

Smart Accountant – System Settings Handouts

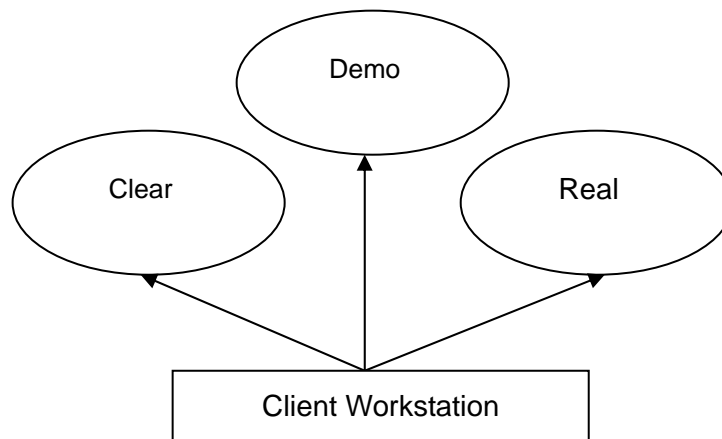
System Setup

A) View Account Data Path

- default path: c:\Program Files\Smart Accountant\smrtdata.peg

B) Enter Company Name

- this name is shown in all reports



C) Attach Date:

- Use Demo Data: press “Use Demo Data” -> demo data is attached (you can get a new demo data every time you click this button)
- Use Clear Data: press “Use Clear Data” -> clear data is attached (you can get a clear data every time you click this button, thus you have to make a backup if you need the current data)
- Use your own data: click data file square button & select data location

D) Use Log-in

- if you need to use user security & password to log-in Smart Accountant, you have to click this box (need to restart Smart Accountant)

E) Use Backup

- if you need to make backup, you have to click this box (need to restart Smart Accountant)
- when Smart Accountant is exited, Database Utilities page is found
- To Backup -> click "Backup" button -> "Backup In Process" message -> a backup file is created in the same folder
- To Restore -> click "Restore" button -> select a data file to replace the current data & click "Open" -> press "Yes" to confirm overwrite -> Restore Complete

F) Billing Information & Delivery Information

- for reference only

Security Setup

A) Define Security Level

- click "Security Level Setup"
- press "Add" & enter "User Level Name"
- select "Function Name" & enter Right Access Details (Read Only, Allow Edit, Allow Delete)
- press "Save" to save this record

B) Enter User Name & Password

- click "User Maintenance"
- press "Add" & enter "User", "Password", "Password Confirm" & select "Access Level"
- user name & password should be within 8 digits

C) Report Security

- click "Report Security"
- select "User" and click whether this user can view the reports