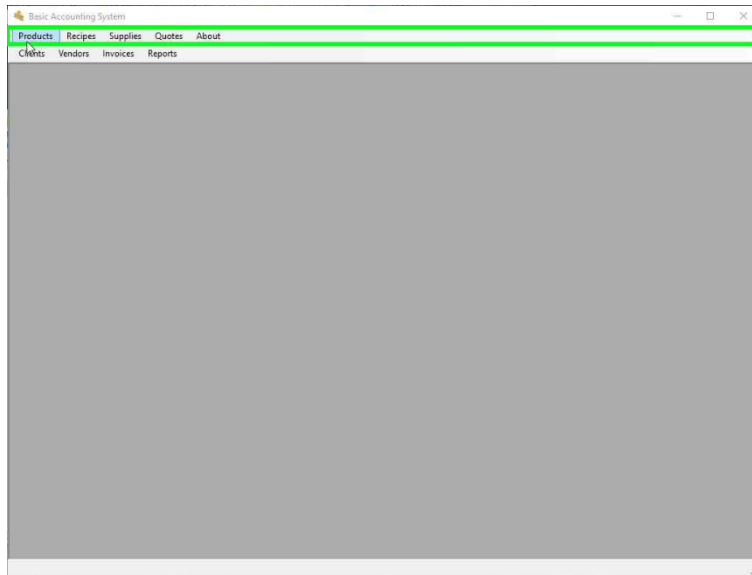


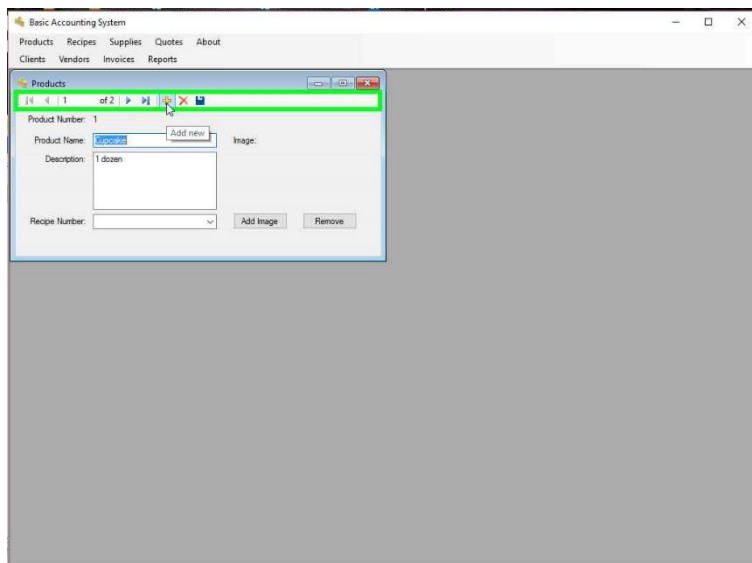
Basic Accounting System User Documentation

Using the Basic Accounting System to Add a Product

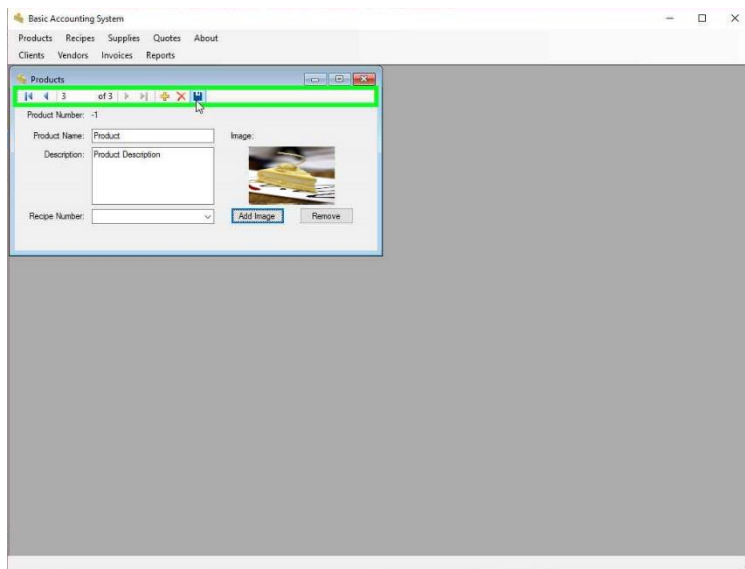
Step 1: Open the Product data entry form



Step 2: Create a new record



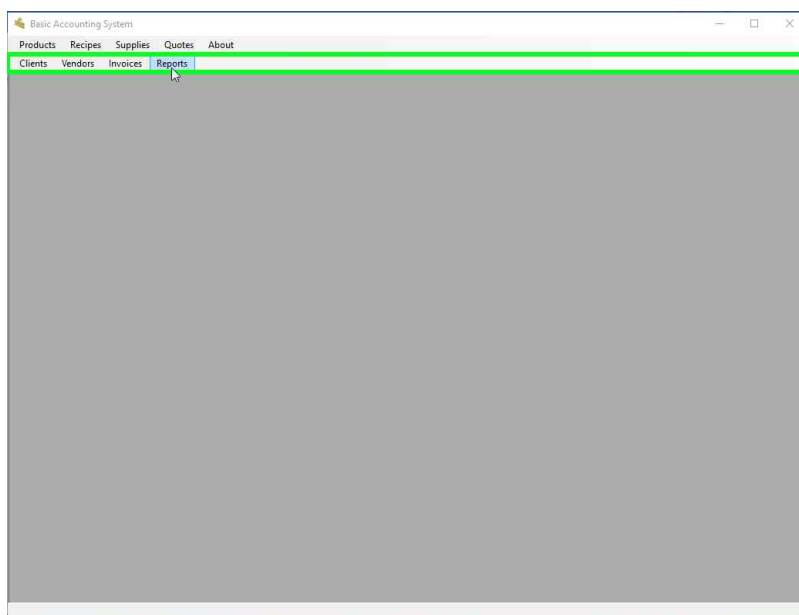
Step 3 & 4: Input the product information and save the product



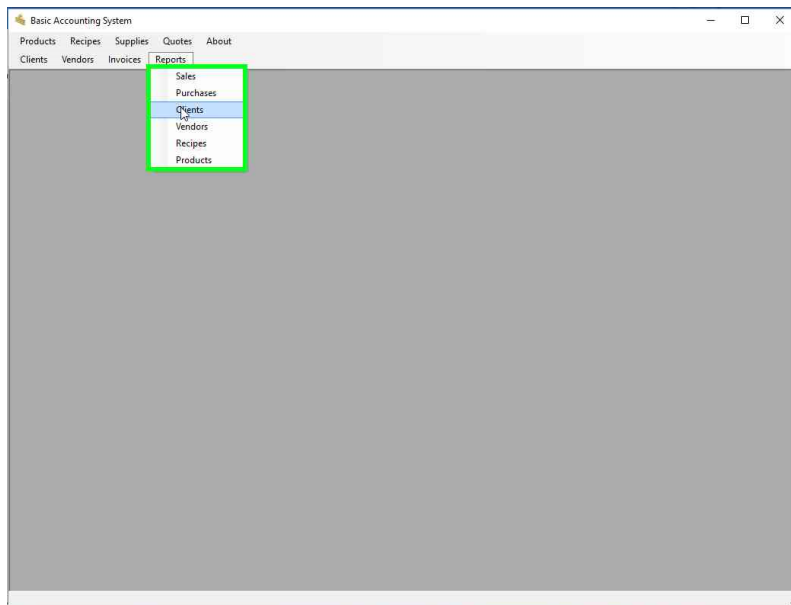
The previous steps can be applied to any of the data entry windows that are present within the Basic Accounting System. Only one of each window can be open at a time; therefore, a recipe can be associated with a product without the need to open a separate file to find the needed recipe number. If invalid data is saved to the database, a message box will appear with a warning about invalid data that cannot be saved.

Viewing Reports in the Basic Accounting System

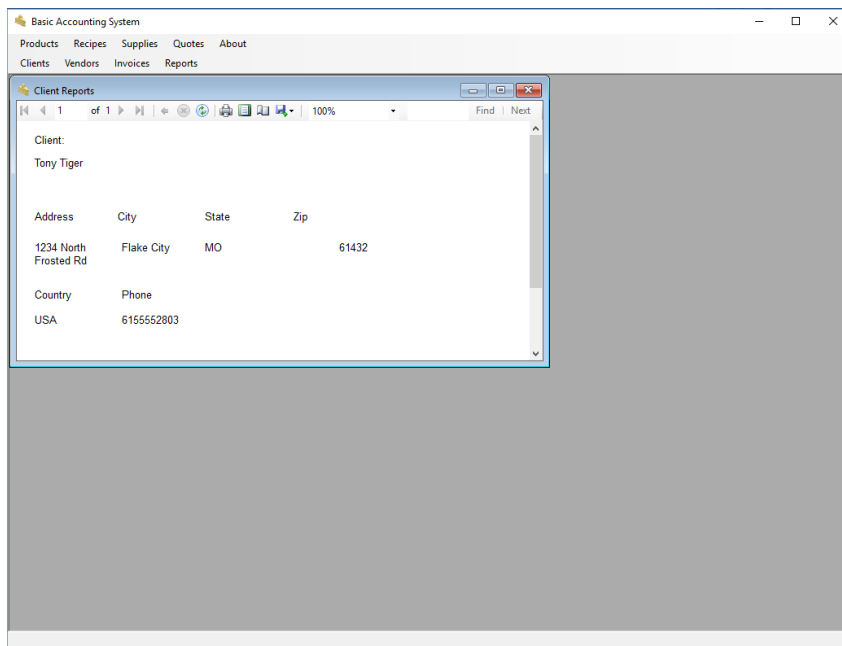
Step 1: Open the Reports menu drop down list



Step 2: Select the Report you wish to view



Step 3: View/Print Report



Each report will vary slightly from one another in format and content. As newer versions of the Basic Accounting System are released, report visuals may change drastically.