

## CASHMAN DEBTORS TRIAL INSTALLATION

Thank you for your decision to trial CASHMAN DEBTORS. This Software has been designed for use by Accountants and Small Businesses to maintain a comprehensive Debtors Ledger with options to print Invoices and Statements if required. It can be used standalone or integrated with CASHMAN. Please follow the steps below to quickly and easily evaluate CASHMAN DEBTORS.

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

**FAMILIARISATION EXERCISE** : It is very important to print and fully complete the Familiarisation Exercise – it uses a small sample Business to quickly and easily show you how CASHMAN DEBTORS works. Once you have completed this exercise you can then use the sample Business to further evaluate CASHMAN DEBTORS.

**TRIAL RESTRICTIONS** : Being a Trial Version, certain restrictions apply to this copy of CASHMAN DEBTORS. Firstly, only one Business/Entity can be setup, as per the Familiarisation Exercise the Entity ID must be “9997”. Secondly only 50 transactions can be entered in this Entity. 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 DEBTORS and can be accessed whilst using the software. If you press the <F1> Function Key whilst using CASHMAN DEBTORS, 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 DEBTORS, 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 DEBTORS 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 DEBTORS** : To purchase a CASHMAN DEBTORS 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.