

CASHMAN TRIAL INSTALLATION

Lets you set up your own Business and process up to 100 transactions

Thank you for your decision to trial CASHMAN. This Software has been designed for Small Business people wishing to quickly and easily write up and reconcile their own Cashbook, maintain accurate GST Accounting records and produce information in a format that will assist their Accountant with end of year Accounts and Tax Returns. Please follow the steps below to quickly and easily evaluate CASHMAN.

1. Install CASHMAN
2. Start CASHMAN (select START / PROGRAMS / TRIMAR / CASHMAN)
3. Print and complete the **CASHMAN Quick Start Exercise** (from the CASHMAN front screen, select UTILITY / Print CASHMAN (Quick Start) Demo Exercise).

QUICK START EXERCISE : It is very important to print and fully complete the Quick Start Exercise. This Exercise will show you in a minimal amount of time, how to set up a new Business (Entity) on CASHMAN, process some sample transactions and produce a series of management reports including the GST BAS report.

TRIAL RESTRICTIONS - SETTING UP YOUR OWN BUSINESS : When you have finished the Quick Start Exercise you can then set up your own Business and start entering your own data. The only restriction on this trial version of CASHMAN is that you are limited to 100 transactions. In every other way this trial copy performs the same as the fully licensed version.

REFERENCE MANUAL / BUILT-IN HELP : A comprehensive Reference Manual is built into CASHMAN and can be accessed whilst using the software. If you press the <F1> Function Key whilst using CASHMAN, the section of the Manual relevant to the part of the program you are currently using, will display on the screen. Alternatively, after starting CASHMAN, select HELP / HELP CONTENTS / SEARCH to access a complete listing of all available HELP Topics.

ACCESSING OUR HELP DESK : If you need help with CASHMAN and cannot find the answer within the built in Help Topics, the best way to log a call with our HELP DESK is by FAX or E-MAIL. This allows us time to research your question before responding.

FAX – briefly describe your problem and fax the details to (02) 99755 296

E-MAIL – as above but send the details to help@cibec.com.au

TELEPHONE – if neither of the above are suitable please contact us direct on (02) 9975 5297

PURCHASING CASHMAN : To purchase a CASHMAN LICENCE that will unlock the software and remove the 100 transaction limit, please contact us direct or complete and return one of our ORDER FORMS which can be printed from either our WEBSITE (www.cibec.com.au) or from our distribution CD. Any work you have already processed on CASHMAN will be saved.