# **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.

Quick Trial Balance Pro - Preferences	Autompting Tells		
File Edit Help			
Sections General	Require password when starting this application?		
Data Folder File Manager	<ul> <li>Ask for confirmation before exiting Quick Trial Balance Pro</li> <li>Show splash screen when Quick Trial Balance Pro starts?</li> </ul>		
Email	☑ Open new windows stacked over frontmost window? (Uncheck to remember window positions)		
Software Updates Reports Accountant's Reports	Restore Messages       Restore "Do not show again" messages		
	How To?	Done	

## **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.

Quick Trial Balance Pro - Preferences	
File Edit Help	
Sections	
General	Default Data Folder
Data Folder	C:\QTBPro_Data
File Manager Email Software Updates	( Data files are created here by default. ) The following sub-folders are normally found in the data folder. If you change your data folder to a network drive, you may want to keep these sub-folders on your local drive. If you change your data folder, you will be asked if you want to create these folders in the new data folder.
Reports	
Accountant's Reports	Backups - backups are stored in this folder. Reports - reports printed to disk are stored in this folder. SampleData - the sample data file included with this application can be found in this folder. Dcouments - any documents attached to your data files should be stored in this folder. Pictures - any pictures attached to your data files should be stored in this folder.
	How To? Done

#### **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.

Quick Trial Balance Pro - Preferences	A GO L ST	
File Edit Help		
Sections		
General	When the program starts:	
Data Folder	Show the File Manager	
File Manager	Open the last selected data file	
Email Software Updates Reports Accountant's Reports	<ul> <li>Show file locations in the recent files menu</li> <li>Refresh the File Manager every time it opens (Check for new and missing files)</li> <li>Use alternating row colors in the File Manager list</li> <li>Show grid lines in the File Manager list</li> </ul>	Done

## 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.

Quick Trial Balance Pro - Preferences	
File Edit Help	
Sections	
General	You can send emails in one of two ways. No matter which option you select, you need to have an ACTIVE internet connection.
Data Folder	You can use your default mail client provided by your operating system, such as the Mail app in OSX or Outlook in Windows, or you can use the mail client built into this application.
File Manager	or you can use the mail client built into this application.
Email	If you use the built-in mail client built, you will need to enter an SMTP Server address. The SMTP server address information you need to enter is supplied by your Internet Service Provider (ISP).
Software Updates	
Reports	Send email using the following:
Accountant's Reports	Our of the second se
	O Use the built-in mail client. You must enter an SMTP server address using the button below.
	SMTP Addresses
	How To? Done

### **Preferences (Software Updates)**

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

Quick Trial Balance Pro - Preferences			A Design of the second second	
File Edit Help				
Sections				
General	Check for updates:	Every 7 days	<b>~</b>	
Data Folder		Advanced Options	Set proxy settings and local network update optio	ns
File Manager				
Email				
Software Updates				
Reports				
Accountant's Reports				
	Last updated:	Friday - May 23, 2014 9:17 AM		
			<u>How To?</u>	Done

## **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".

Quick Trial Balance Pro - Preferences	A GR L to see the second	
File Edit Help		
Sections		
General	Include alternating line shading on those reports that allow it?	
Data Folder	Use landscape vs. portrait when printing reports?	
File Manager	Display report configuration screen when report is checked in Reports screen?	
Email	🔲 In Windows, preview reports using the built-in pdf viewer? (Uncheck to use Windows default pdf viewer)	
Software Updates	In Windows, run the built-in pdf viewer from the program install folder?	
Reports	Prompt for the printer when printing reports?	
Accountant's Reports	Separate multiple reports into separate print jobs when you click the print button? (Slower)	
	Report Line Spacing 2	
	Favorite Reports Manage FAVORITE reports	
	How To?	Done

### **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.

Quick Trial Balance Pro - Preferences	
ile Edit Help	
Sections General	Merge Field Replacement Values
Data Folder	Customize the values to use in place of merge fields on accountant's reports: Edit Values
File Manager	Custom Templates File Location
Email Software Updates	AR File Location
Reports	Change
Accountant's Reports	Letterhead Settings
	Margin 1.0 Inch Left Margin
	1.0 Inch Right Margin
	1.0 Inch Bottom Margin
	Letterhead PDF File: Letterhead file location
	Change
	How To? Done