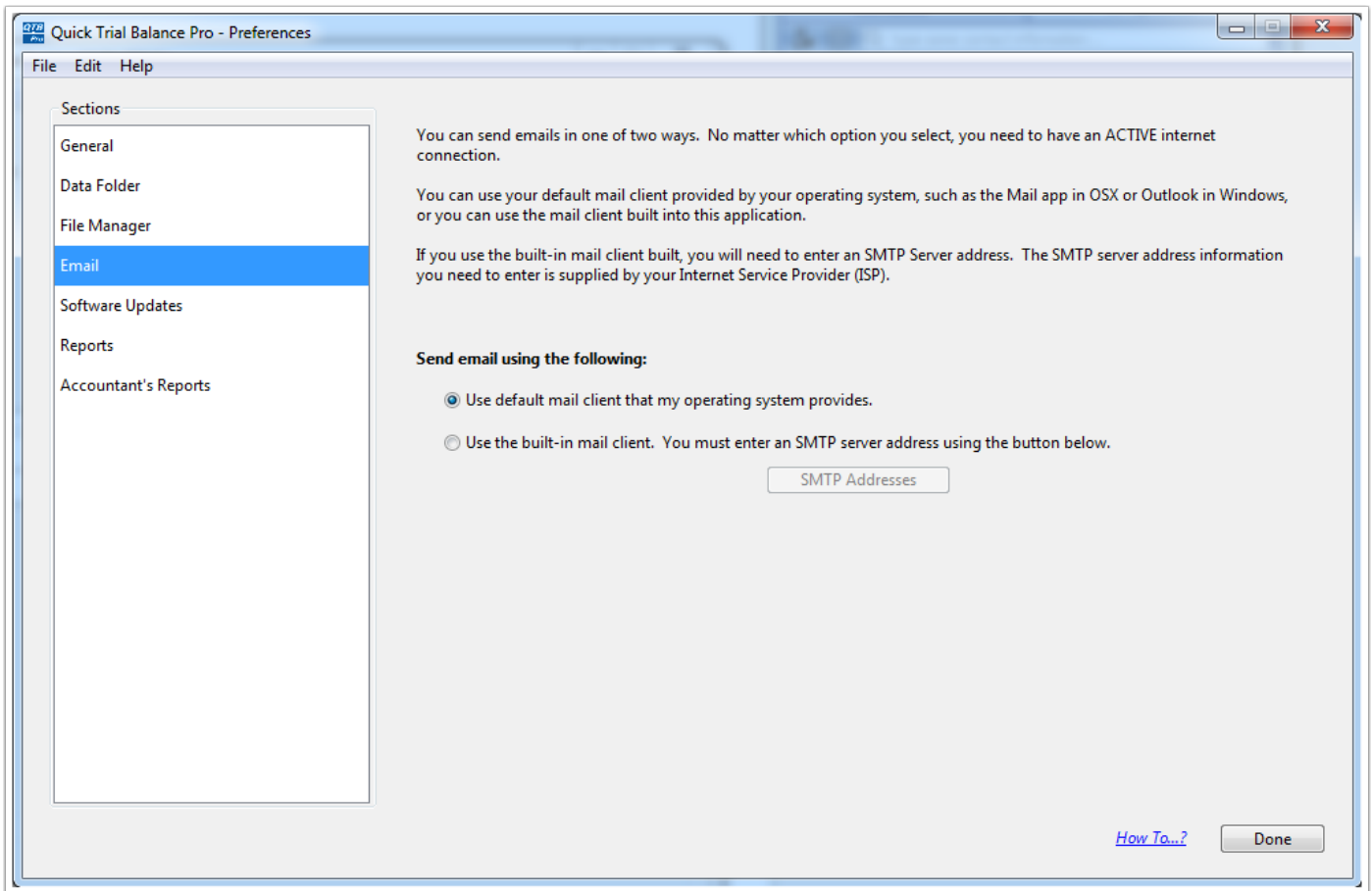
Preferences (File Manager)

The File Manger screen allows you to specify what screen or file is displayed when you open Quick Trial Balance Pro. You have the option of having the File Manager displayed so that you may select a file or automatically access the last file selected.



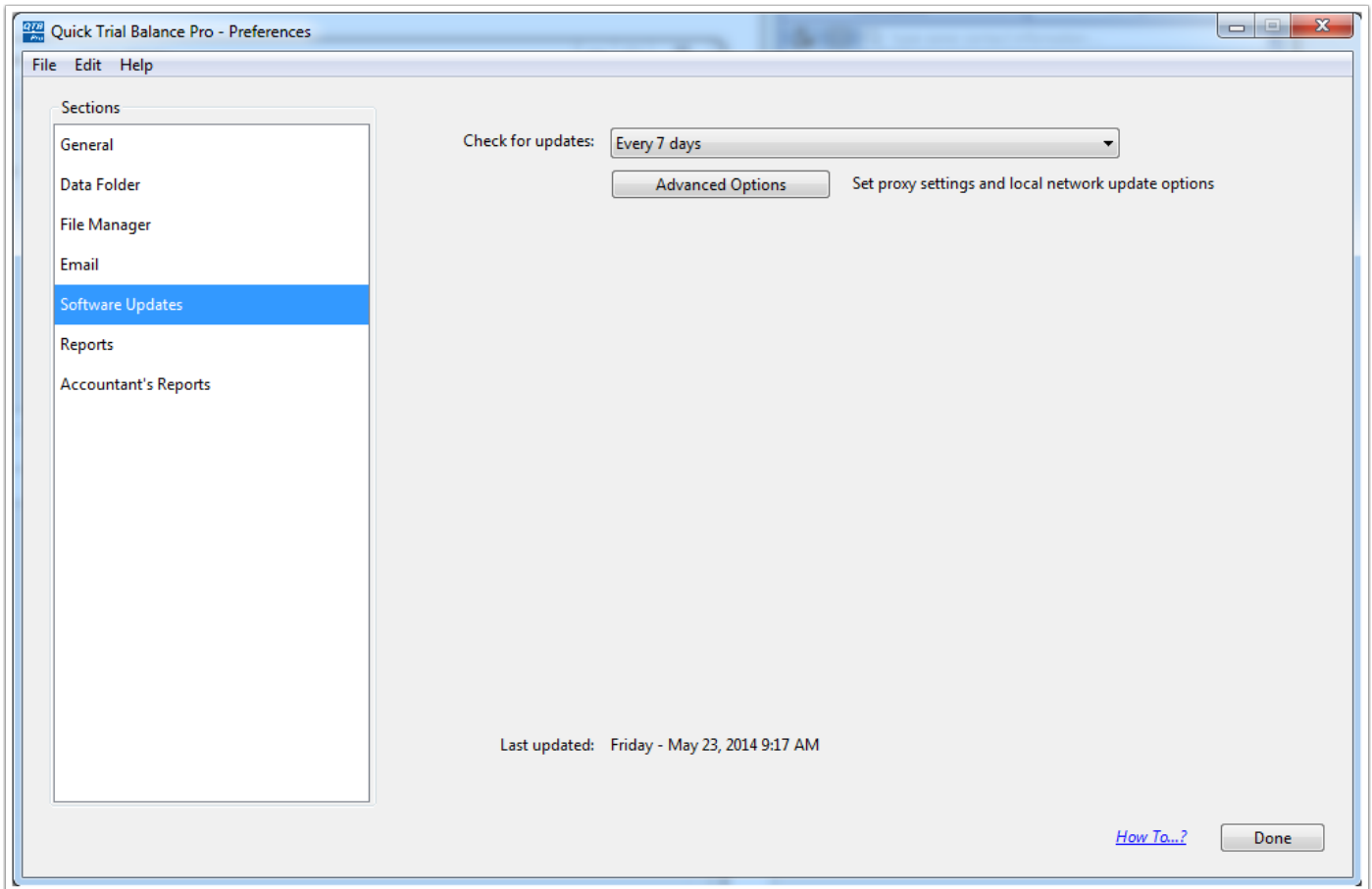
Preferences (Email)

Quick Trial Balance Pro gives you the option of sending email through the program. You will need to enter your SMTP address. It maybe necessary for you to speak with your tech people regarding what your SMTP server address is.



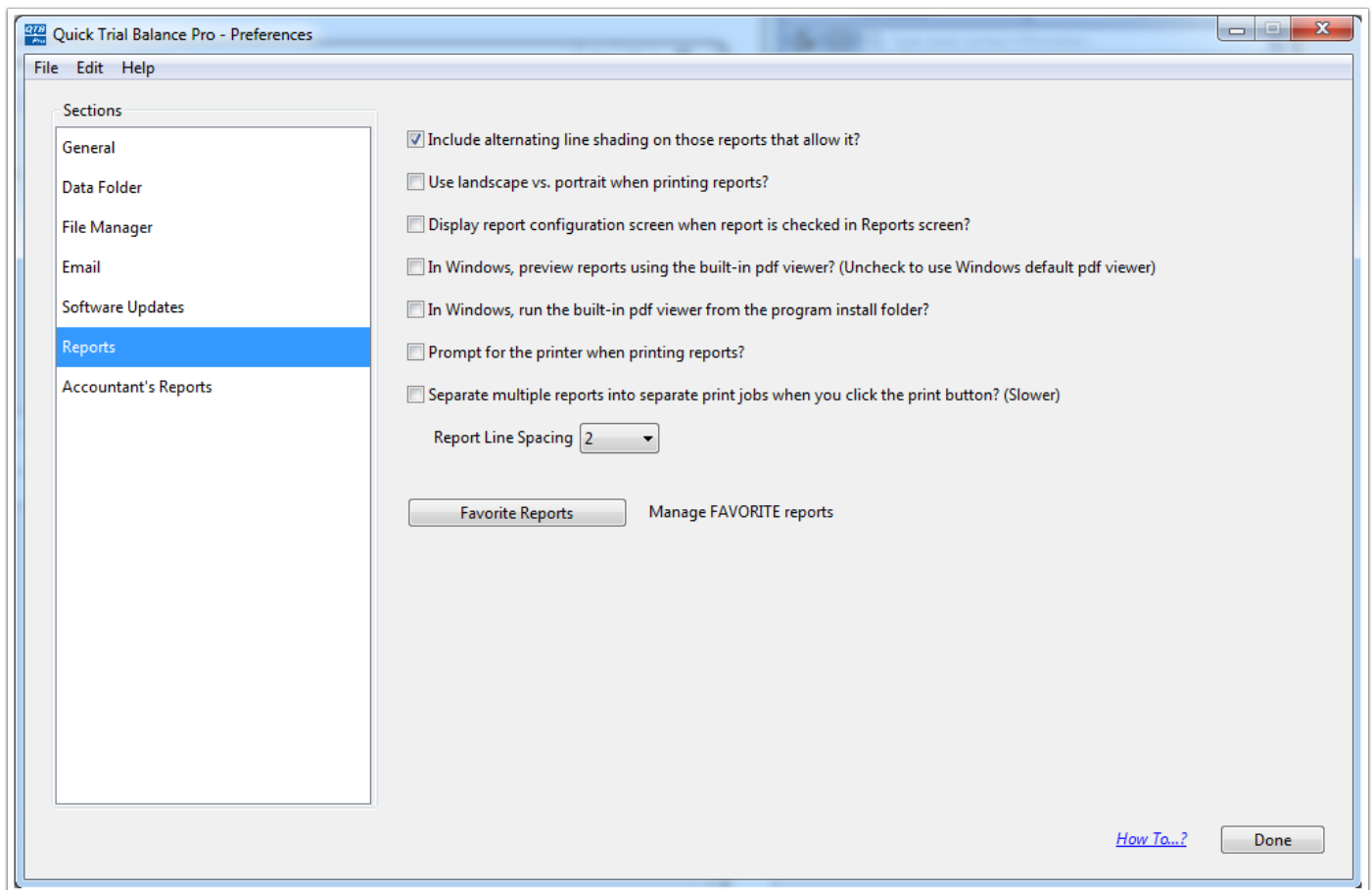
Preferences (Software Updates)

On the Software Update screen you can specify how frequently you want the program to check for updates.



Preferences (Reports)

On the Reports screen you will find options regarding the appearance of Quick Trial Balance Pro reports. You also have the option of selecting which reports you want to include under "Favorite Reports".



Preferences (Accountant's Reports)

On the Accountant's Reports screen you will find options regarding accountant's report which can be included with custom financial statements.

