

## CASHPAC TRIAL INSTALLATION

Thank you for your decision to trial CASHPAC, which includes CASHMAN, DEBTORS and CREDITORS. These three programs can be used integrated for Accrual Accounting or standalone for Cash Accounting. Please follow the steps below to quickly and easily evaluate CASHPAC.

**CASHMAN** – Cashbook and Bank Reconciliation (before looking at the DEBTORS and CREDITORS Programs you should fully complete the CASHMAN Quick Start Exercise).

1. Install the Software
2. Start the CASHMAN Program (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).

**CASHMAN QUICK START EXERCISE** : It is very important to print and fully complete the CASHMAN 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.

**CASHMAN 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.

**DEBTORS and CREDITORS** : Once you have completed the CASHMAN Quick Start Exercise you should then print and complete the DEBTORS and/or CREDITORS Familiarisation Exercises as required.

- Print and complete the DEBTORS Familiarisation Exercise (from the DEBTORS front screen, select UTILITY / Print Familiarisation Exercise).
- Print and complete the CREDITORS Familiarisation Exercise (from the CREDITORS front screen, select UTILITY / Print Familiarisation Exercise).

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

**ACCESSING OUR HELP DESK** : If you need help with CASHPAC 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 CASHPAC** : To purchase a CASHPAC LICENCE 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.