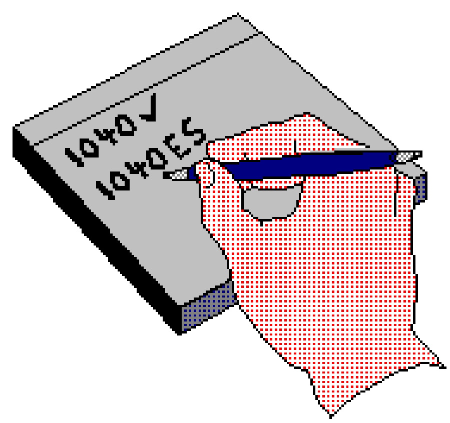
crobat Docume

Due Date Reminder System for Windows®



By Denver Tax Software, Inc.

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This manual was produced using Doc-To-Help®, by WexTech Systems, Inc.

Contents

Overview

Why Use This Program?

Manual due date systems, such as calendars, are not the most reliable way to monitor due dates. The Due Date Reminder System provides you with an easy-to-use system for tracking engagements, clients, and more! You can track engagements and get reports showing when they are due, what the status of the engagement is, and which employees are responsible for completing it. In addition to this, you can:

- Keep a client database with address, phone numbers, tax ID numbers and more.
- Keep a database of the services you provide.
- Print mailing labels.
- Export and import client information to and from other systems.
- Create mail merge data files so you can create form-letters with your word processor.

Please Read This!

The DTS - Due Date Reminder System has been designed to be easy-to-use and understand; however, you should always follow these rules:

Always exit the Due Date Reminder System before turning off your computer.

Never turn off your computer without closing Windows first! Most Windows systems use disk caching and other performance enhancing features. Because of this, it is important to close Windows before turning off your machine. If you don't do this, information that you have entered into any program, including this one, could be lost or corrupted.

For the most up-to-date information on the Due Date Reminder System use Windows Notepad or Wordpad to load the file README.TXT. This file contains information that is not included in the manual.

Installing and Starting

System Requirements

Microsoft Windows 3.1x, Microsoft Windows 95/98, Microsoft WindowsNT.

8 MB of RAM. (16MB is recommended.)

6 MB of hard disk space.

Installation

Installing To A Single Machine

For the purpose of these instructions, we are assuming that your CD drive is drive D, if it is not, please make the appropriate changes. To install the program to a single machine, use the following steps:

1. Click on the **Start** button.
2. Click on the **Run** menu item.
3. Type **D:SETUP** and press the **ENTER** key.
4. Follow the instructions in the installation program.

Installation for Networks

The following instructions explain how to install the Due Date Reminder System on a network. This will allow multiple-users to access the same data file from their workstations. The suggested method for this, is to install the program on each workstation and store the data file on a network server. This provides faster response, and reduces problems with shared system files used in the Windows operating environment.

Please use the following directions to install the program:

(1) Install the program on a single workstation. Note that the installation file is \WDD\SETUP.EXE on the CD. You could copy that file to a shared folder on the server to make it available for easier workstation installation.

(2) Start the Due Date Reminder System:

    (a) In the First-Time setup, select ‘Specify’ for the question “Would you like to specify the location for the Data File or use the default location?”

        (i) Select the network drive where you want the data located, and enter the directory where you want the Data File stored.

        (ii) Click OK.

    (b) Indicate whether you need to import your DOS version data, if you have the DOS version.

(3) Install the program on the other workstations.

(4) Start the program on the other workstations:

    (a) Select ‘Specify’ again on each workstation, and locate the data directory you created.

    (b) Select ‘No’ for the DOS data question. (This was converted during the first workstation installation, if you selected it.)

    (c) When the “Create New Data File?” screen appears, select ‘No’. This will make the system use the file that was already created by the first workstation installation.

(5) If you ever need to move the Data File, you will have to modify each workstation’s WDD.INI file that is in the Due Date Reminder System directory. Modify the ‘Data File Path’ line in the ‘Data Files’ section.

Getting Updates

Information about updates will be at http://www.denvertax.com/wdd.htm. Also, if you have given DTS your email address, we will notify you via email about any new updates.

Starting The DTS - Due Date Reminder System

The installation program will create a "Denver Tax Software" Program Manager Group, if it doesn't already exist. The DTS - Due Date Reminder System will be placed within this group. In Windows 95/98 you should also have a “Denver Tax Software” Start menu group.

To start the Due Date Reminder System, double-click on the Denver Tax Software program group, then double-click on the Due Date Reminder System icon. This will load the Due Date Reminder System and you can begin work! In Windows 95/98 or WindowsNT4.x you should click the Start button, find the Denver Tax Software menu, and click on the Due Date Reminder System menu item.

Getting Started

The Read Me File

If this is the first time you've installed the Due Date Reminder System, or if you have just installed an update you should view the read me file. The readme file contains information on updates, corrections, and new features. The file is named README.TXT and is located in the same directory that you installed the Due Date Reminder System in. You can use Notepad, Wordpad, or any other text editor to view this file.

Start Up

When you start the Due Date Reminder System you will see the Splash Screen. The Splash Screen will be visible until the program is ready to be used. When the program is ready, the Splash Screen will disappear, and the Main Screen will appear.

Entering Information

The Due Date Reminder System uses the standard input procedures that most Windows programs use.

To move from one input to another you can either use the mouse to select the input item you want, or press the **TAB** or **ENTER** key to move to the item.

To enter numeric information you may find it easier to use the numeric keypad. If you do this, make sure the **Num Lock** key is on.

Getting Help

While you are using the Due Date Reminder System, you can load the program's help file by using the **Help | Contents...** menu item. You can also get help on any screen or input you are working on by pressing the **F1** key on your keyboard. If you have not used Windows help before, select the **Help | Help On Help...** menu item. This will load a tutorial on how to use Windows help files.

To get information about the Due Date Reminder System (such as the version number), or information on Denver Tax Software, Inc. use the **Help | About...** menu item.

The Format Of This Manual

The Due Date Reminder System is broken down into 7 different areas. These are Engagements, Clients, Services, Employees, Reports, Utilities, and Maintenance. Having these separate areas makes the program easy to navigate and use.

This manual is divided into these same sections plus some other sections that cover other aspects of the program. We suggest you read the chapters in the order they are presented. This will help ensure you get everything set up the way you want it.

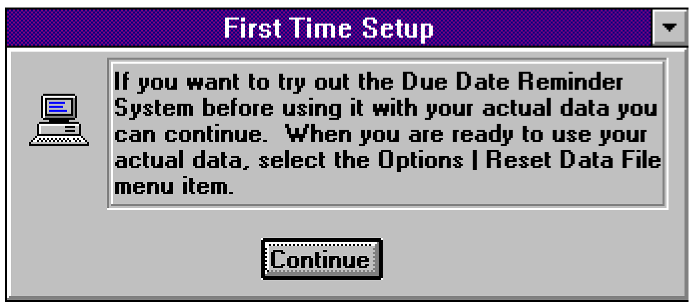
Y2K

This program has been designed to take dates with four digits for the year. If you choose to put in only two digits for a year, you are asking for trouble!

Starting Up For The First Time

The First Time Setup Screen

The first time you start the Due Date Reminder System you will be presented with the following dialog:



The First Time Setup dialog will ask you a couple of questions to help you get the program setup the way you want it. It is simple to use, just click on the choice that you want and a **Continue** button will appear. Click on the **Continue** button to go to the next question.

The following is the list of questions you will be asked, including additional advice and information on each.

1. Would you like to specify the location for the Data File or use the default location?

The Data File is a file that stores all of the information that you enter into the system. In most cases you will want to use the default location; however, if you are on a network and want to share the Data File with other users, you should select specify. The program will allow you to find the directory where the Data File should be placed. (If it already exists, the program will ask if you want to create a new one or use the current one. If someone else has already setup the program and created the Data File, you should select to use the existing data location.)

2. If you have the DOS version of the Due Date Reminder System and would like to import your Data, click Yes, otherwise click No.

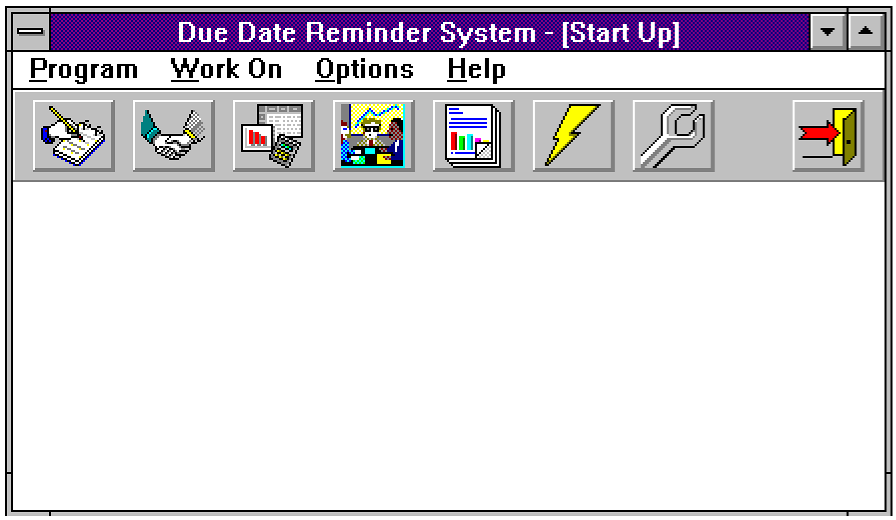
If you do not own the DOS version of our Due Date Reminder System you should click on the No button. If you have the DOS version and want to be able to use the data you have entered in it, you should click Yes.

If you click Yes, the program will look for the DOS version on the current drive. If it can't find it, it will display information to assist you in locating it. Once it knows where the DOS version is, it will import your data to the Windows version. (You should verify the information to make sure it looks correct.)

After answering the questions and clicking the **Finish** button, you will see the Main Screen. It is discussed in the next chapter.

The Main Screen

The Main Screen looks like this:



Menus And Menu Items

The following is a listing of the menus and their menu items, with a brief explanation of each.

For some menu items there is an accelerator key combination. This is a combination of keys that will activate the menu item automatically. To use an accelerator combination, hold down the first key shown and press the second. If, for example, the accelerator combination is Ctrl-M you would hold down the Control (Ctrl) key and press the M key.

Program

Printer Setup...

Displays the standard Windows default printer dialog. This can be used to change the printer or its settings.

Exit

Exits the Due Date Reminder System. (but why would you want to do that?)

Work On

Engagements

Displays the Engagements Area. See “**The** Engagements Area” on page 22.

Ctrl-E

Clients

Displays the Clients Area. See “**The** Clients Area” on page 16.

Ctrl-L

Services

Displays the Services Area. See “**The** Services Area” on page 13.

Ctrl-S

Employees

Displays the Employees Area. See “**The** Employees Area” on page 19.

Ctrl-M

Reports

Displays the Reports Area. See “**The** Reports Area” on page 27.

Ctrl-R

Utilities

Displays the Utilities Area. See “**The** Utilities Area” on page 32.

Ctrl-U

Maintenance

Displays the Maintenance Area. See “**The** Maintenance Area” on page 36.

Ctrl-T

Options

Show Tool Bar

Toggles the Tool Bar on and off. If there is a checkmark in front of this menu item the Tool Bar is displayed.

Show Tool Tips

Toggles Tool Tips on and off. When Tool Tips are on you can move the mouse over a Tool Bar button and a short description of the button’s purpose will be displayed. A checkmark in front of this menu item indicates it is turned on.

Reset Data File...

This menu item provides a way to destroy your data file and have the program run the First Time Setup next time you start it. If you want to learn the system and/or do the tutorial you can use this when you are done to destroy your sample data and start again. ***This will destroy the data you have entered.***

Help

Contents...

Shows the Contents screen of the Due Date Reminder System's help file.

Help On Help...

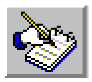
Shows the Windows Help on Help file.

About...

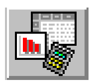
Shows the Due Date Reminder System's About box. This screen displays information about the program and Denver Tax Software, Inc. (If you click around you might find something extra ☺)

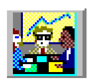
The Tool Bar

The following is a list of the Tool Bar buttons and what they do:

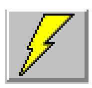
 Activates the **Work On | Engagements** menu item.

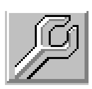
 Activates the **Work On | Clients** menu item.

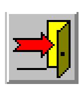
 Activates the **Work On | Services** menu item.

 Activates the **Work On | Employees** menu item.

 Activates the **Work On | Reports** menu item.

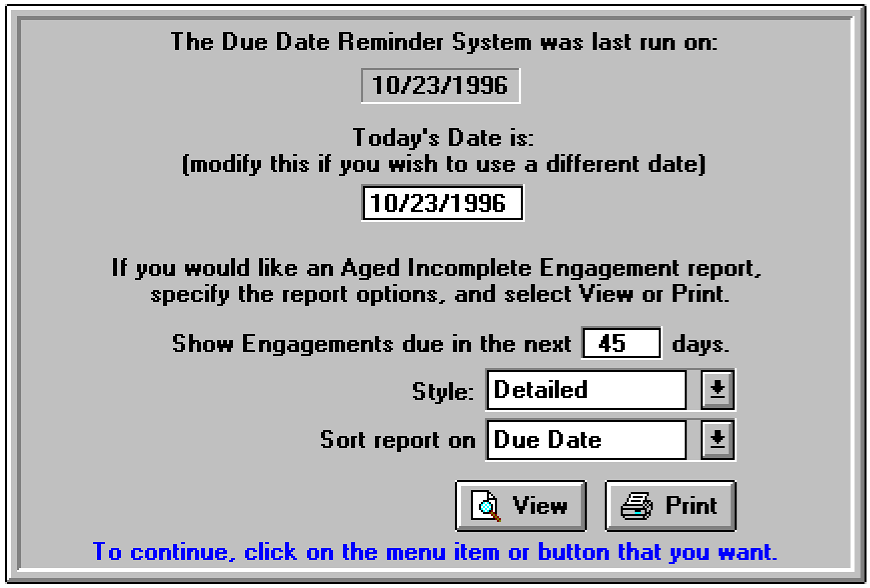
 Activates the **Work On | Utilities** menu item.

 Activates the **Work On | Maintenance** menu item.

 Activates the **Program | Exit** menu item.

The Start Up Area

The Start Up Area is displayed when you start the Due Date Reminder System. It looks like this:



Today's Date

The current date is displayed here. If, for any reason, you need the program to use a date other than the current date, you can change it here.

Start Up Report

The Start Up Area provides you with the ability to look at an Aged Incomplete Engagement report before starting your work. The options for this report are:

Days

Enter the number of days past Today's Date that you want to see incomplete engagements for.

Style

Select whether you want the Summary or Detailed report.

Sort

Select whether you want the report to sort on Due Date or Period End.

The **View** button will display the report on screen and the **Print** button will send it to your printer.

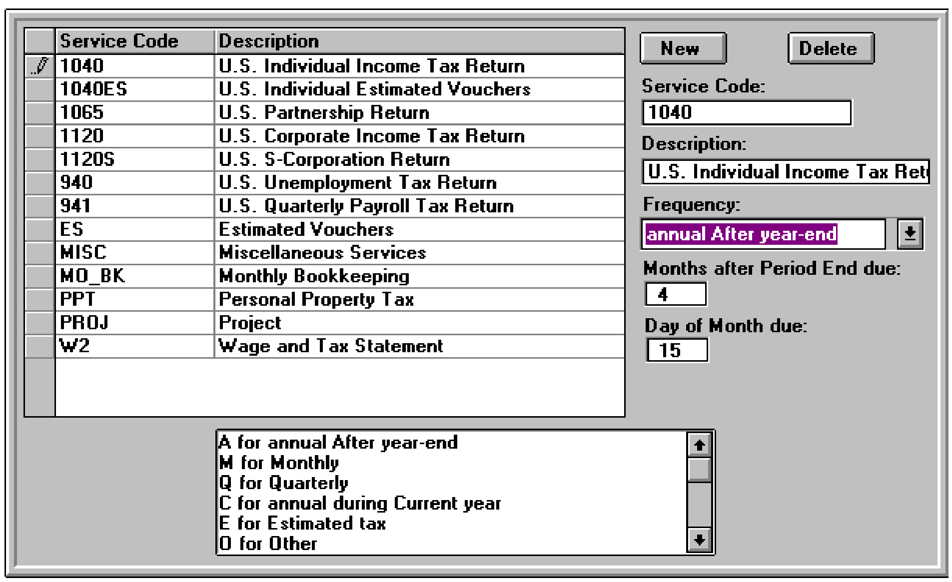
To continue with your work , either select a menu item or Tool Bar button.

The Services Area

Description

The Services Area is where you add, modify, and delete the services that you or your company provides. In the top left of this area is the Service List. This lists all the Services that have been entered into the system. To the right are inputs for modifying any of the information kept about each service.

The Services Area looks like this:



You can access the Services Area with the **<u>W</u>ork On | <u>S</u>ervices** menu item or the  Tool Bar button.

Adding A Service

To add a service, click on the **New** button at the top of the area. This will clear out the inputs so you can enter the information on the new service. When you have entered the information, click the **OK** button. If you decide that you don't want to enter the service, click the **Cancel** button.

Modifying A Service

The first step in modifying a service is to select the service you wish to modify. Use the scroll bar on the Service List to find the service. After doing so, click on the row the service is in. The service information should appear in the inputs to the right.

Now you can modify the information by clicking in the input you wish to modify and changing its contents. The Service Code and Description in the Service List can be modified in the List as well as in the inputs on the right.

Deleting A Service

To delete a service, locate the service in the Service List and click on the row it is in. You will see the service information in the inputs on the right. Now, click **Delete** to remove the service from the system.

Note: If the service is currently being used for an engagement you can't delete it.

Service Inputs

Service Code

The Service Code is a unique code that identifies the service. We suggest keeping these short, but long enough to make the service clear. (For example, for Individual Estimated vouchers we use 1040ES.) Service Codes are always displayed in upper case.

Description

This is a description of the Service. You can enter the full service name here.

Frequency

The frequency indicates the number of occurrences of the service and the time of year they occur. The available frequencies are:

> **annual After year end**: occurs once per year, after the year-end. An example of this might be a 1040.
>
> **Monthly**: occurs every month.
>
> **Quarterly**: occurs every quarter.
>
> **annual during Current year**: occurs once per year, during the year. An example of this might be a personal property report.
>
> **Estimated Tax**: occurs four times on the specified estimated tax due dates.
>
> **Other**: occurs once a year, with no set date. An example of this might be tax planning or a special project.

Months...

There are two types of entry for this, depending on the frequency. (Some frequencies do not require this input):

> **Months after Period End Due**: The number of months after the Period End that the service is due. For a 1040, this would be a 4 for April.
>
> **Months into Current Year Due**: The number of months into the current year that the service is due.

Day Of Month Due

This is the day of the month that the service is due (some frequencies do not require this input.) If you want the service to become due on the last day of the month you should enter 40. If you want the service to be due on the same day as the Period End you should enter 0.

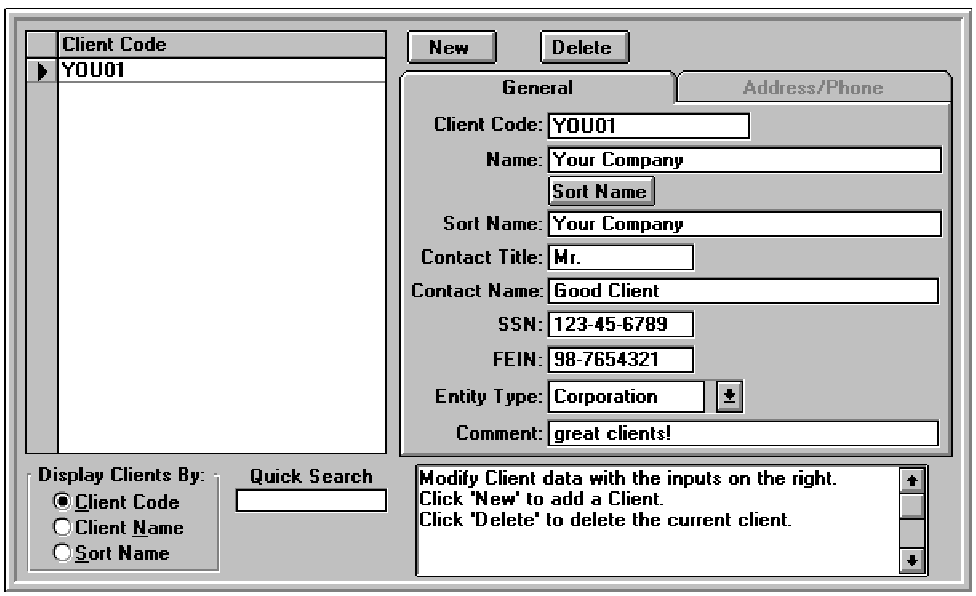
Note: When entering an engagement, the program calculates a due date using this information and the Period End you enter. This default due date can be modified if needed.

The Clients Area

Description

The Clients Area is where you add, modify, and delete clients. In the top left of the area is the Client List. This lists all of the Clients that you have entered into the system. To the right are inputs for modifying any of the information kept about each client. This information includes the name of the contact person, tax ID numbers, phone numbers, address, and more.

The Clients Area looks like this:



You can access the Clients Area with the **Work On | Clients** menu item or the  Tool Bar button.

Adding A Client

To add a client, click on the **New** button at the top of the area. This will clear out the inputs so you can enter the information on the new client. When you have entered the information, click the **OK** button. If you decide that you don't want to enter the client, click the **Cancel** button.

Modifying A Client

The first step in modifying a client is to select the client you wish to modify. Use the scroll bar on the Client List to find the client. After doing so, click on the row the client is in. The client's information should appear in the inputs to the right.

Now you can modify the information by clicking on the input you wish to modify and changing its contents. The Client Code in the Client List can be modified in the List as well as in the inputs on the right.

Deleting A Client

To delete a client you should locate the client in the Client List and click on the row it is in. You will see the client's information in the inputs on the right. Now just click **Delete** to remove the client from the system.

Note: A client can't be deleted if he has any engagements that are incomplete, or haven't been deleted.

Displaying Clients By Client Code, Name, Or Sort Name

The Client List has the capability of displaying the clients by either their Client Code, Name, or Sort Name. The **Display Clients By** option box allows you to change this by clicking on the option you want.

Quick Search For A Client

To quickly search the Client List for a client, you can use the built in **Quick Search** input. This input is located on the bottom half of the area. Click in the input and start typing either the Client Code, Name, or Sort Name that you are looking for (depending on the method used to display clients in **Display Clients By**.) The program will search the list as you type.

Client Inputs

The Client inputs are divided onto two Tabs. To switch between tabs you should click on the tab title. After filling out the Comment field on the first tab, pressing the TAB or ENTER key will automatically switch tabs for you.

Client Code

The Client Code is a unique code that identifies the client. We suggest keeping these short, but long enough that you can recognize the client by it. (We suggest using the first 3 to 6 letters of the client name followed by 2 digits (i.e. 'Denver Tax Software' would be DEN01.) Client Codes are always displayed in upper case.

Name

This is the client’s full name.

Sort Name

This is the sorting name for the client. This is used when sorting clients for reports. If the client is a person, you can click on the **Sort Name** button, and it will fill in the Sort Name for you. If the client is not a person, press the tab key and the program will use the client’s name for the sort name.

Contact Title

If the client has a particular person that you use as a contact you should enter that person’s title here. Titles are usually Mr., Mrs., Dr., etc. This is used with the **Contact Name** input when printing mailing labels, and in other reports.

Contact Name

If the client has a particular person that you use as a contact you should enter that person’s name here. This will be used with the **Contact Title** input for mailing labels, and other reports.

SSN

This is the client’s Social Security Number, if the client is an individual.

FEIN

This is the client’s Federal Employer’s Identification Number.

Entity Type

Select the entity type of the client. This could be Individual, Corporation, Partnership, Fiduciary, or Other.

Comment

This field is provided so you can keep any comments you have on the client. Enter whatever you need here.

Address inputs

These inputs are for the client’s address, if you wish to keep it in the system.

Phone And Fax Numbers

These inputs are for the client’s phone and fax numbers, if you wish to keep them in the system.

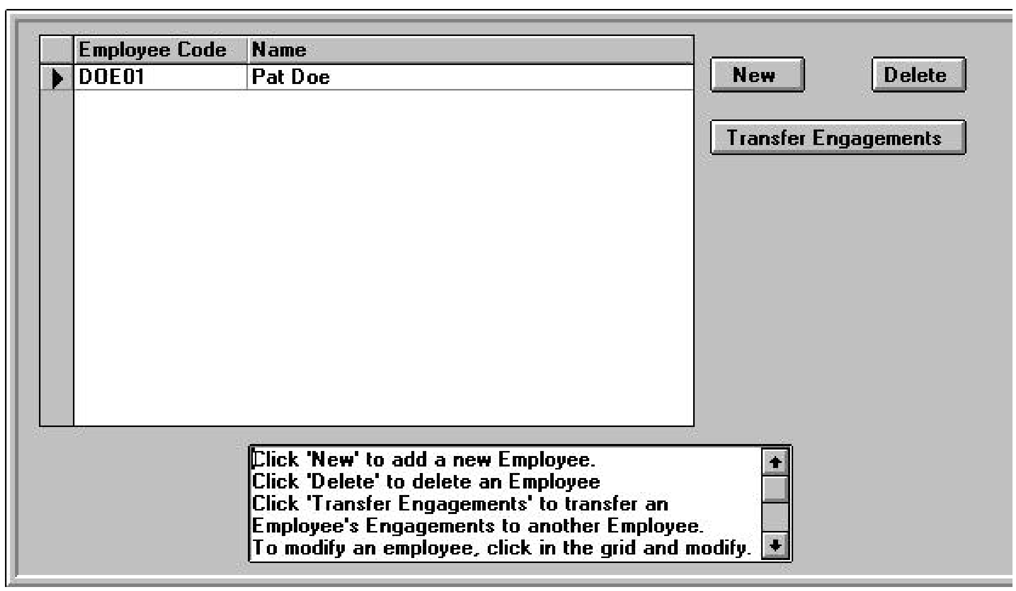
The Employees Area

Description

The Employees Area is where you add, modify, and delete employees. You can also transfer all of an employee's engagements to another employee from here. In the top left of the area is the Employees List. This lists all of the employees that you have entered into the system. To the right are inputs for modifying any of the information kept about each client. This information includes the employee's code and name.

Note: Employee entries are not required.

The Employees Area looks like this:



You can access the Employees Area with the **Work On | Employees** menu item or the  Tool Bar button.

Adding An Employee

To add an employee, click on the **New** button at the top of the area. This will clear out the inputs so you can enter the information on the new employee. When you have entered the information, click the **OK** button. If you decide that you don't want to enter the employee, click the **Cancel** button.

Modifying An Employee

The first step in modifying an employee is to select the employee you wish to modify. Use the scroll bar on the Employee List to find the employee. After doing so, click on the row the client is in. Because the employee information fits within the employee list you will not see the inputs on the right. You can just modify the employee information right in the Employee List.

Deleting An Employee

To delete an employee, locate the employee in the Employee List and click on the row he or she is in. Now, click **Delete** to remove the employee from the system.

Note: An employee can't be deleted if she is responsible for any engagements.

Transferring An Employee's Engagements To Another Employee

To transfer *all* of an employee's engagements to another employee, click on the **Transfer Engagements** button. The **Transfer To** and **Transfer From** inputs will appear, as well as, the **OK** and **Cancel** buttons. You can either enter the employee codes in the inputs or use the mouse to drag and drop the employee codes from the Employee List to the appropriate inputs. When you are finished, click **OK** to make the transfer, or **Cancel** to cancel the transfer.

How to drag and drop: Move the mouse over the item you want. Hold down the left mouse button and (while holding it down) move the mouse over the input you want. When you have the mouse over the correct input, release the left mouse button and the item should appear in the input.

Employee Inputs

Employee Code

The Employee Code is a unique code that identifies the employee. We suggest keeping these short, but long enough that you can recognize the employee by it. (We suggest using the first 3 to 6 letters of the employee name followed by 2 digits (i.e. 'Pat Doe' would be DOE01.) Employee Codes are always displayed in upper case.

Name

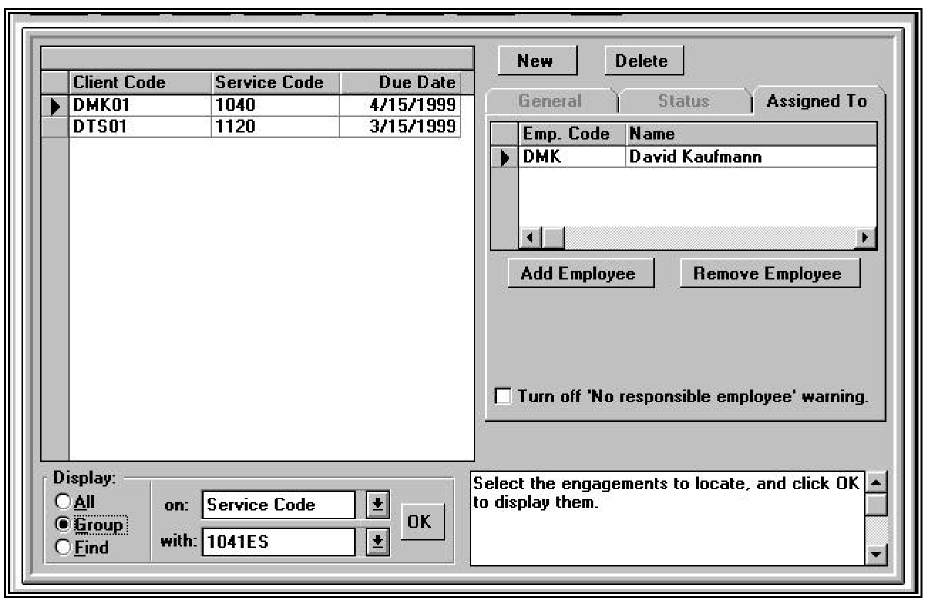
This is the employee's full name.

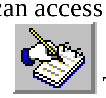
The Engagements Area

Description

The Engagements Area is where you add, modify, and delete engagements. In the top left of this area is the Engagement List. This lists the engagements that you have entered into the system. To the right are inputs and displays for the information about the selected engagement. This information is divided onto three tabs, General, Status, and Assigned To. To switch tabs just click on the tab title you want.

The Engagements Area looks like this:



You can access the Engagements Area with the **<u>W</u>ork On | <u>E</u>ngagements** menu item or the  Tool Bar button.

Adding An Engagement

To add an engagement, click on the **New** button at the top of the area. This will clear out the inputs so you can enter the information on the new engagement. First you will fill out the General tab and then the Assigned To tab (if you want to assign an employee.) When you have entered the information, click the **OK** button. If you decide that you don't want to enter the engagement, click the **Cancel** button.

Modifying An Engagement

The only information on the General tab that can be modified is the Engagement Description and the Comment. These can be modified as you like. If you want to modify the Status of the engagement, see "Updating An Engagement's Status." If you want to add or remove responsible employees, see "Adding And Removing Responsible Employees."

Deleting An Engagement

To delete an engagement you should locate the engagement in the Engagement List and click on the row it is in. Now click **Delete** to remove the engagement from the system.

Note: If the engagement hasn't been completed the program will warn you before deleting it.

Displaying Specific Groups Of Engagements

The Engagement List is capable of displaying all of the engagements you have entered, or a specific group of those engagements. In some cases you may only want to see a specific group, such as the engagements that are due today. The **Display** options are in the bottom left of the area.

To display all of the engagements that are in the system, click on the **All** option button.

Groups

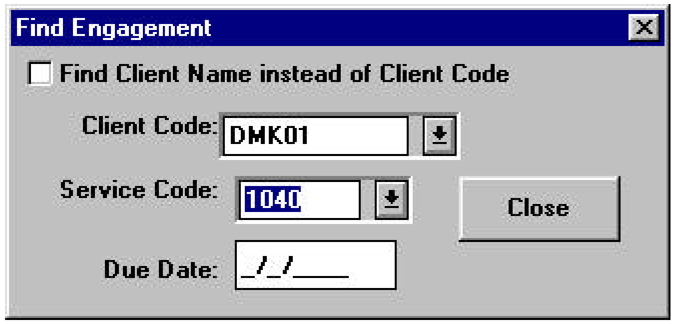
To display a group of engagements:

1. Click on the **Group** option button.
2. Select what input to group on, in the **on** input.
3. Select the criteria for grouping, in the **with** input.
4. Click the **OK** button.

For example, if you wanted to display all of the engagements for the client YOU01, you would select Client Code from the **on** input, and YOU01 from the **with** input, then click **OK**.

Find Engagement

If you know any combination of Client, Service or Due Date, you might find the Find Engagement screen useful. To start the Find Engagement screen, **click** on the **Find** option button at the bottom left corner of the Engagement screen.



Find Client Name instead of Client Code

If you know the Client Code that you want, leave this box unchecked. If you do not know the Client Code, check this box so you can search by Client Sort Names.

Client Code

If you know the Client Code, enter it. If you know the client's name, check Find Client Name instead of Client Code. If you know neither the Client Code or the client's name, leave this blank. Use the down arrow to help look for the Client Code.

Sort Name

If you know the client's Sort Name, enter it; otherwise, leave it blank. Use the down arrow to help look for the Sort Name.

Service Code

If you know the Service Code, enter it. If you don't, just leave this blank. Use the down arrow to help look for the Service Code.

Due Date

If you know the Due Date, enter it; otherwise, leave this blank.

Engagement Inputs

When entering an engagement the General and Assigned To tabs are available. For information on entering the responsible employees, please see "Adding And Removing Responsible Employees."

The following are the inputs on the General tab.

Client Code

Enter or select the client code of the client you are entering an engagement for. The display panel underneath, labeled **Client Name**, will display the client's name for verification.

Service Code

Enter or select the service code of the service this engagement is for. The default description of the service will be entered in the **Description** input below.

Description

This should contain the default service description for the service you selected in the **Service Code** input. You can re-enter or modify this input.

Date Entered

Enter the date the engagement is entered into the system.

Period End

Enter the period end date for this client. Most 1040 clients have a period end of December 31, so, if the engagement is a 1997 1040, the period end would be 12/31/1997.

Due Date

This should default to a due date created using the **Period End** input information and the service's information. If you need to, modify this due date to be correct.

Comment.

Enter any comments you have about this engagement. When you change the status of the engagement, this comment will be updated to reflect the comments made with the status change. This is a great place to document client caused delays.

Updating An Engagement's Status

If you want the program to track the progress of an engagement, you will want to update the status of the engagement. By updating the status, you can indicate when interview forms were sent or received, when an engagement was extended or completed, etc.

To update the status of an engagement you first need to go to the Status Tab. Click on the tab's name to switch to it. At the top of the Status Tab is the Status List. This list shows the history of the engagement. Underneath it are the **Update Status** and **Delete Entry** buttons.

The **Delete Entry** button deletes the status entry on the current row in the Status List.

To update the status, click on the **Update Status** button. When you do this you will get a new set of inputs for updating the status. They are:

New Status

Select or enter the new status code for the engagement.

Date Changed/Date Done

If you are entering the completion of the engagement (Status Code:DONE) you should enter the date the engagement was completed. Otherwise, enter the date the engagement status was changed.

New Due Date

Enter the new due date for the engagement, if it has changed. (This is not available if you are completing the engagement.)

Comment

Enter any additional comments about the change of status code. This is a great place to document client caused delays.

When you have finished entering the update, click **OK** to add it, or **Cancel** to cancel the update.

Adding And Removing Responsible Employees

To add or remove responsible employees you need to use the Assigned To tab. Click on the tab's name to switch to it. At the top of the Assigned To tab is the Responsible Employee List. This shows all of the employees that are responsible for the engagement. Underneath it are the **Add Employee** and **Remove Employee** buttons.

The **Remove Employee** button removes the employee in the current row of the Responsible Employee list.

To add a responsible employee to the engagement, click the **Add Employee** button. When you do this you will get the following input:

Employee Code

Enter or select the Employee Code of the employee you want to add.

Once you have the employee's code entered, click **OK** to add the employee, or **Cancel** to cancel adding the employee.

Adding Estimated Tax Engagements

For estimated tax engagements, enter the Period End as the year - end date for the estimated taxes. The program will calculate the Due Date for the fourth quarterly due date. Complete the rest of the engagement information. After pressing the OK button to add the new engagement, you will be given the chance to let the program create new engagements for the first three estimated due dates.

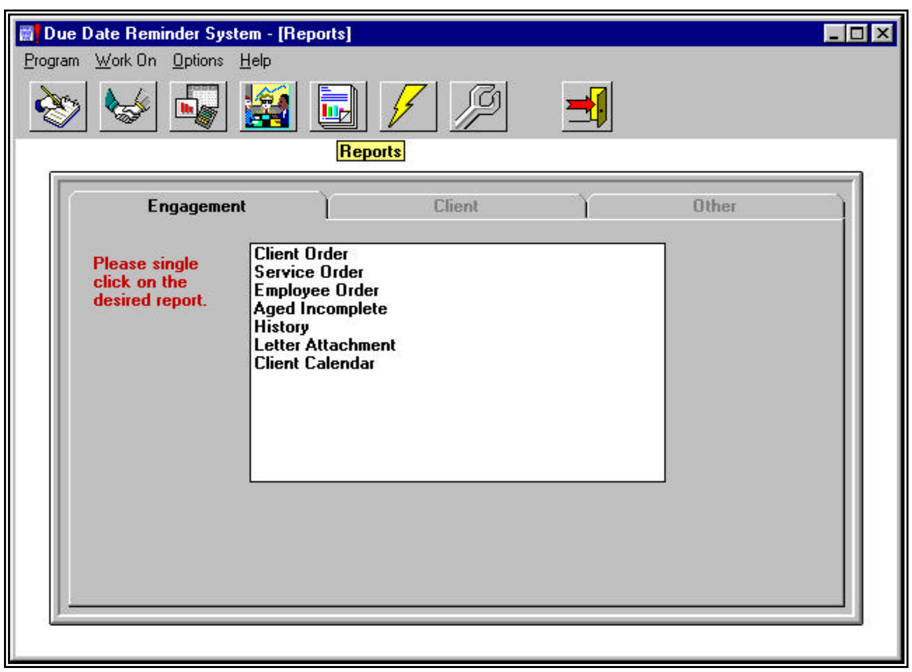
The Reports Area

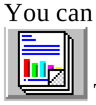
Description

The Reports Area is divided into three tabs, each providing a different set of reports. The first tab has Engagement related reports, the second tab has the Client related reports, and the third tab has all other reports. You can switch between the tabs by clicking on the tab's name.

You can easily create the report you want just by reading the report description and selecting the options you want from the combo boxes. The types of reports will be described in the following sections.

The Reports Area looks like this:



You can access the Reports Area with the **Work On | Reports** menu item or the  Tool Bar button.

Engagement Reports

The following types of engagement report are available:

Client Order

The Client Order report provides a listing of engagements grouped by the Client. This report is sorted by the client's Sort Name, either Due Date or Period End depending on your selection, and then by the Service Code. You can limit this report to one client.

Service Order

The Service Order report provides a listing of engagements grouped by Service Code. This report is sorted by Service Code, then either Due Date or Period End depending on your selection, and then the client's Sort Name. You can limit this report to one service.

Employee Order

The Employee Order report provides a listing of engagements grouped by Employee Code. This report is sorted by employee, either Due Date or Period End depending on your selection and by service. This report can be limited to one employee and/or one service.

Aged Incomplete

The Aged Incomplete report provides a listing of incomplete engagements. This report is sorted by either Due Date or Period End depending on your selection, then Service Code and then Sort Name. This report can be limited to one client and/or one service. This report is perhaps the most useful as you can use it to see what engagements are due the soonest, or are past-due.

Note: This report can also be run from the Start Up form when you first start the Due Date Reminder System.

History

The History report provides a history of the engagements you specify, including all status code changes. This report is sorted by the client's Sort Name, and then Period End or Due Date depending on your selection. This report can be limited to one client.

Engagement Letter Attachment

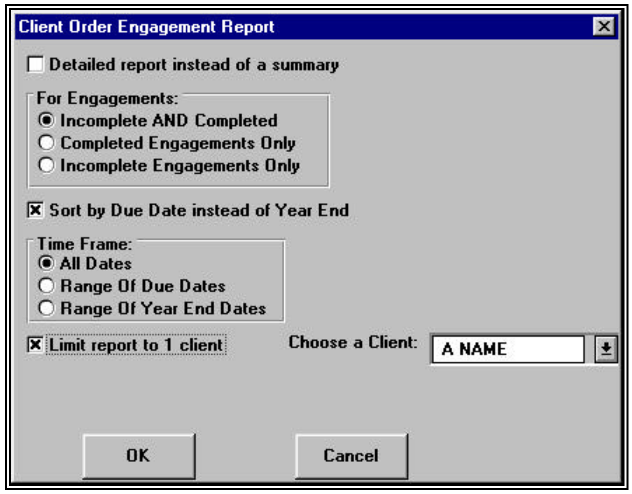
The Letter Attachment report provides a schedule for each client listing every engagement that the firm has for that client.

Client Calendar

The Client Calendar report provides a schedule for each client listing every engagement and due date the firm has for that client. This can be used for promotional purposes, as well as, due date management.

Engagement Report Options

When you select an Engagement report, you will see a screen that looks a lot like this:



Detailed report instead of a summary

You can choose whether you want a lot of detail in the report or a summary. The Detail report typically uses quite a bit of paper if you are in a large firm.

For Engagements

These inputs give you the option of whether you want to display all Incomplete AND Completed engagements, Completed Engagements Only or Incomplete Engagements Only.

Sort by Due Date instead of Year End

This gives you the choice whether the report will be sorted in Due Date order or Year End order. For some reports, the date might not be a primary sort item, but it might be a secondary sort key for those reports.

Time Frame

You can limit the report to a particular time frame. For example, you might want all engagements due on 4/15/2000. You can choose All Dates to not limit the report by any dates. You can choose to limit the report to a Range Of Due Dates or a Range Of Year End Dates. The "Year End" could be a period end for that matter.

Limit report to 1 client

Some reports let you limit the report to one client.

Limit report to 1 service code

Some reports let you limit the report to one service code.

Limit report to 1 employee

Some reports let you limit the report to one responsible employee.

Client Reports

The following types of client report are available:

Client Listing

The Client Listing report provides a listing of clients sorted by Sort Name, with the Client Code, Sort Name, and Contact Person.

Client Address

The Client Address report provides a listing of clients sorted by Sort Name, with the Client Code, Sort Name, and address.

Client Data

The Client Data report provides a listing of clients sorted by Sort Name, with all information on each client.

Phone & FAX

The Phone & FAX report provides a listing of clients sorted by Sort Name, with their phone and FAX numbers.

Other Reports

The following types of other reports are available:

Service Listing

The Service Listing report provides a listing of all services sorted by Service Code, with all information on the service.

Employee Listing

The Employee Listing report provides a listing of all employees and their Employee Codes.

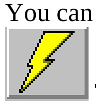
Status Code Listing

The Status Code Listing report provides a listing of Status Codes and their descriptions.

The Utilities Area

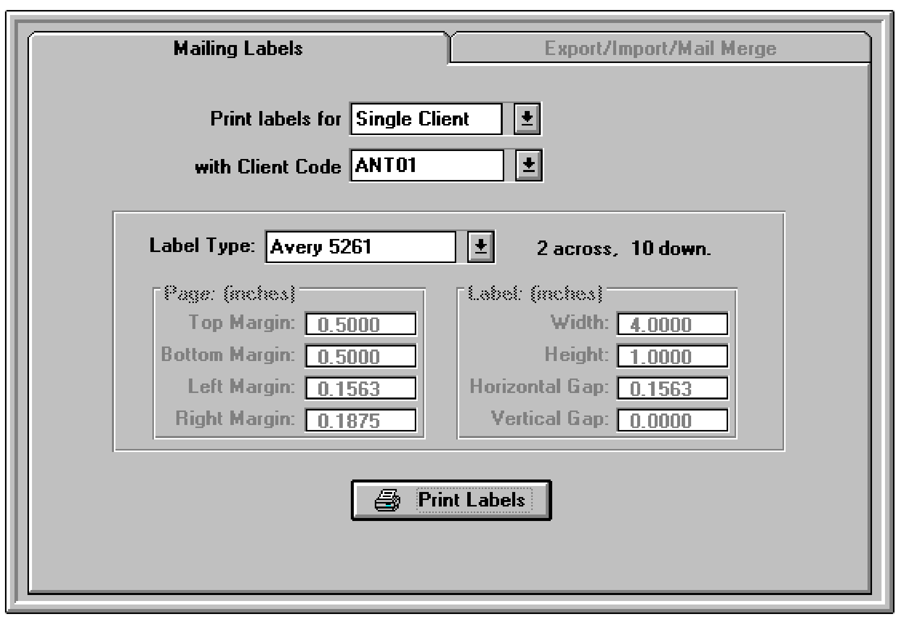
Description

The Utilities Area contains two tabs. The first is the Mailing Labels tab, the second is the Export/Import/Mail Merge tab. You can switch between them by clicking on the tab's name. Because the two tabs look very different, pictures are provided in the following sections.

You can access the Utilities Area with the **Work On | Utilities** menu item or the  Tool Bar button.

Mailing Labels

The Mailing Labels tab looks like this:

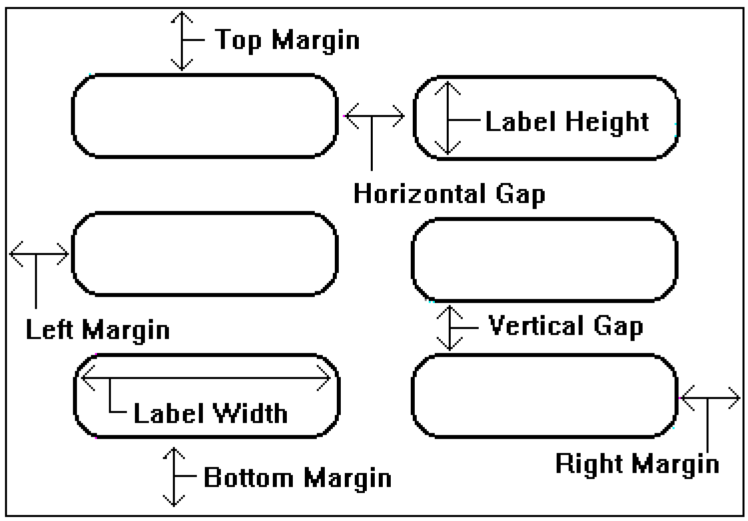


You can print mailing labels for all clients, clients who have a specific service due, or for a single client.

Follow these steps to print mailing labels:

1. Select whether you want **All Clients**, clients with a specific **Service Code**, or a **Single Client**.
2. If you selected either **Service Code** or **Single Client**, then select the service code or client code you want.
3. Select the type of label you are using. If the label type you are using is not listed then select **User Defined** and enter the page and label information below.
4. If the label is **User Defined**, enter the margins between the edge of the label sheet and the labels. These measurements should be entered in inches.
5. If the label is **User Defined**, enter the width and height of a single label, and the gaps between the labels. These measurements should be entered in inches.

Use the following diagram to determine Page and Label measurements:



When you have entered the information, click on the **Print Labels** button to begin printing.

If you are using a User Defined label and are getting too many labels printed across the page you should increase the **Right Margin** until the correct number of labels print. If you are getting too many labels down each page you should increase the **Bottom Margin** until you get the correct number to print.

What is Exporting?

Exporting is a way of taking information from one system and converting it into a format that can be used by another system. In the case of the Due Date Reminder System, exporting will take your client information (or some of it) and convert it to a format that can be read by other programs. There are two types of formats that the Due Date Reminder System can export to. They are fixed field, and delimited.

Fixed field takes your client information and puts it into an ASCII (text) file where each client is placed on a separate line and each piece of information is stored in a fixed number of places. A fixed field file would look similar to this:

```
ANT01     Anthony, John     125 E. Sander St.
WILS02    Wilson, Sarah     3546 Madison St.
```

Delimited takes your client information and puts it into an ASCII (text) file where each client is placed on a separate line and each piece of information is enclosed in double quotes and separated with commas. The same information in a delimited file would look similar to this:

```
“ANT01”,”Anthony, John”,”125 E. Sander St.”
“WILS02”,”Wilson, Sarah”,”3546 Madison St.”
```

What is Importing?

Importing is a way of taking information from another system (that is in the correct format) and making it part of the current system. In the case of the Due Date Reminder System, importing will take client information that you have exported from another system, and make it part of the Due Date Reminder System. For this to work, the information you want to import must be in either a fixed field, or delimited format (for descriptions of these, see “What is Exporting” above.)

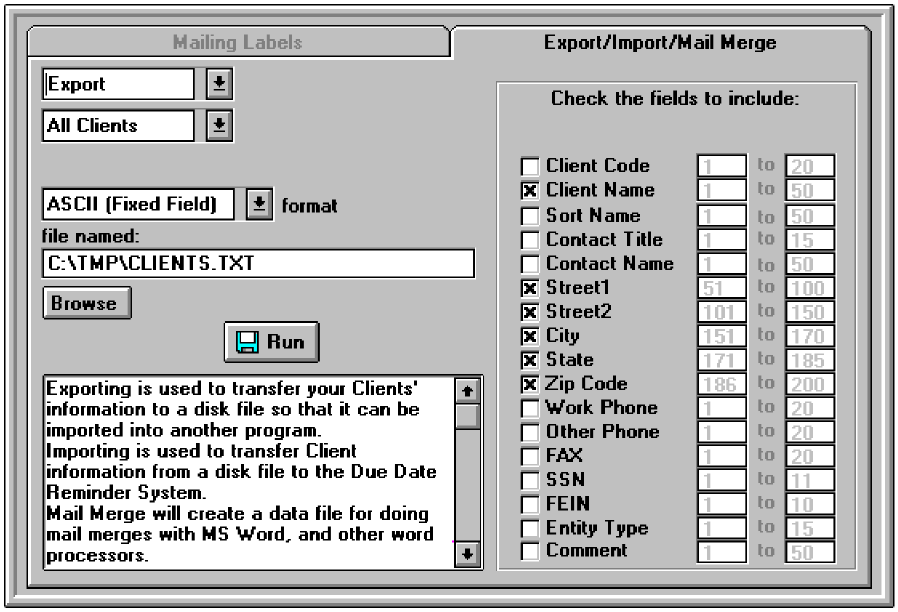
What is a Mail Merge?

Mail Merge refers to a technique for combining a word-processor letter and a list of information to create a copy of the letter for each record in the list. In the case of the Due Date Reminder System you would use a mail merge to create a form-letter that you could send out to all of your clients. For more information on mail merges, please see the documentation that came with your word processor.

We have provided an example of a Microsoft Word mail merge letter (MMLTR.DOC), mail merge header file (MMHEAD.DOC), and mail merge data file (MM.TXT). These are located in the same directory that the Due Date Reminder System was installed to.

How To Use Export, Import, And Mail Merge

The Export/Import/Mail Merge tab looks like this:



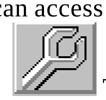
Follow these steps to run an export, import, or mail merge:

1. Select whether you want to **Export**, **Import**, or **Mail Merge**.
2. If you are doing an export or mail merge, select whether you want **All Clients**, clients with a specific **Service Code**, or a **Single Client**.
3. If you are doing an export or Mail Merge and you selected either Service Code or Single Client, then select the service code or client code you want.
4. If you are doing an Export or import select the format of the file, either **ASCII (Fixed Field)**, or **ASCII (Delimited)**.
5. Enter the name of the file, or click the **Browse** button to locate the file.
6. If you are doing an export, check the fields that you want to export. If you are doing an import, check the fields that are included in the file you are importing from. (The fields in a delimited file being imported must be in the same order as the check boxes.)
7. If you are doing an import from a fixed field file, enter the starting and ending columns for each field that is in the file.
8. Verify your inputs and click the **Run** button to start the export, import, or mail merge.

The Maintenance Area

Description

The Maintenance Area contains four tabs. They are the Delete Engagements, Status Codes, Backup/Restore, and Compress/Repair tabs. You can switch between them by clicking on the tab's name

You can access the Maintenance Area with the **Work On | Maintenance** menu item or the  Tool Bar button.

Delete Engagements Tab

This tab is used to delete groups of completed engagements. You can delete all of the completed engagements, or only those that are older than a certain number of months and days.

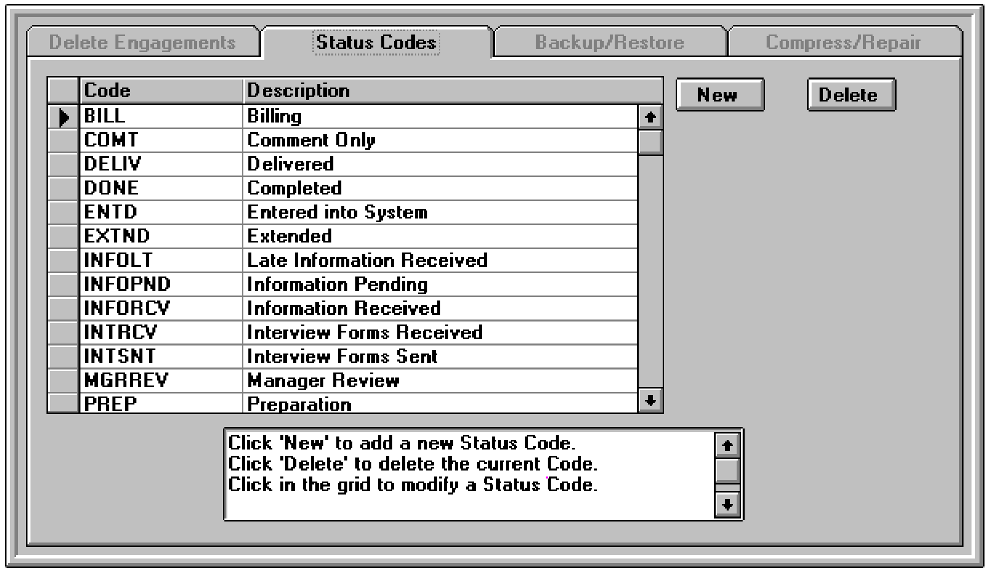
Use the following steps to delete groups of completed engagements.

1. Select whether you want to delete **All Completed Engagements**, or **Completed Engagements older than** a specified number of months and days.
2. If you selected to delete completed engagements older than a specified number of months and days, enter the number of **months** and the number of **days**.
3. Click the **Delete** button to have the completed engagements deleted.

We recommend compressing the Data File after using this feature.

Status Codes Tab

The Status Codes tab is used to add, modify, and delete status codes. It looks like this:



Adding A Status Code

To add a status code you should click on the **New** button at the top of the area. This will display the inputs so you can enter the information on the new status code. When you have entered the information, click the **OK** button. If you decide that you don't want to enter the status code, click the **Cancel** button.

Modifying A Status Code

To modify a status code, locate it in the Status Code List, click in the cell you want to modify, and make the modification.

Deleting A Status Code

To delete a status code, locate the status code in the Status Code List. Click on the row that has the status code and then click the **Delete** button. Some status codes such as DONE and ENTD can't be deleted because they are required for entering and completing engagements.

Status Code Inputs

Status Code

The Status Code is a unique code that identifies the status of an engagement. We suggest keeping these short, but long enough that you can recognize the status by it. (For example, we use INFOPND for Information Pending.) Status Codes are always displayed in upper case.

Description

Enter the complete description of the status.

Backup/Restore Tab

The Backup/Restore tab provides you with a means to create backups of your data to protect you from unexpected data corruption or data loss. This can occur if power to your computer is unexpectedly shut-off, or in the event of other problems with your computer. ***We advise that you make backups regularly, especially after making a lot of changes.***

To Backup your data, click on the **Backup Data File** button. You will be presented with drive and directory inputs. Use these to select the location that you want the backup stored in. Once you have selected the location, click the **OK** button to make the backup, or the **Cancel** button to cancel the backup. The backup data file will be placed in the location you selected, with a name of "WDD_BKUP.MDB". You should make a note of the location in case you need to restore from it.

To Restore a data file, click on the **Restore Data File** button. You will be presented with the same drive and directory inputs as you were when you backed up your data file. Use these to select the location of the data file and then click the **OK** button to restore, or the **Cancel** button to cancel the restore. ***Remember! When you restore, all of your current data will be replaced with the data from your backup.***

In addition to using the backup routine that is part of this program, we encourage you to frequently back up your entire system.

Compress/Repair Tab

The Compress/Repair tab has two purposes.

The first is compressing your data. Compressing a data file will make it smaller, and thus it will use less of your hard drive space. In making the file smaller the Due Date Reminder System can also access the file at faster speeds, and that saves you time. We suggest compressing the data file after deleting large amounts of completed engagements, and in general about once a month. To compress the data file, click the **Compress** button.

The second purpose is repairing the data file. This is probably something you won't ever need to do, however it is possible. In the event you need to repair the data file, the program will inform you. To repair the data file, click the **Repair** button.

Both Compressing and Repairing the data file can take a long time if your data file is large enough. This is something you may wish to do while you are out to lunch, or when you leave work in the evening (or the morning?)

Tutorial

Overview

This chapter provides an opportunity to learn how the Due Date Reminder System works. This example will show you how to do some of the basic operations, such as adding an employee, a client, and an engagement. After completing the tutorial you should understand the system well enough to continue on your own.

Try This!

In this example, when you are asked to 'click' on an item you should either click on that item with your mouse or use the equivalent keyboard commands to activate it. If you are unfamiliar with using the Windows operating environment we suggest you either read your Windows manual, use Windows Help or have someone teach you.

Any button or input you need to click on will be in **Bold**, and any information you need to enter will be in **"bold type surrounded by quotes"**. Do not enter the quotes, only the text within the quotes.

Enter information exactly as presented, because in some cases you will learn how to modify the information. Also when you see **TAB** it refers to the Tab key on your keyboard. If you see a name followed by tab, it refers to a single tab on a form.

- In Windows3.1x, double-click on the **Denver Tax Software** Program Manager Group. In Windows 95/98 click on the **Start** button, and find the **Denver Tax Software** menu.
- In Windows3.1x, double-click on the **Due Date Reminder System** icon . In Windows 95/98, click on the Due Date Reminder System menu item.

You should soon see the Startup Screen, and when the program is ready, the Main Screen. When the Main Screen and Start Up area are visible and the mousepointer is no longer an hourglass, we can begin.

First we will add an employee:

- Click the **Employees**  button on the Tool Bar, or select **the Work On | Employees** menu item.

The Employees Area should appear in the Main Screen.

- Click the **New** button.
- Enter **"WORK01"** in the Employee Code input, then press **ENTER**.
- Enter **"Ima Slacker"** in the Name input, then press **ENTER**.
- Click the **OK** button, or press **ENTER**.

You have now entered an employee. That was simple enough, but now let's fix the employee's name.

- Highlight the name, "Slacker," by moving the cursor across "Slacker," while the left mouse button is kept down.
- Enter **"Worker"**.
- Press the **ENTER** key.

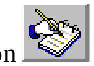
You have now modified the employee's name. Next we'll add a client:

- Click the **Clients**  button on the Tool Bar or select the **Work On | Clients** menu item.
- Click the **New** button.
- Enter **"CLIENT01"** for the Client Code input, then press **ENTER**.
- Enter **"A. Client"** for the Name input, then press **ENTER**.
- Press **ENTER** and the computer will calculate the person's Sort Name. (If you are entering a business you should press **TAB**.)
- We don't need to change the Sort Name, so press **ENTER**.
- Enter **"Mrs."** for the Contact Title input, and press **ENTER**.
- Enter **"Anne Client"** for the Contact Title input, and press **ENTER**.
- We will skip some inputs, so press **ENTER** *twice*.
- Click the **down arrow** button at the right of the Entity Type input, or press the **Ctrl** key. (You can click on the option you want, or use the **arrow keys** and **ENTER** to select the option you want.) Choose **Individual** for this example.
- Press the **ENTER** key.
- Enter **"A. Client is a tutorial example!"**, and press **ENTER**. (Notice how the tab automatically switches.)
- We won't enter any of the address or phone information, so click the **OK** button.

You have now entered a client into the system. You can modify the client's information by clicking in the grid or in the input you want. If we wanted to now enter A. Client's SSN, we would need to go to the General tab.

- Click on the **General** tab.

Now you know how to switch tabs. Now that we have an employee and a client, let's enter an engagement for the client, with our employee responsible for it.

- Click the **Engagements** button , or select the **Work On | Engagements** menu item.
- Click the **New** button.
- Click the **down arrow** button to the right of the Client Code input, or press the **Ctrl** key.
- Either click on **CLIENT01** in the drop-down list, or use the **arrow keys** to move to it, and then press **ENTER**.
- Press **ENTER**.
- For the service code input we'll just enter the code. Enter **"1040"** for the Service Code input, and press **ENTER**.
- You could now modify the Description if you wanted to. We won't, so press **ENTER**.
- Press **ENTER** to leave the Date Entered as today.
- Enter **"12/31/1998"** for the Period End input, and press **ENTER**.
- The Due Date input should now have a date of 4/15/1999. If you wanted to change this you could do it now. We don't, so press **ENTER**.
- Enter **"This is a tutorial example!"** for the Comment input, and press **ENTER**.
- Click the **Add Employee** button, or press **ENTER** to activate it.
- Click on the **down arrow** to the right of the employee input or press **Ctrl**. Either click on WORK01, or move to it with the **arrow keys** and press **ENTER**.
- Click the **OK** button (the one on the tab that has no checkmark on it) or press **ENTER** and then **ENTER**. (You've now added a responsible employee.)
- Click the **OK** button (with the checkmark.)

You have now entered an engagement. Now we'll extend this engagement to August:

- Click on the **Status** tab.
- Click on the Update Status button, or press **ENTER** until a border appears around it and press **ENTER**.
- Select EXTND from the list by clicking on the **down arrow** to the right of the input or pressing **Ctrl**, then click on EXTND or move to it with the **arrow keys** and press **ENTER**.
- Press **ENTER**.
- We'll use the default date (today) for Date Changed, so press **ENTER**.
- Enter **"08/15/1999"** for the New Due Date, and press **ENTER**.
- Enter **"tutorial extension"**, and press **ENTER**.
- Click **OK** or press **ENTER**.
- When a dialog box pops up to ask whether you want to create the same engagement for next period, uncheck the box.

- Click on the **General** tab.

You have now updated the status of the engagement. You should be getting good at working with the system now. We'll finish the tutorial by running an Aged Incomplete Engagement report. Some of the inputs may already be set with the option we want, you can just skip those inputs.

- Click the **Reports** button , or select the **Work On | Reports** menu item.
- If it is not on the Engagement tab, then click on the **Engagement** tab.

The following inputs are all combo-boxes. You will use the same method you used to select the Client Code on the Engagements form, to select the options for the report.

- Select **Aged Incomplete** for the report.
- Click on the check box to the left of **Detailed report instead of a summary**.
- Click on the check box to the left of **Sort by Due Date instead of Year End**.
- Click on the option button to the left of **All Dates**.
- Click the **OK** button.

Soon you will have an Aged Incomplete Engagement report on your screen. You should now understand the Due Date Reminder System well enough to be able to use all of the areas. Just remember you can press the **F1** key at any time for help. If you want to delete the tutorial examples from the system, first delete the engagement, then the client and employee.

Good Luck!

License Agreement

DUE DATE REMINDER SYSTEM

by
Denver Tax Software, Inc.

DENVER TAX SOFTWARE LICENSE AGREEMENT

This is a legal and binding contract between you, the end user, and Denver Tax Software, Inc. By retaining this program on your computer you agree to be bound by the terms of this agreement. If you do not agree with the terms of this agreement, you should remove the program from your computer(s) and return the disk(s).

DENVER TAX SOFTWARE LICENSE

1. The enclosed Denver Tax Software, Inc. Due Date Reminder System will be referred to as "the SOFTWARE."

2. Your rights. Denver Tax Software grants you the rights to install as many copies on as many computers that are located at the user's single street address where the program is to be used. The use of the program is restricted to the company that purchased the rights to use the program. Thus, if the end user has 10 computers at 1 Main St. and 5 computers at Elm Street and the program was purchased for 1 Main St., the program can be installed on all 10 computers at 1 Main St. and none at 2 Elm St.

3. Copyright. The SOFTWARE is owned by Denver Tax Software, Inc. and is protected by United States copyright laws and international treaty provisions.

4. Other restrictions. You may not rent or lease the SOFTWARE.

5. Your obligation. You must understand the calculation that the SOFTWARE is performing to be able to tell whether the calculations appear reasonable.

30 DAY MONEY-BACK GUARANTEE

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Glossary of Terms

Accelerator Key

Accelerator keys are combinations of keys that activate menu items. There is an accelerator key combination to get to each area of the Due Date Reminder System areas.

ASCII

ASCII is a standardized method for representing text.

Combo Box

A combo box is an input that also has a list of items attached to it. To access the list you can click on the down button to the right of the input, or press the Ctrl key. To select an item you just click on it, or move to it with the arrow keys and press ENTER.

Data File

The Data File is a disk file that contains all of the information you enter into the Due Date Reminder System.

Default Printer Dialog

The default printer dialog allows you to change the default Windows printer. It's important to remember that this changes the default printer for all Windows applications (Microsoft designed it this way.)

Drag and Drop

Drag and Drop involves dragging something to another location. To drag something you move the mouse over the item, hold down the left mouse button and move the mouse to where you want to drop it. Once there, release the left mouse button to drop the item.

Engagement

An engagement is a service that has been scheduled for a client.

Export

Exporting is a way of converting the data in the Due Date Reminder System into a format that can be used by other programs.

Help File

A help file is an on-line manual. You can access it by pressing F1 or through the Help menu.

Import

Importing is a way of taking information from another system (that is in the correct format) and adding it to the data in the Due Date Reminder System.

Mail Merge

Mail Merge refers to a process where a form-letter is merged with a data file to produce a group of letters that are individualized for each person in the data file. See your word processor's manual for more information.

Tabs

Tabs are used to divide information into groups. They look similar to manila folders that are lying flat. To switch to a different tab you just click on the tab name.

Tool Bar

The Tool Bar is the bar at the top of the Main Screen just under the menus. It contains buttons that can be used to quickly access menu items.

Tool Tips

Tool Tips are small text captions that appear when you leave the mouse over a Tool Bar button for a second or so. This text caption tells you what the button does.

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