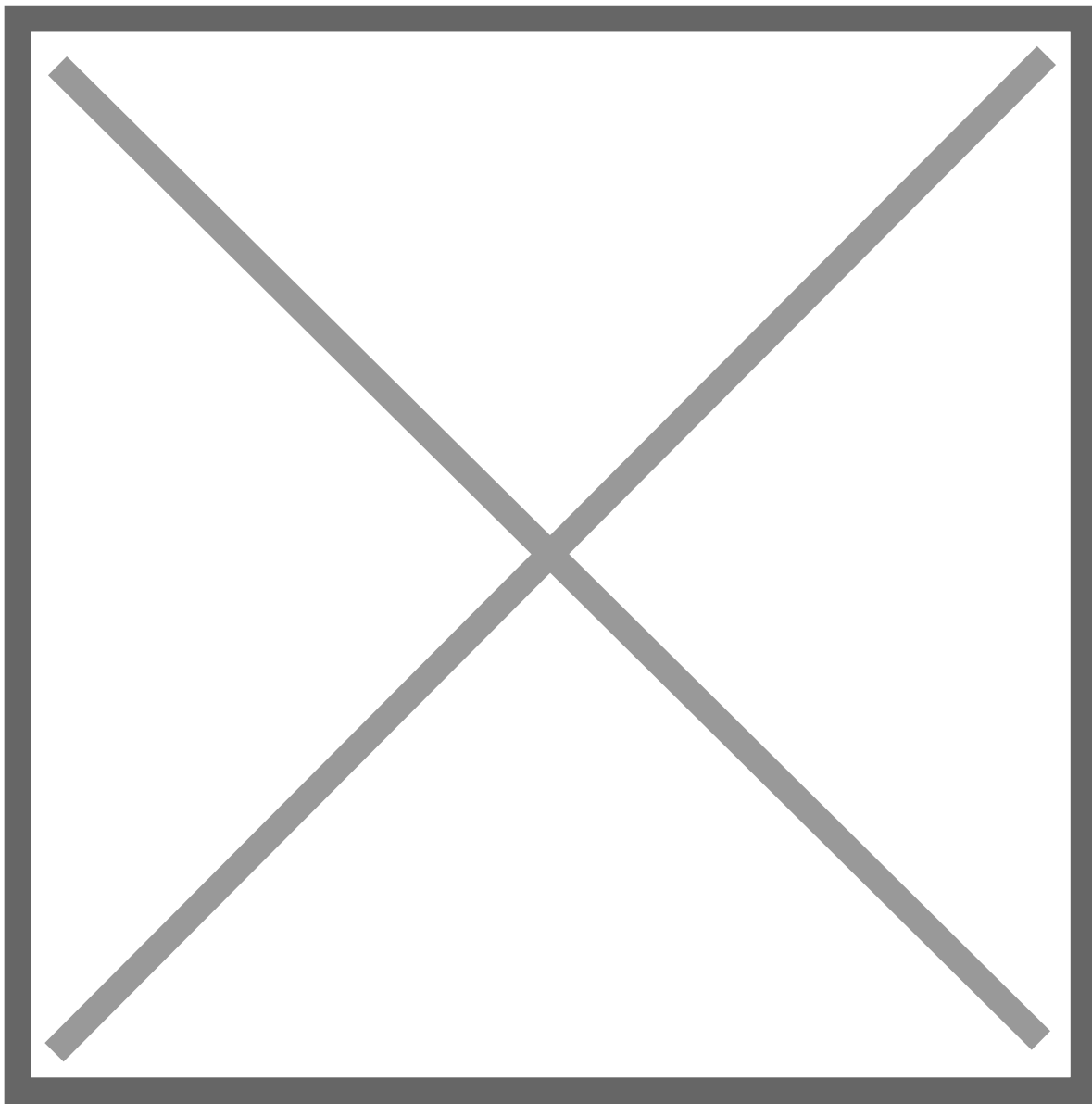


# Find Your Way Around

## Main Modules

The main system screen consists of 8 modules. In the security setup you can limit users from gaining access to the each module.

We have also added quick access to your CRM functions such as time logs and support logs ,sales leads and reminders.



Modules:

1. General Ledger
2. Debtors / Receivables / Customers
3. Creditors / Payables / Suppliers
4. Inventory / Stock / Service
5. Job Costing
6. Webatar
7. Trackit
8. System Configuration

## Menu Groups

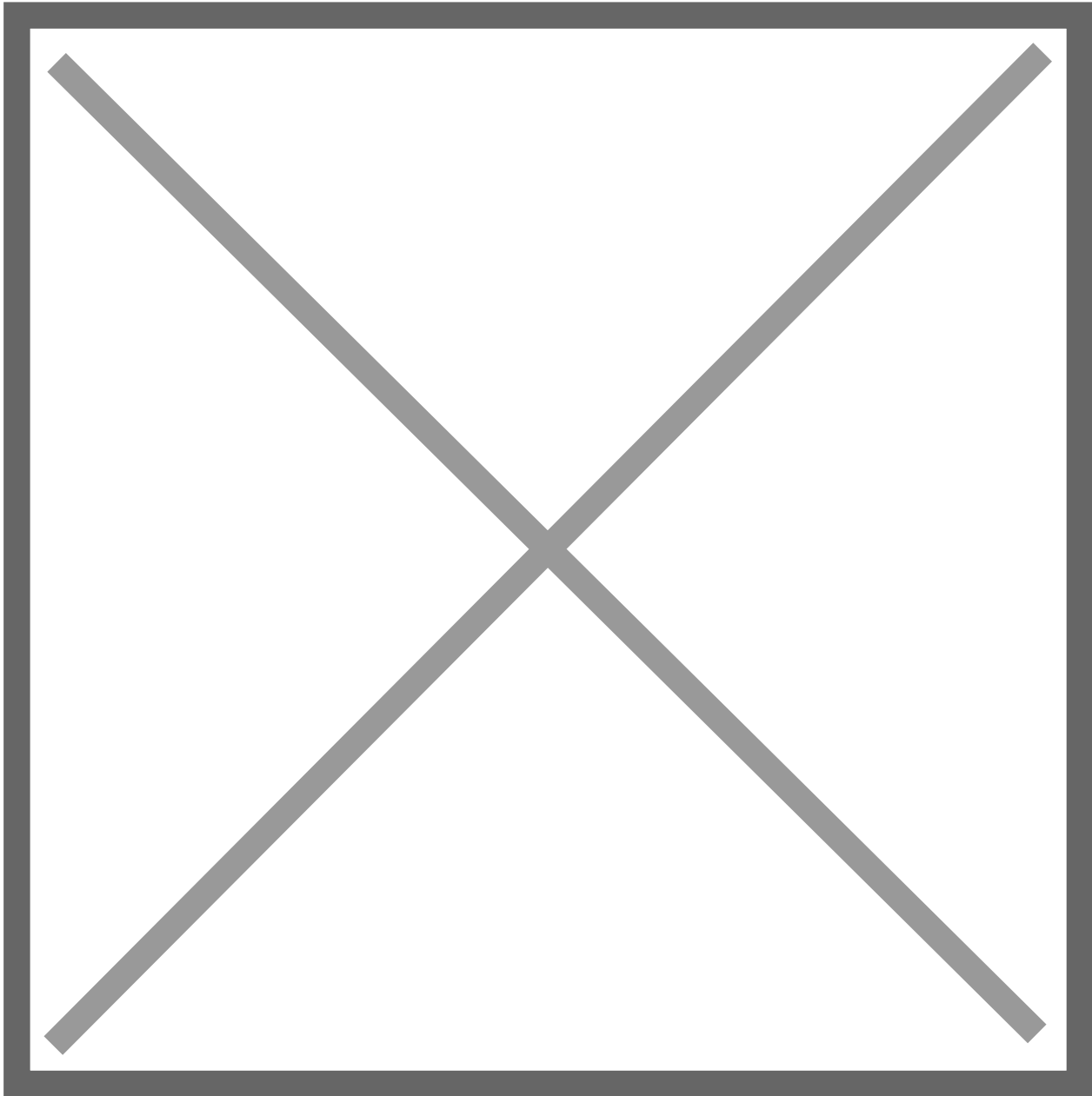
Once you click onto one of the icons for example General Ledger, the following screen will appear. In this area you will see Menu Groups which are divided into the following

Configuration – This is where you setup and maintain your data relevant to the module you have accessed.

Activity – This is where all the actions happen in the module, for example in the General Ledger this is where the Cashbook and Journals are done.

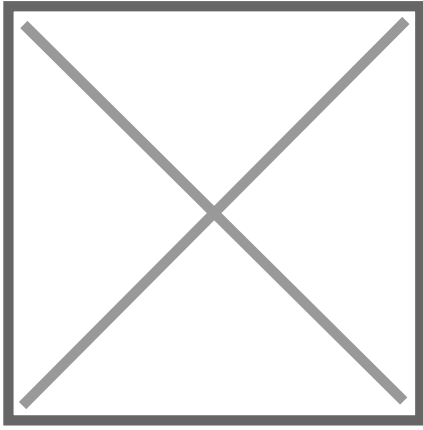
Analysis – This is where you can view your data on screen as to what has happened when you posted your information.

Reports – This is where you will pull and print the reports relevant to the module.



## Menu Items

When you click on one of the Menu Groups, it will open up more Menu Items which are applicable for the menu Group and Module.



## Menu Items Opened

Once you have clicked on the desired menu Item it will open the relevant activity.

You will notice that the page is divided in three sections.

1.Header Functions

2.Header

3.Detail

Header Functions

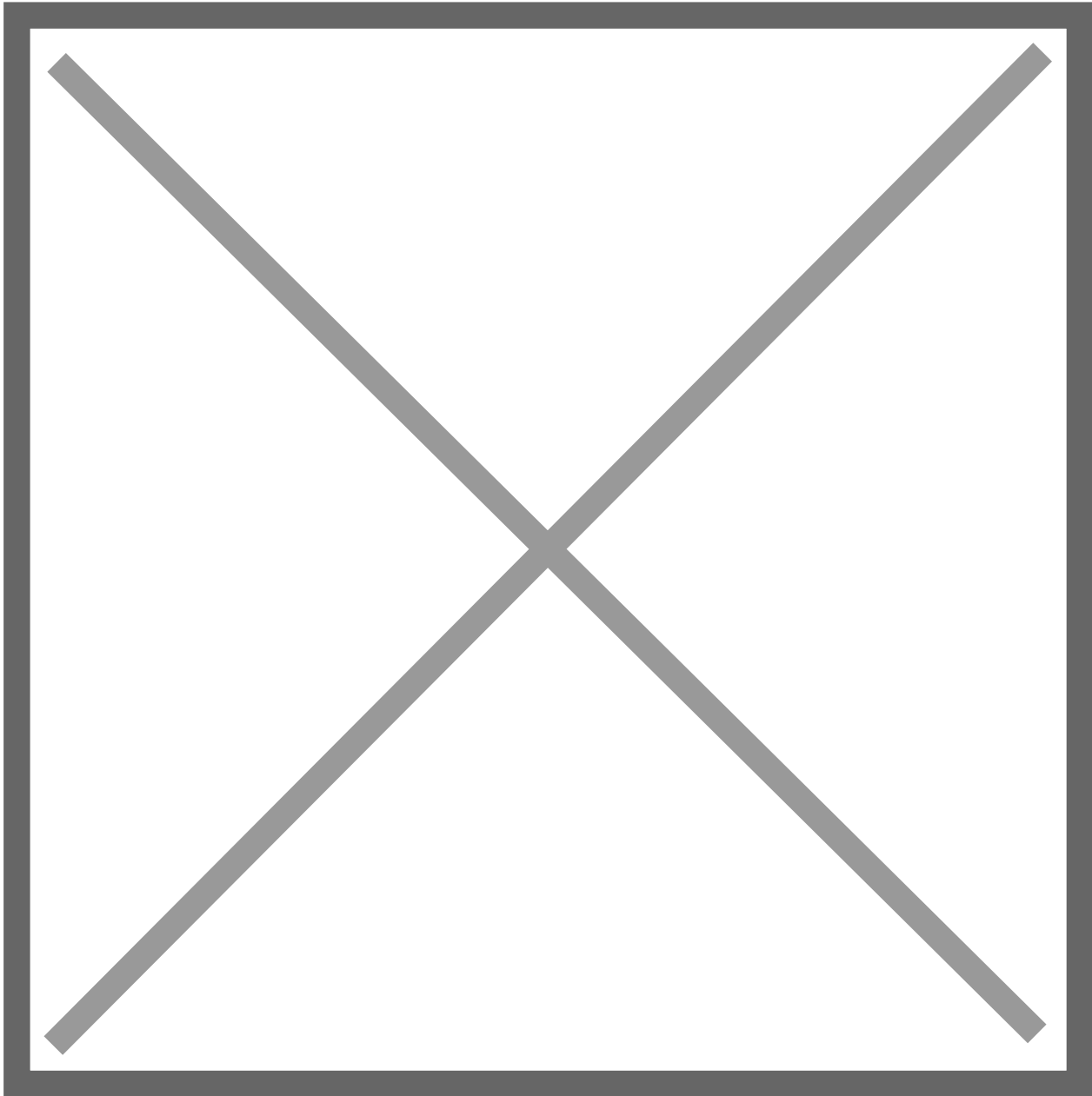
Allows user to Post, print and insert documents.

Header

In this area you will be able to stipulate your search criteria to bring back the relevant data in the Detail Section.

Detail

In the area information will appear based on your search



## Information on Module

In the top area of page, this area will give you which module you are accessing and the build number of the package.

In the lower area of the page, this area will give you the following information:

User                      - Who is logged in

Role                      - What security access does the user have for this module

Company                - What company set of books are you accessing.

Branch                 - What Branch are you accessing from.

---

Revision #1

Created 1 August 2023 20:01:23 by Paige

Updated 1 August 2023 20:02:54 by Paige