

Welcome to DacEasy Accounting

Welcome to DacEasy Accounting. DacEasy prides itself on providing powerful, yet affordable business software. DacEasy Accounting makes automating your accounting a simple process, yet offers you the power and sophistication of much more costly accounting systems.

The following section lists features new to Version 15, followed by features introduced in Version 14,13,12, 11, and 10. For a list of additional features in DacEasy Accounting, click [here](#).

New Features in Version 15

Customized Lookups — Allows users to select the columns that appear in lookups, and the width of each column displayed. The feature also includes an option to export customized lookups to an ASCII file.

Records which have notes attached will be flagged in the lookup with a note icon..

E-mail Reports and Forms— Currently users may select whether to send a given report or form to the Printer, Screen, HTML, Excel, or whether to export the output to a comma delimited or text file. This feature adds email to these options so that a form or a report can be sent to an email address directly from within DacEasy.

Sales Analysis Report in the Business Center— This feature adds the Sales Analysis Report from DacEasy Accounting to the 'Instant Reports' in the Business Center..

Use Long file names in export— Export functionality was improved so that any long filename path can be used.

Update Forms Designer— This feature expands the support for images in the DacEasy forms print engine. Users are able to visually insert images anywhere in the template for any of the forms supported. The form editor displays the actual image when the user is working with the form template, making it easier to visualize the output of the form and to position all the template elements properly.

The ability to print legacy forms based on templates created in v14 or previous versions is retained in DacEasy V15 as well.

Save Report Parameters— DacEasy remembers the values entered by users for report parameters so that they are recalled as the default values the next time the report is printed.

Remove Unused AutoComplete field data— Today if a user accidentally types something incorrectly in an AutoComplete field there is no way to correct that mistake. A utility was added to remove unused AutoComplete field data.

New Features in Version 14

Audit Trail— Improve auditing and defend against potential fraud. With this feature, you have a register of user activity in the system. **Audit Trail** records insertions, deletions, and modifications of the most relevant master and transaction tables in DacEasy. This important enhancement to the security system maintains a record of who modified the information in your system, as well as what information was modified and when. The log is available to print as you desire. For information on setting this preference, click [here](#).

Incorporate Images to Reports and Forms— Strengthen your company's image and branding with more professional looking forms and reports. Now you may include your company logo on reports and forms. In addition, this feature may reduce your company's expense of purchasing forms with your company logo pre-printed. Simply setup a bitmap image of your company Logo on the Company Information Dialog of

Active/Inactive Status—Reduce the time that it takes you to lookup vendors, customers, services, and more. When you set records as inactive, these records are omitted from reports, lookups, and may not be used when making transactions. Set the status of **Accounts, Customers, Vendors, Products, or Services to Inactive** when you want DacEasy to ignore these records without physically removing them from the company database. You may change the status of **Inactive to Active** when you are ready to start using these records again.

Field Level Security— This feature improves the security of your data and reduces employee mistakes. Keep unauthorized employees from modifying sensitive fields such as pricing and line item discounts on Billing and Purchasing WIndows. Use this feature for fields that are pre-filled with a logical default that users should not be modify, or for toolbar options that require a higher level of security. Examples of these are the **Price** field

each DacEasy Module and indicate that you want this image to be printed in the header of all reports. You can also print the logo in your forms by adding the variable {LOGO} to your form templates. DacEasy V14 supports .bmp, .jpg, and .gif bitmap extensions.

User Access Rights Security— Increase the level of control for current user access rights by assigning add, edit, or delete rights for defined functions of the application. This feature allows you to determine which users can perform certain tasks within Account, Customer, Vendor, Product, and Services functions. For more information on User Access Rights, click [here](#).

Promotional Pricing— This popular feature found in DacEasy Point of Sale and Order Entry is now being brought to the Accounting module. Now you may set up special promotional pricing for specific items based on a price override, a flat discount, or a percentage discount. Plus you can create customized price lists for certain customers.

Filter Audit Report by Past Due Days— With this feature you can manage your Accounts Receivable and Accounts Payable better and more efficiently. Never before has it been this easy to identify delinquent customers. This feature provides you the ability to print a list of past due invoices that fall within a specific range of days determined by you.

Quotes— This feature provides you with the ability to create, save, and print sales quotes for prospective or existing customers. Plus upon realizing a sale, customers can convert the stored quote to an invoice which will save you time from re-entering the information. Quotes are simply a means for you to provide a printed copy of your prices, without entering an invoice.

Print OCR Ready Checks— This feature provides you the option to select whether you want to use an OCRReady check format or a standard format. You may be able to save your company money by using OCR check formats because some banks offer discounts to customers when processing with this check format. This format which is available in the Payroll module is now available in your Accounting module.

New Features in Version 13

Update the General Ledger Online— Create and maintain unposted General Ledger transactions online when you enter transactions in the Receivables Ledger, Payables Ledger, Cash, Purchasing, Billing, Order Entry and Point of Sale modules. This provides you with an accurate, up-to-the-minute view of your books at any time, including activity from Order Entry and Point of Sale! Now you

or the **Delete Invoices** option in the Invoice form. For more information on User Access Rights, click [here](#).

Product Illustrations— This feature allows you to incorporate illustrations of products in the Products Maintenance dialog in order to easily identify items when needed. Now you can view an image of each product which can reduce mistakes when ordering or selling products that have similar descriptions and price. With this powerful improvement your employees can visually identify a product when they are making changes to that product's attributes.

Customizable Checks— Customize checks to your company's needs by positioning information based on your bank's suggestions. You may print checks based on templates defined by you the same way as invoices, purchase orders and other forms. To use customized checks in DacEasy Accounting, setup **Custom** as the check printing option in **Edit Forms Setup**, and define the check template to use. You can override the use of the custom template for any individual bank account.

Detail Line Commenting— Avoid errors, improve auditing - enter virtually unlimited number of detail lines comments or add ample notes for reasoning General Ledger, Accounts Receivable, Payable, Cash Receipts, and Payment transactions. You enter comments in the detail grid for each transaction as description type detail lines. Description type detail lines are entered as free form text in the description column of the grid. Use them to enter additional information about the detail of the transaction.

Transaction Voucher Document— Maintain more control over General Ledger, Accounts Receivable, and Accounts Payable transactions. If your company requires approval or signatures for certain transactions, this feature allows you to print a document for approval to keep for auditing purposes. Printing a **Transaction Voucher Document** is an optional feature in DacEasy Accounting V14. You can activate printing of transaction vouchers for each ledger separately by accessing the settings for that ledger in **System Preferences**.

Format Financial Statements— Improve the presentation of the General Ledger Financial Reports by giving you the option to use standard currency format for number columns in the Trial Balance, Income Statement, and Balance Sheet Reports. The Statement of Cash Flows prints with formatted numbers by default. You may also customize the title of the report.

Update the Check Register Online— Create and maintain unposted Check Register transactions at the time of entry from the source module, including add-on modules such as Order Entry and Point of Sale. This feature provides you with a real-time snapshot of all bank activity, including an accurate online balance. You can reconcile your bank accounts at any time so you no longer need to wait until the next posting cycle. The

have immediate access to unposted activity using DacAccess and Crystal Reports. And, the Billing module now updates the General Ledger in detail. For information on setting this preference, click [here](#).

Purge the Check Register At Any Time—Purge the Check Register through a certain date. In previous versions you could only purge posted cleared checks during the Reconciliation routine. Now you can use the Purge Files routine and purge posted cleared checks from the Check Register at anytime. This gives you more control and flexibility with your Check Register. For more information on purging data, click [here](#).

Generate Minimum Finance Charge—Generating finance charges against past due invoices is not new to DacEasy Accounting. Now, you can also assign each customer a minimum finance charge. The finance charge is still calculated per invoice, but if the minimum is not reached, a new finance charge is created adjusting the balance of the finance charge to the minimum amount. For more information on generating finance charges, click [here](#).

Improve Audit Checks—DacEasy now warns you when entering a duplicate invoice number in the Receivables and Payables Ledgers. Although sometimes it is necessary to adjust an existing invoice using the Receivables or Payables Ledgers, it is often the case that the same invoice number is accidentally entered multiple times. Version 13 helps prevent this by providing a warning when a vendor or customer invoice is created that matches an existing invoice number for that vendor or customer.

Easily Locate Cursor in Grids—A border now appears around the field when entering information. This allows you to easily locate your cursor and identify where fields are located.

method of payment details from Order Entry and Point of Sale are recorded in detail in the Check Register in Accounting to make it even easier to reconcile your bank account. You also now have access to unposted bank activity in DacAccess and Crystal Reports. For information on setting this preference, click [here](#).

Increased Field Sizes—Certain fields in DacEasy Accounting have been extended to accommodate larger transaction numbers. For example, the General Ledger, Receivables Ledger, Payables Ledger, Cash Receipts and Cash Payments transaction numbers have been extended to account for the larger transaction numbers. Also, the Check Memo field has been increased to allow you to record more detail on the memo line of your checks.

Auto Purchase Order—This new feature allows you to quickly create purchase orders that meet the criteria you specify. Now you can easily create purchase orders based on criteria such as the number of units available compared to the number of units set as your minimum level. And, because DacEasy automatically generates the purchase order transaction for you, just imagine all the time you'll save! For more information on using the Auto Purchase Order feature, click [here](#).

Print Voucher for Cash Receipts—This new feature gives you the ability to print a voucher when processing a Cash Receipt. When you accept payment from a customer, you can provide your customer with a printed voucher providing your customer with proof of payment. The voucher uses a template just like customer statements and invoices so the voucher is fully customizable to fit your business needs. For more information on cash receipts, click [here](#).

Date Selector Button—The new Date Selector button allows you to enter a date using the keyboard, or view a calendar to locate and select a date. This button appears next to any editable date field, just click the button and a calendar appears with the current date selected. You can use it to easily identify last Thursday or six weeks from today. For information on selecting a date, click [here](#).

New Features in Version 12

AutoPay Vendors—Quickly generate vendor payments based on your criteria with AutoPay. You can create manual or computer checks and limit the payment to a fixed amount or the bank balance. For more information, click [here](#).

Purchasing Suspense—You can now record inventory purchases and returns without updating the vendor balance. This feature is beneficial when you need to record an inventory receipt or return prior to receiving the invoice. After the invoice is received, you can add the invoice in the Payables Ledger. For more information, click [here](#).

Credit Check—Avoid entering sales for customers that have reached their credit limit or have a past due balance. You can choose to display a warning or prevent the invoice from being created when the credit check criteria is met. For information on this feature, click [here](#).

AutoReorder and AutoReturn—Save time when entering invoices and sales returns by generating these transactions off of existing invoices. For information on AutoReorder, click [here](#). For more information on AutoReturn, click [here](#).

Inventory Value Adjustments—You can now adjust the total value of an item in your inventory without affecting the quantity. This is especially useful if you are using the new Purchasing Suspense feature and the invoice differs from the value recorded in Purchasing. For more information, click [here](#).

Deposit Slip Totals—The summary printed at the bottom of deposit tickets now includes totals for the number of items deposited, total check amounts, total cash amounts and a grand total. For information on printing deposit slips, click [here](#).

Track Product Weights—This new feature allows you to define your own units of measurement, assign weights to products on the Sales tab of the product record, and then view the total weight of an invoice from the footer (via the Options menu) during entry. For more information on setting up units of weight, click [here](#).

Track More Information—The Salesperson [E-mail](#) field allows you to track e-mail addresses and automatically send e-mails to your staff using the new Alerts feature. The Vendor [Memo](#) field is the default for all cash payments, including those generated with the new AutoPay feature. The [Freight](#) field on the invoice footer allows you to quickly charge freight to an invoice. Add a [substitute product list](#) to products, and then view this list to locate a similar product when a product is out of stock.

New Features in Version 11

Business Center—The Business Center provides a single entry point for all DacEasy programs and includes a number of features designed to increase productivity. This includes the ability to view multiple windows concurrently, update company information for all DacEasy modules, and back up or restore data without exiting the Business Center. Refer to the Business Center Help for more information.

Enhanced LookUps—The ability to quickly locate existing data is important to any business. This process is simple when you use the LookUp feature in DacEasy. You can sort in ascending or descending order on any field in the Lookup with the click of a mouse. You can even include a secondary sort to help refine your search. Click [here](#) for more information on using the LookUp.

Custom Fields—You can add custom fields to your customer, vendor, product and service records. You can track up to six additional text fields, four amount fields and two date fields, and then use this information on custom reports generated in DacAccess. Click here for more information on setting up your custom fields.

Publish to HTML—You can now publish data to an HTML file using a cascading style sheet (CSS) to retain the report's formatting. Publishing your accounting information to the Internet or a company intranet has never been easier or looked more professional. Click [here](#) for more information on publishing to HTML.

Print Deposit Slips—Save time and avoid mistakes when making bank deposits by printing your deposit slips directly from DacEasy. The deposit slip includes the total cash deposit and breaks down the individual checks being deposited. Click [here](#) for more information on printing deposit slips.

Shipping Methods—You can add a shipping method to your customers and vendors and their alternative addresses to automatically include the shipping method on billing and purchasing transactions. If you don't assign shipping methods, you can use the LookUp to quickly add shipping methods to your transactions. Click [here](#) for more information on setting up shipping methods.

Printing Timesavers—The following features save you time when extracting data from DacEasy Accounting: view posted cash transactions without printing a report, select multiple sort and rank options when printing invoices, exclude non-inventory items from the Product History and Product Activity Detail reports and view backorders from the customer or product record.

Data Entry Timesavers—Invoice customers directly from the customer record. Add the time or date to notes with the click of your mouse. Globally change the AR Account or AP Account for customers and vendors. Select the sort order on the Open Company dialog box.

New Features in Version 10

Pervasive.SQL 2000—DacEasy uses the Pervasive.SQL 2000 database manager for optimum performance on the most current networks. Click [here](#) for more information.

Multiple warehouse tracking—You can track inventory costing and valuation for multiple warehouse locations. Set up each warehouse, and then create your master items. Click [here](#) for more information on setting up warehouses. Click [here](#) for more information on setting up master items.

Customizable toolbars—You can determine the position of each toolbar in DacEasy. Dock toolbars to any edge of the window or float toolbar anywhere on the screen. In addition, choose whether or not to display the toolbar as well as the button labels on the toolbar. The main application toolbar can be customized per station ID to meet the needs of your business. For more information on customizing the toolbar, click [here](#).

Multiple Accounts Receivable and Accounts Payable accounts—Assign each customer to a specific Accounts Receivable account and each vendor to a specific Accounts Payable account. This allows you to provide detailed reporting on your future cash flows and expenditures. When you add a new [customer](#) or [vendor](#), the account entered on the **Account Interface** dialog box displays automatically, but can be edited.

Microsoft Word integration—Word Integration allows you to merge your accounting data into attractive

Microsoft Excel integration—Excel Integration allows you to produce nicely formatted Excel worksheets that can

Word documents that can be e-mailed or printed. Click [here](#) for more information.

Exclude paid invoices from statements—You can exclude paid invoices from statements without having to permanently remove the detail from your Open Invoice file. Click [here](#) for more information of printing statements.

Aging Audit Report—When printing the Aging Report, select **Audit** to print a detailed Aging report. You can use this report to track the source of the transactions. Click [here](#) for more information.

New user guide—New users are prompted to add the sample company or add a new company when they start the program for the first time. They also have the option to view the [Quick Tour](#) provided in the Help or view a list of new features.

assist you in the decision making process. You can then use Excel to create graphical representations of your accounting data. Click [here](#) for more information.

Presentation quality reporting—You can customize each section of a report, including font attributes such as font (including variable pitch fonts), color, size and style. You can also customize the page layout information. Settings are saved per report and are used the next time you print the report. Click [here](#) for more information.

Inventory adjustments—The Inventory Adjustments function provides a method of updating the Product file without entering a transaction in the Purchasing or Billing module. This is useful for transferring units from one warehouse to another. Click [here](#) for more information.

Additional features—Persistent moveable windows; edit controls with cut, copy and paste capabilities; persistent resizable note editors with cut, copy and paste capabilities; and persistent vertically resizable windows.

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