

FBS BELLS AND WHISTLES

SUBTITLE

APPEARANCE

- Change background color
- Colors and Margins
- User defined menu by list or icon
- Add your own picture

HOT KEYS

THERE ARE SEVERAL HOT KEYS IN FBS, THEY ARE DESIGNED TO MAKE DATA ENTRY EASIER AND FASTER. FIND A COMPLETE LIST UNDER HELP, HOT KEYS

MACROS

- If you aren't using them you should be
- Speed up data entry and report running
- Cuts down on errors
- Input Macros and Report Macros
 - can be saved as you make entries/run reports or you can set them up ahead of time.
 - On entries there is a box to save as new macro on top right. To retrieve you can click F8 or click button
 - On reports there is a button on the bottom left to save as new. Once report is ran you must click the close button not the red x to save the macro. Once the report menu is reopened the macro will show up under the report
 - Input macros can also be created under setup, accounting macros
 - Report Macros can be created from the report menu on the right with the button "Setup Report Macros"

SCANNER INTERFACE

- Allows you to link any TA+ entry with a pdf or picture.
- Can batch scan and then link or link as you enter
- Requires a TWAIN compatible scanner
- Keeps documentation right at hand

PREFERENCES

“Hidden secrets” of FBS. Sets defaults such as cleared or uncleared, saving locations, restoring locations. Many things can be done with preferences.

MISCELLANEOUS BUT IMPORTANT

- AP and AR due dates
- Closed Periods
- Locking bank accounts to a division
- Creating AR invoices and statements
- Blank check stock
- Report Generator