

BushSoft Accounts - Installation manual

You should have received a license file from BushSoft to be able to complete the installation. You will be prompted for this file at the end of the installation process. Furthermore you need the current BushSoft Accounts installer, which you can download from this URL:

<http://www.bushsoft.com/download/accounts/accounts13/SetupAcc.exe>

After having downloaded and saved the above installer on a suitable drive, please doubleclick to run it. Confirm the 'Run' dialog and you will be prompted if you want to install the software. Accept it and continue by selcting your preferred language for the installer. Please note that this language selected only concerns the installer program and not the actual language for the software about to be installed.



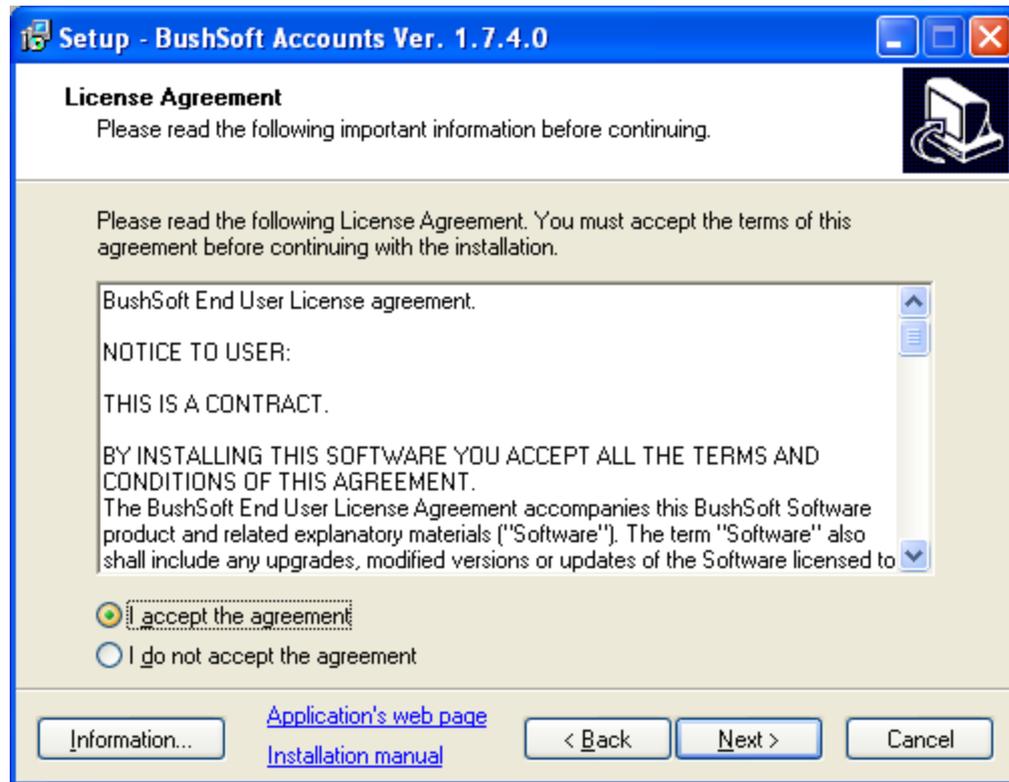
After having selected the preferred installer language you may continue by clicking the OK button.



This is the installer's opening window:

Start the installation process by clicking the Next button'...

This is the license agreement window:



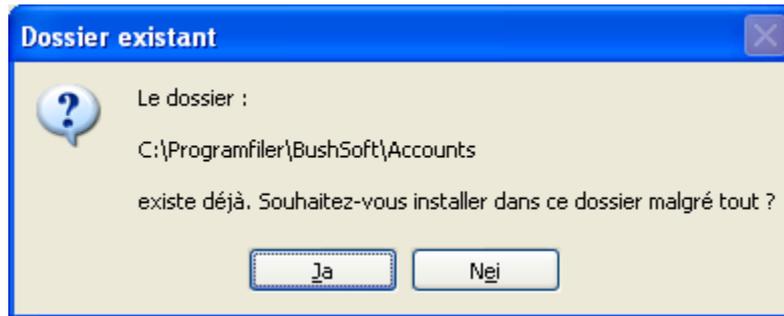
Please read the contract, which is more or less a standard software agreement.

Continue by selecting the 'I accept the agreement' radio button and then the 'Next' button.



This dialog above requires you to confirm the folder name where the accounts software will be installed. **Please always accept the default path.** Continue by clicking the 'Next' button.

If the software has already been installed in your computer (i.e. that you are actually upgrading), a confirmation dialog will pop up. On the contrary, if this is the first time, you will be asked to confirm the creation of the program path folder.



Confirm to install the software in this existing folder by clicking on 'Yes'.

In the next step you need to enter your name as the person who actually installed the program on this computer (for future reference).

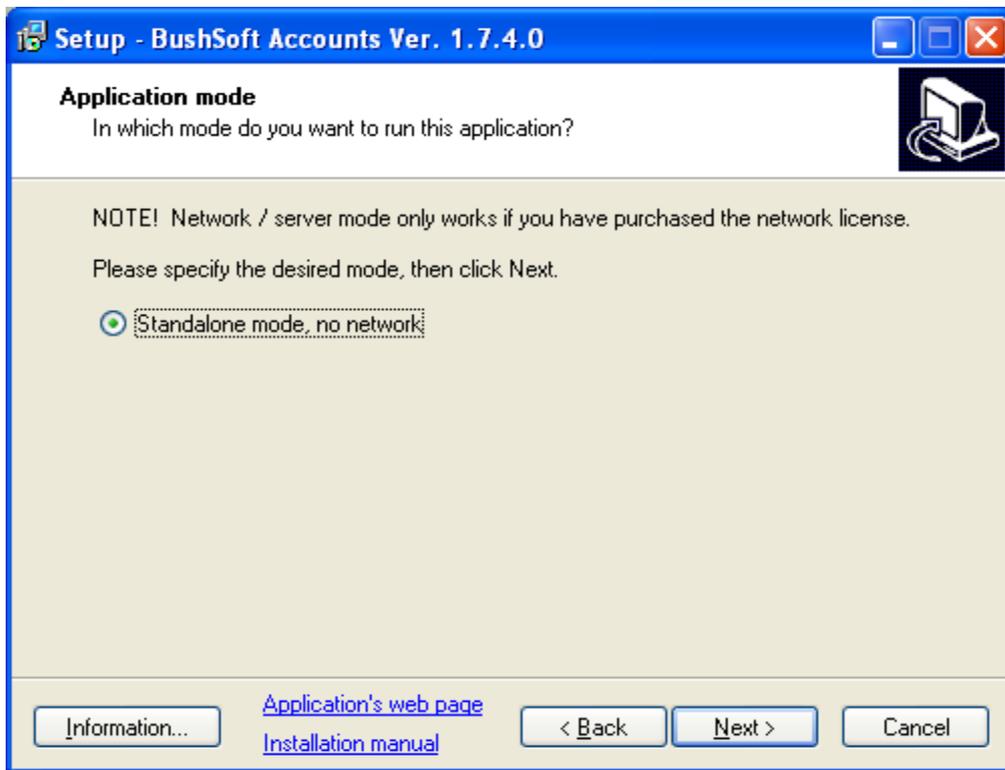


Please click the 'Next' button to continue the installation. The next page determines the mode, either Standalone or Network version.

Unless you have purchased a special network mode license, you should select 'Standalone mode, no network'.

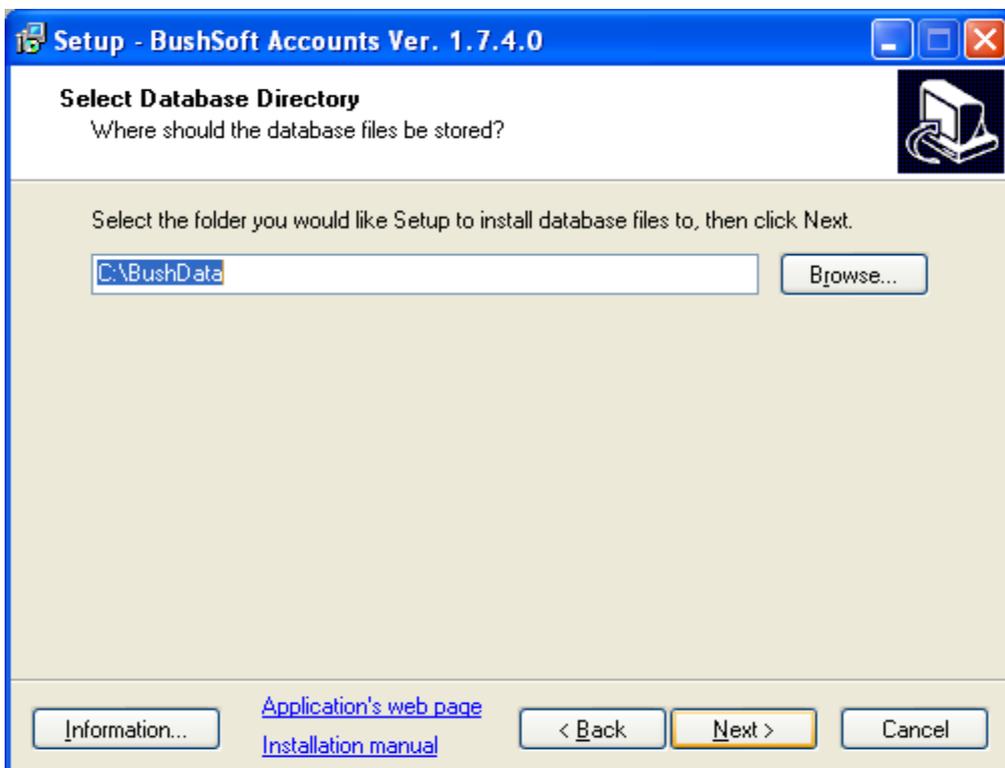
To actually run the software in network mode, you will need a special license and in that case you will also have received special instructions on how to configure your network.

Proceed by verifying that you have selected 'Standalone mode' and click the 'Next' button.



Continue by entering the preferred folder for the accounting DATA files. This may be the default C:\BushData\Accounts if you are administrator on you own computer. Otherwise, you would want to name a \BushData\Accounts folder in 'My Documents'.

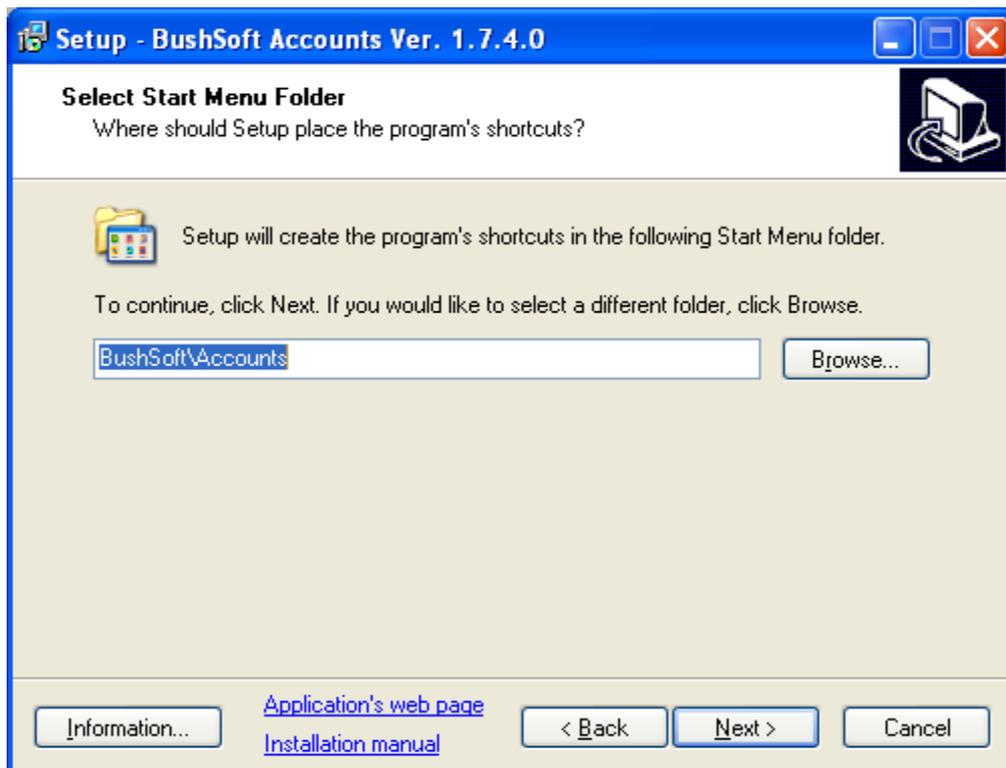
Please note that this is not the same folder where the PROGRAM files reside. In case of replacing your computer it's always the files in your BushData folder (or the ordinary backups) you want to keep and copy over to another computer.



After having decided the folder name, please continue by clicking the 'Next' button.

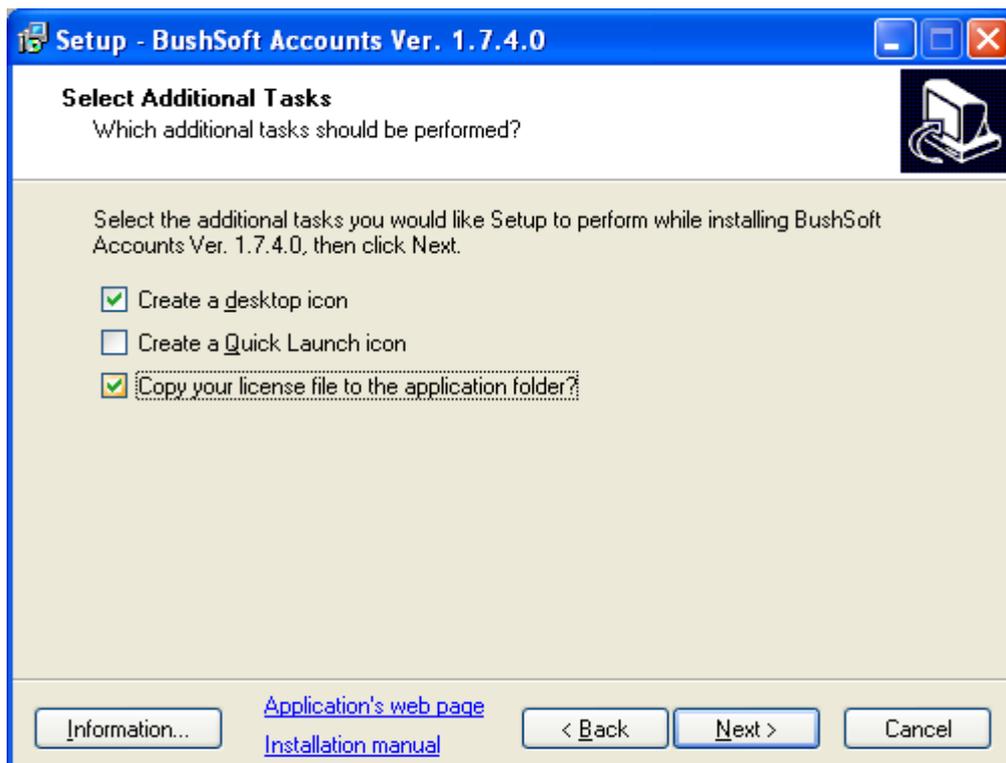
In the following window you may customize the Windows Start Button folder name (the Start / All programs folder collection) for the BushSoft Accounts software.

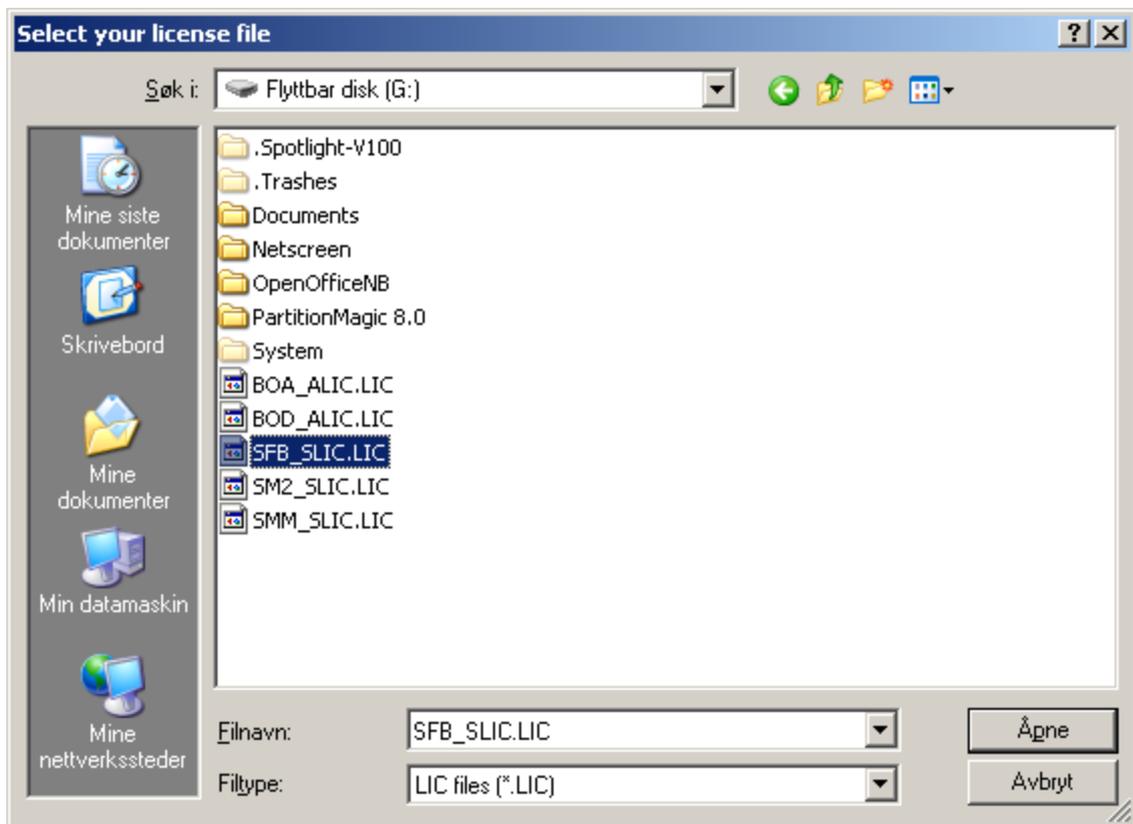
The easiest is to accept the default value and continue by clicking 'Next'



At the window below you have the choice to decide if you want automatically created desktop and quicklaunch shortcuts. The Quick Launch toolbar is the one at the Start button's right side with icons you just need to single-click. Please tick the appropriate checkbox.

If the third box is checked the installer will request you to browse to the location or folder where you have saved the license file you received when ordering the software.





Browse and select the license file you have received and click on the 'open' button to save the filename. Continue by clicking the 'Next' button.

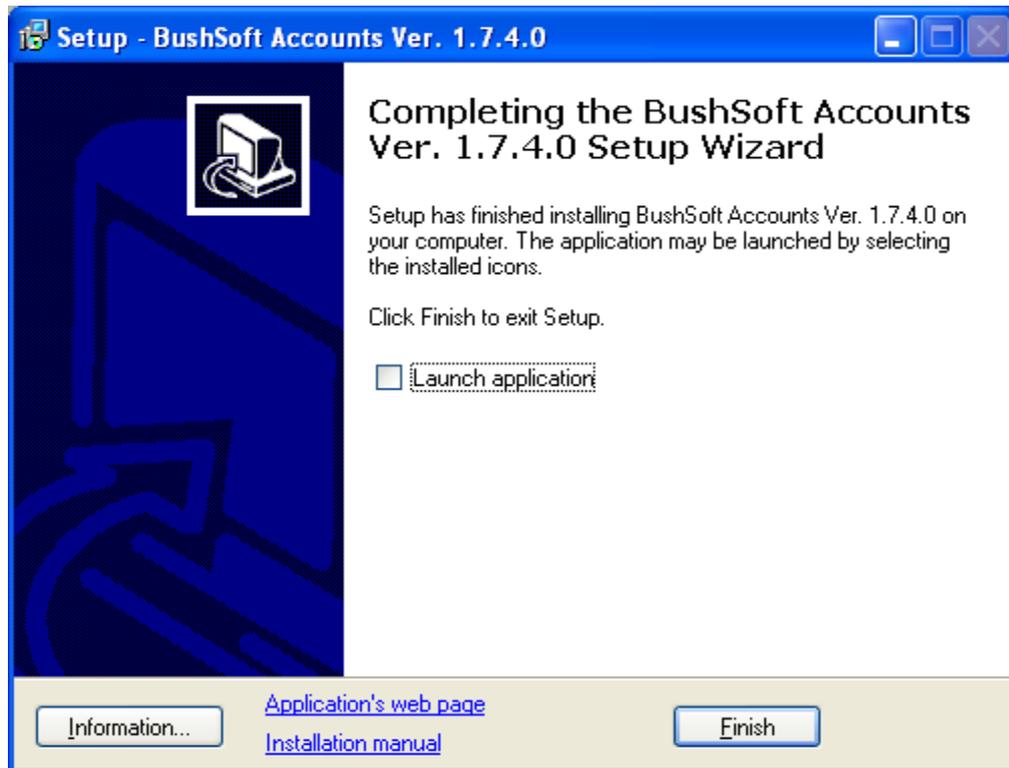
An information windows with your selections will be displayed.



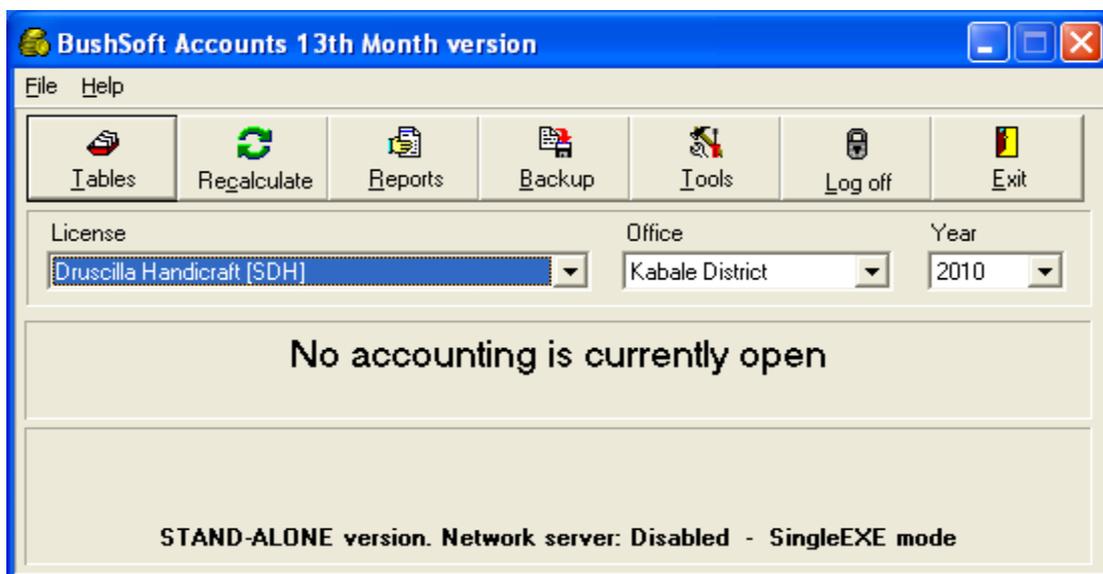
Check the informations and click on 'Install' to execute the installation. otherwise use the 'Back' button to step back to where you want to modify values and redo your selections.

If the installation completed successfully, a 'Successful installation' message will be displayed. Otherwise you will se an error message with additional information.

Click on the 'Finish' button to complete and close the installer software.



If you checked the 'Create Desktop icon' box, you will now have a new, (yellow coins) shortcut labelled 'BushSoft Accounts' on your desktop. Doubleclick it to start your BushSoft Accounts for the first time!

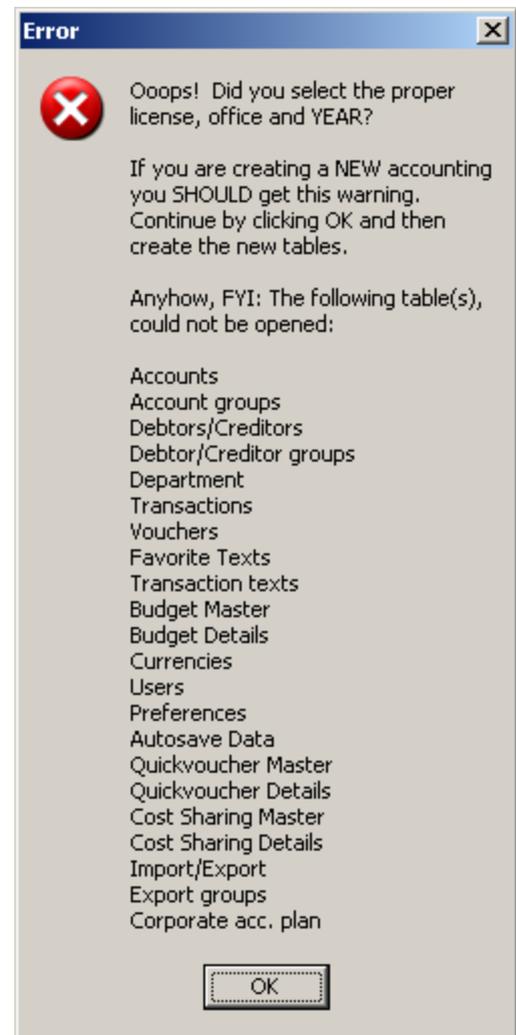


Now select the proper license name by clicking the little black triangle at the left hand side of the 'License' dropdown box. Continue by selecting the proper values for 'Office' and 'Year'.

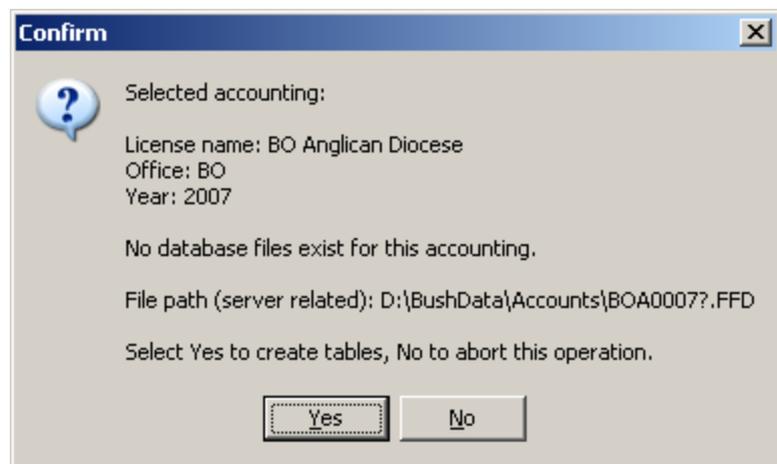
Your license details have now been selected and you may continue by clicking on the leftmost main windows button labelled 'Tables'.

Ooops, an error message is displayed! The program does not find any accounts data for the selected license and year. Fair enough, since this is the first time you run this software. Let us now continue by creating a new accounting.

Just accept the message by clicking on the OK button.



A new dialog window will pop up. Please confirm the creation of the new accounts files by clicking the 'Yes' button.



The the user login window will be displayed. Please enter the word 'admin' as user name (Login ID) and password. The username and password are customizable.

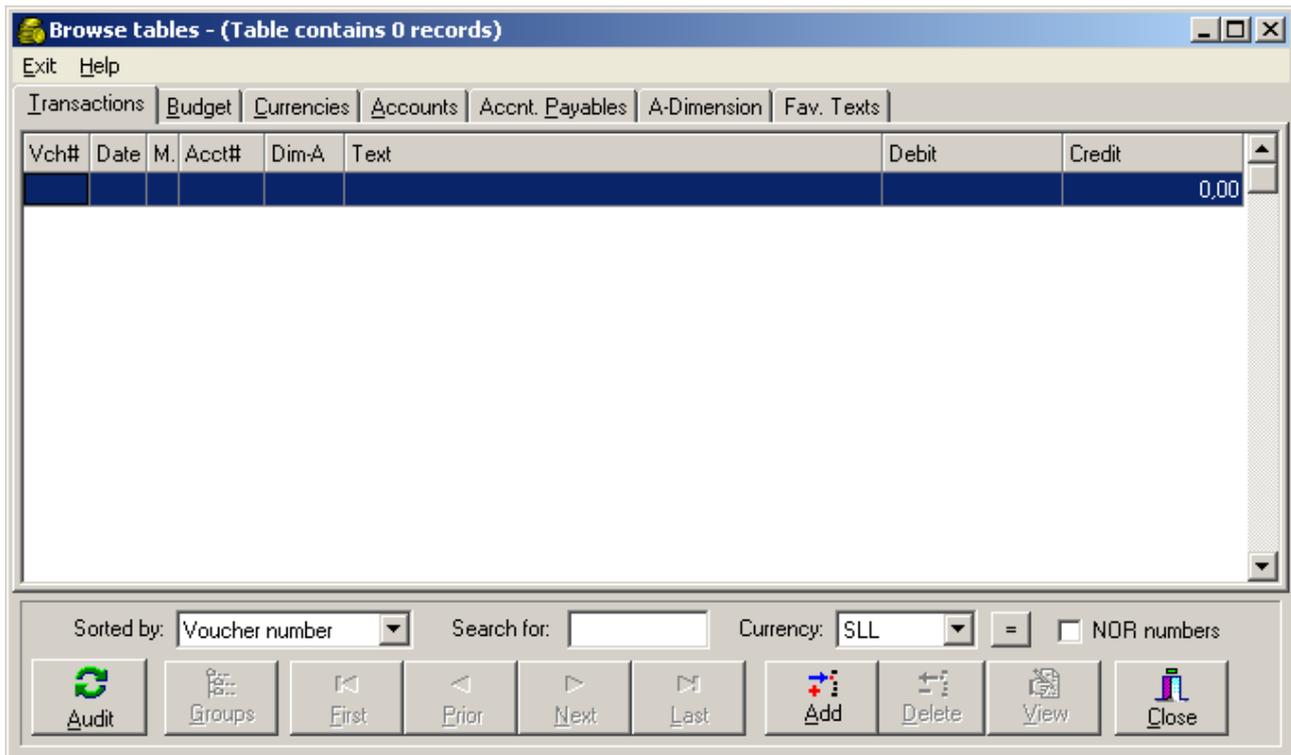
Continue by clicking the 'Login' button.



Depending on the number of foreign currencies in your accounts (this is defined in the license), you will see an exchange rate information about each currency. Initially the program does not know anything about exchange rates, so it just reminds you to enter your preferred rates before start using it.

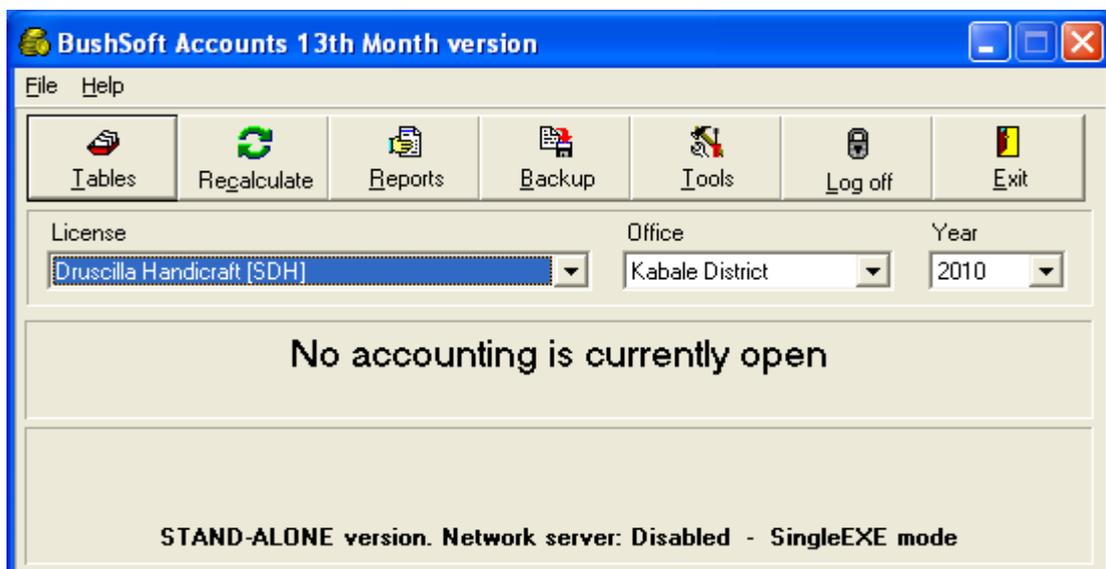


Below you'll see the voucher data table. This is where you will see all your vouchers' transactions when you have started using the software. There is currently no vouchers or transactions because you haven't yet added any!

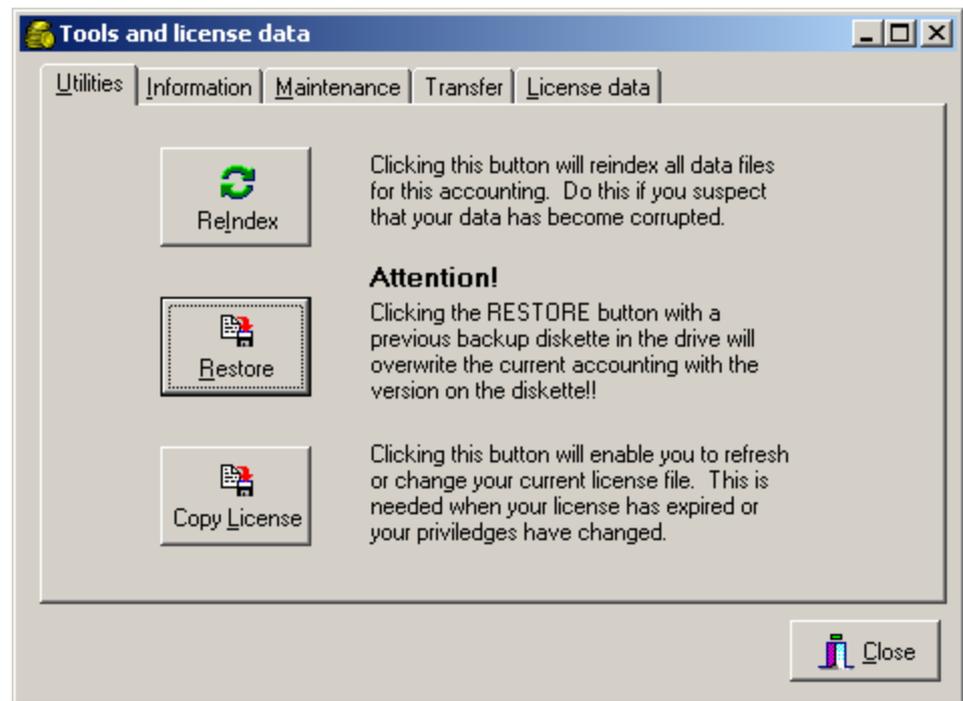


Please close this windows by clicking the 'Close' button in the lower right corner

You have probably received a default accounts table backup from BushSoft with your purchase. To copy / restore this into your new accounts, please select the 'Tools' button from the main program window:



Then click the 'Restore' button at the Tools window.



The login window will reappear. Use the same username and password as before (admin) and log in to the Restore Accounting file dialog.

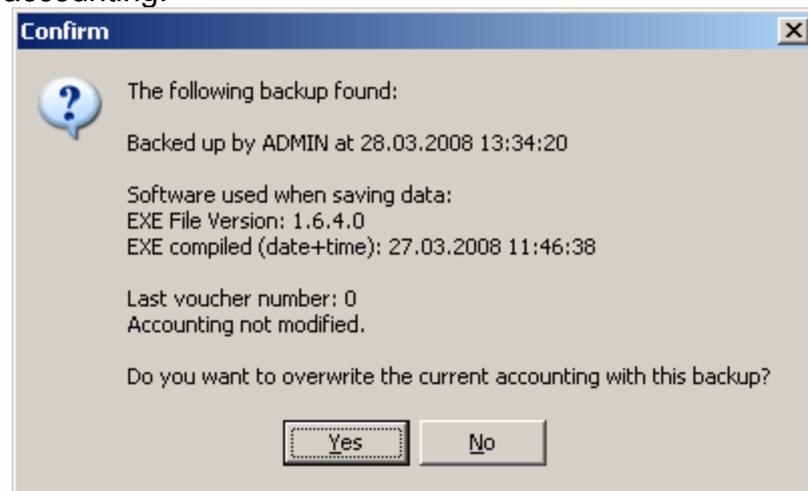


Browse your disk resources to the folder where you saved the ZIP backup you have received via email from BushSoft and click the OK button.



An information window will appear displaying the username, date and time when the backup was saved. Furthermore you will see version details about the software which saved the backup and the last voucher number contained in the backup

Just accept these details et click the 'Yes' button to actually import this default accounts plan into your empty accounting.



This restored backup will give you a valuable point of departure when you start customizing your accounting to suit your specific needs.

Congratulations! You have finished installing the software, created a new accounting and imported a default accounts plan with appropriate groups and settings.

Please refer to the downloadable manual for the further initial configuration and adaptation of the BushSoft Accounts software.