

Greener Pastures Small Business Management System



User Manual



For use with US versions of QuickBooks® 2002/2003 Pro/Premier/Accountant and Enterprise Solutions

Getting Started

Installing Greener Pastures Small Business Management System

Note: You must install the Greener Pastures Small Business Management System on a computer that already has QuickBooks® Pro/Premier 2002/2003 installed.

(It is strongly recommended that you exit all Windows programs before running this setup program.)

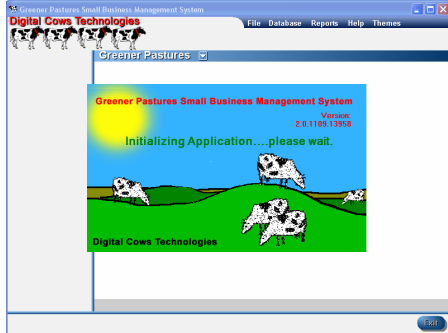
Insert the Greener Pastures Small Business Management System install CD into your CD-ROM player. If you have auto run enabled on your system installation will begin automatically. (If auto run is not enabled you may browse to the CD-ROM using explorer and double click on the file **gpsbms2.exe** to begin installation).

The installation will begin by copying the necessary installation files to your computer. Depending on the configuration of your computer you may be asked to reboot your computer multiple times during the installation. Installation will resume after each reboot.

Running for the first time

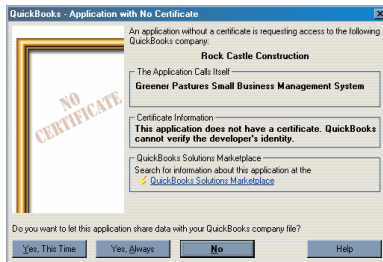
Before running Greener Pastures Small Business Management System for the first time you should start up QuickBooks® Pro/Premier 2002/2003 and open your primary company file.

Double click on the “Shortcut to GPSBMS.exe”  on your desktop.

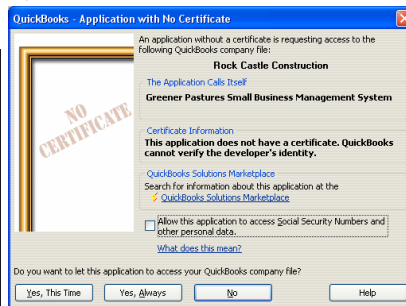


Focus will then shift to QuickBooks® and you will be prompted for setting permissions for accessing your QuickBooks® file.

QuickBooks® 2002



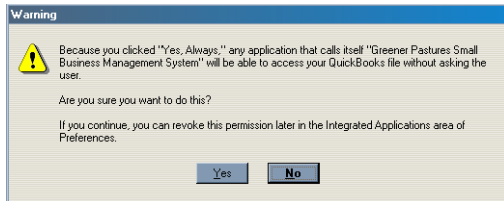
QuickBooks® 2003



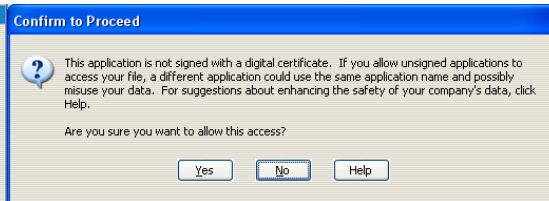
Select the “Yes, Always” button to allow access to your QuickBooks® company file.

(The permissions windows state that the application does not have a certificate. Digital Cows Technologies is an authorized Intuit Developer and is a premier member of the Intuit Developer's Network. In order to keep our prices low we do not utilize the digital certificate signature with our software).

QuickBooks® 2002

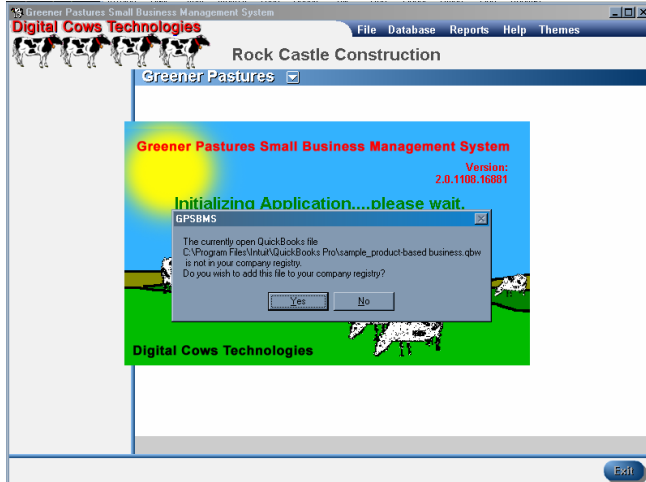


QuickBooks® 2003



Depending on which edition of QuickBooks® you have you will see one of the above message boxes. Select "Yes" to continue.

Focus will now switch back to the Greener Pastures Small Business Management System.



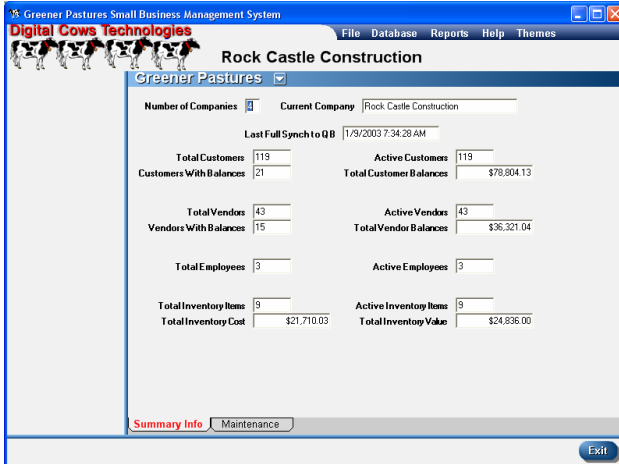
You are now prompted if you want to add your current QuickBooks® file to your company repository. Click the "Yes" button.

Using the Application

Staying in Synch

The Greener Pastures Small Business Management System is designed to synchronize data from QuickBooks® to your reference database.

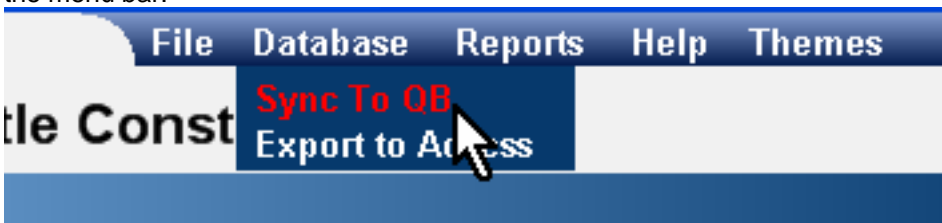
Greener Pastures Screens



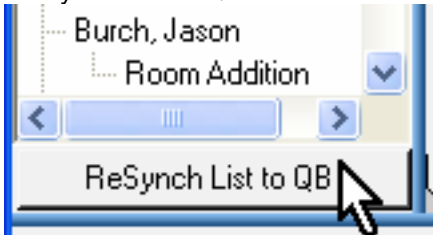
This screen displays the current status of your QuickBooks® synchronization. The Maintenance Tab displays the detail QuickBooks® synchronization.

Current Company	Rock Castle Construction		
Last Full Synch	1/9/2003 7:34:28 AM		
Last Customer Synch	1/9/2003 7:34:32 AM	Last Employee Synch	1/9/2003 7:34:37 AM
Last Vendor Synch	1/9/2003 7:34:36 AM	Last Inventory Synch	1/9/2003 7:34:36 AM

You can resynchronize your entire company by selecting the menu item Database/Synch to QB on the menu bar.



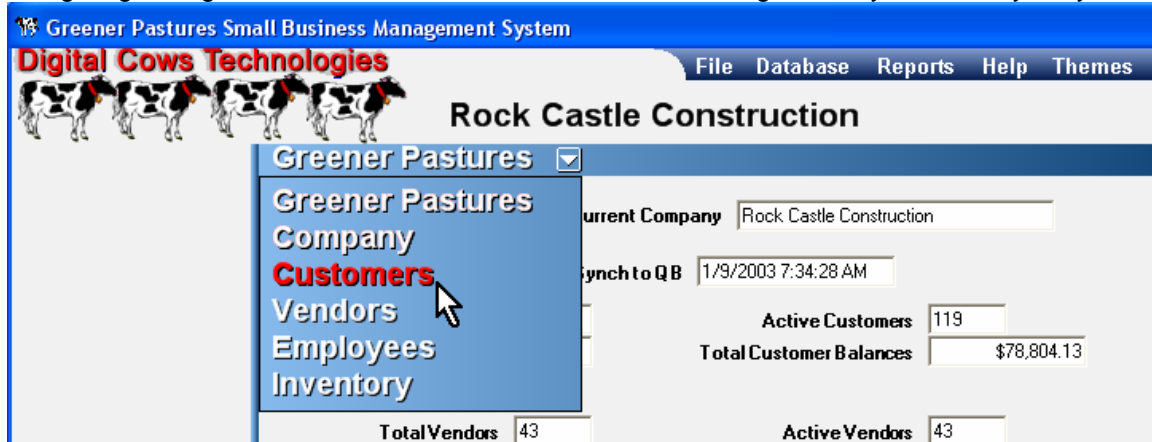
You can selectively resynchronize individual data sets from data screens by selecting the "Resynch List to QB" button from the Customers, Vendors, Employees, and Inventory screens.



Getting Around the Greener Pastures

Screen Navigation

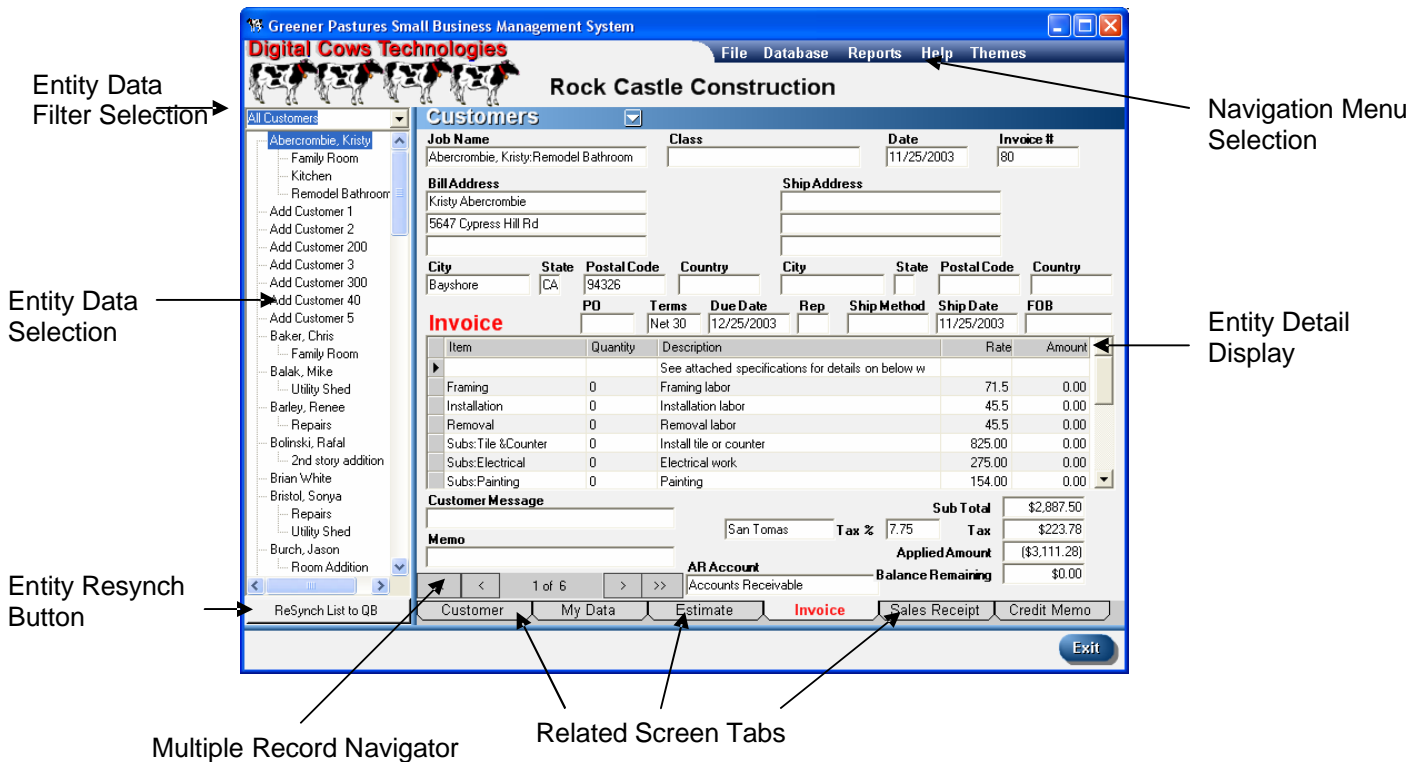
Navigating through the Greener Pastures Small Business Management System is very easy.



By clicking on the drop arrow on the display line a drop down box will appear allowing you to select the screen you want to navigate to.

Screens

Each data screen is divided up into quick display information sections.



Navigation Menu Bar

The Navigation Menu Bar is located at the top right of the application. By moving your mouse cursor over the options will activate the appropriate drop down menu items to appear.



The **File** menu option allows you to exit the application.



The **Database** menu option allows you to resynchronize your entire company data to QuickBooks® and allows you to export your QuickBooks® data to Microsoft Access data format.



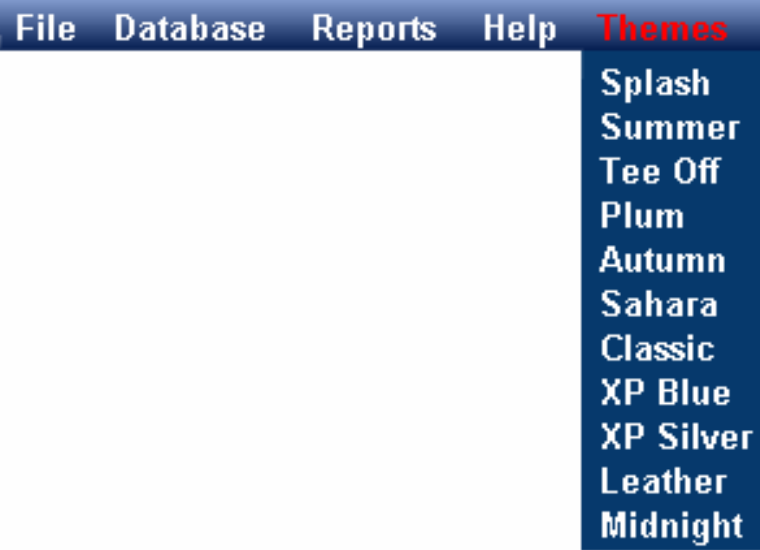
The **Reports** menu option allows you to open the report view window and view your selected report.



The **Help** menu option allows you to display the Greener Pastures About screen.



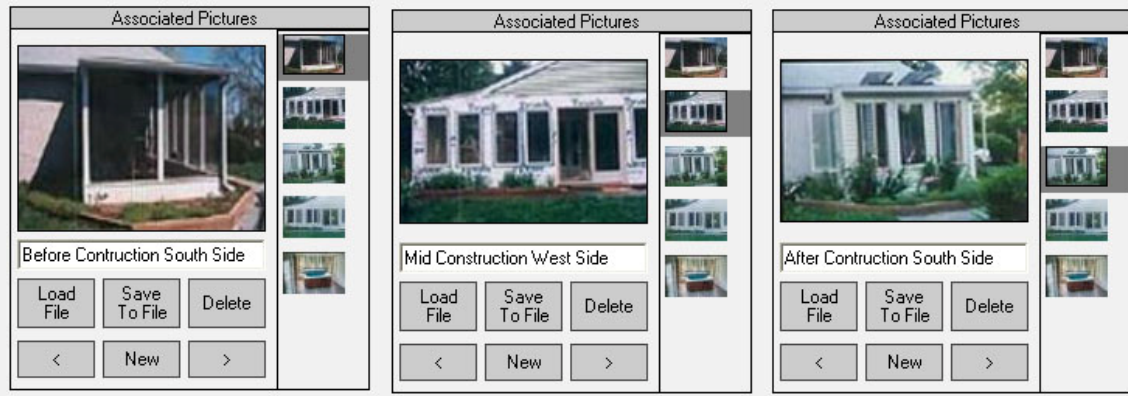
The **Themes** menu option allows you to select the screen color look you desire for display.



Adding Pictures to your QuickBooks® Data

The Greener Pastures Small Business Management System allows you to associate pictures with your QuickBooks® entity data. These pictures are stored in the Greener Pastures database and are available for reports and archive purposes.

The Associated Pictures Control

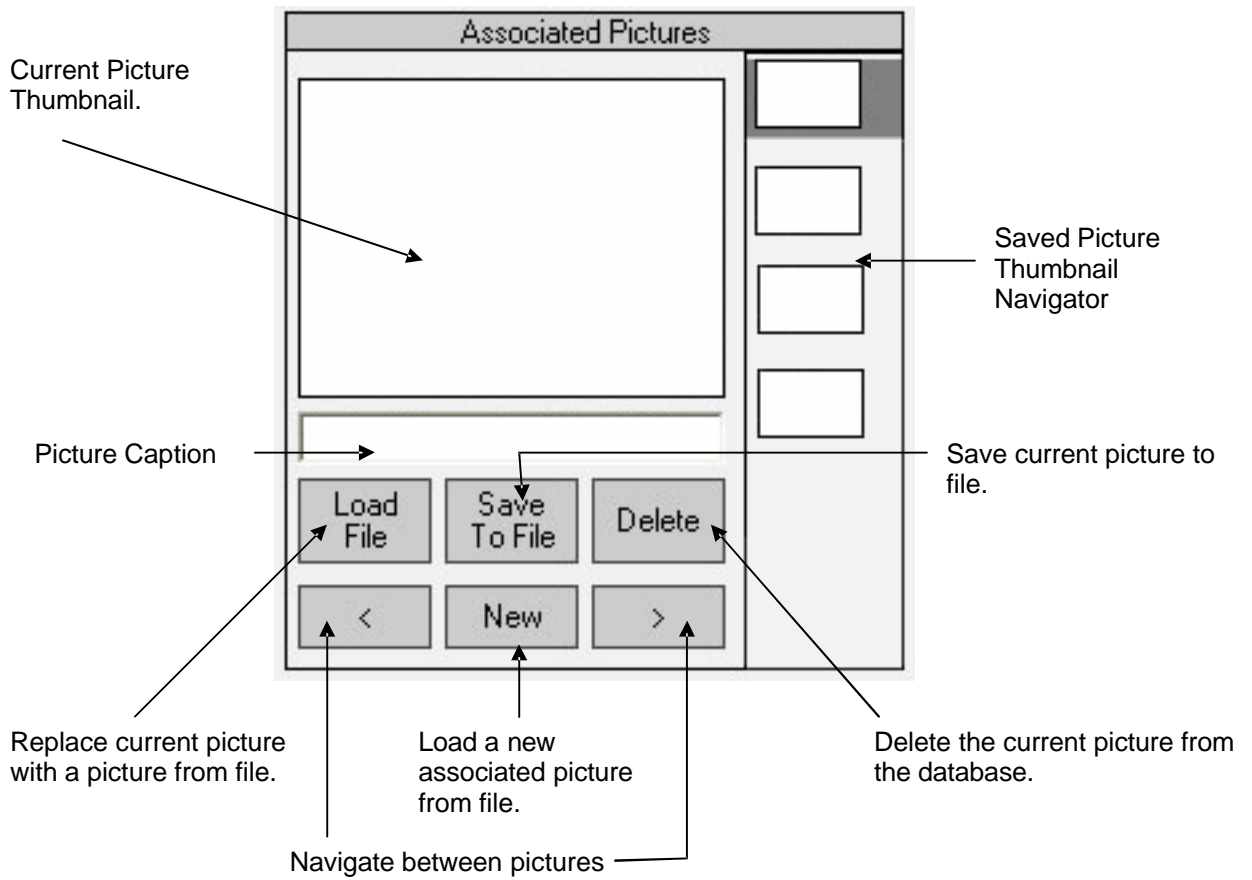


With the associated pictures control you can easily add pictures to your Customer, Vendor, Employee and Inventory entity records.

Each entity can have an unlimited number (limited only by the amount of storage memory) of pictures associated with each QuickBooks® entity.

Pictures are stored internally to the Greener Pastures database so you do not have to worry about missing files or unavailable pictures on your hard drive or camera disk.

Pictures can be used to document job progress, employee identification, inventory display and more. Each of the entity screens contain reports that will display the pictures in report form and with the ability to save the picture to file you can easily extract pictures for use in other applications.

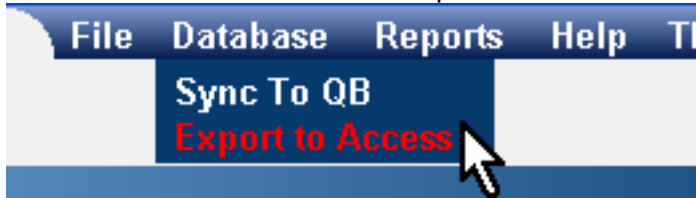


The picture control in detail.

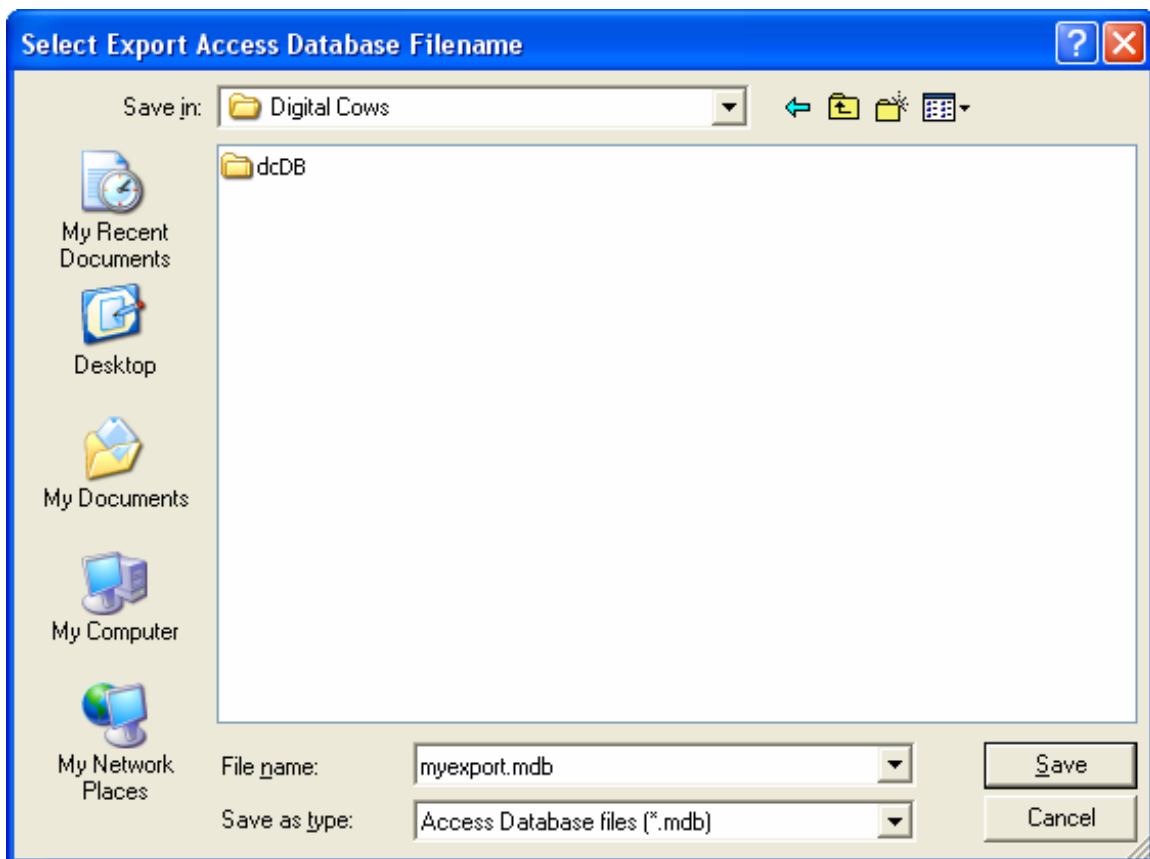
Exporting to Access

The Greener Pastures Small Business Management System allows you export data from your QuickBooks® company file to a MS Access database.

Select main menu item Database:Export to Access.



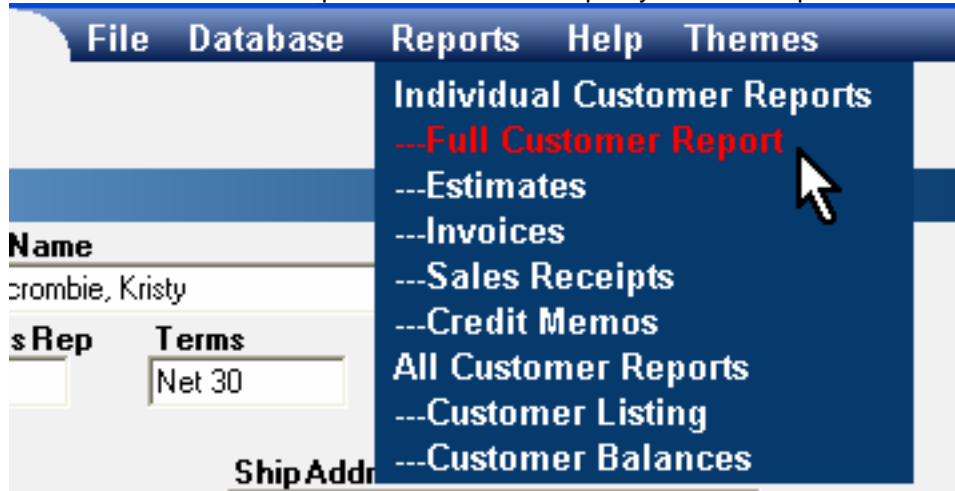
You will be prompted for the filename of an access database to save your data to. (A new database is created each time you export).



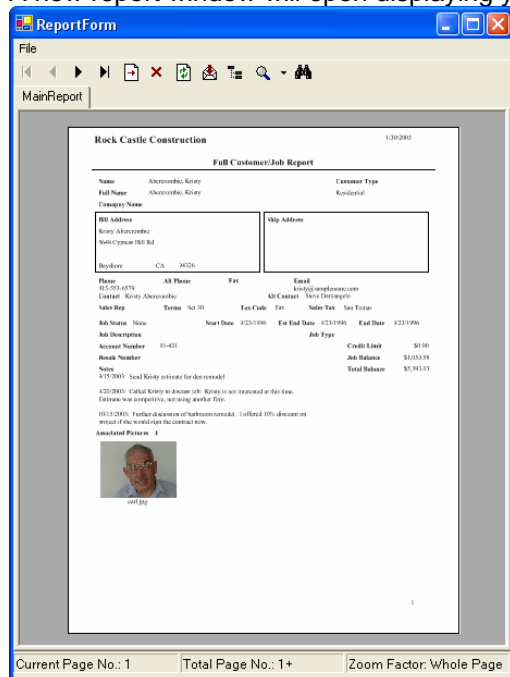
Viewing, Printing and Exporting Reports

The Greener Pastures Small Business Management System allows you view data from your QuickBooks® company file combined with your Greener Pastures data in a variety of useful reports. These reports can be printed directly to your printer or exported to a variety of file formats (PDF, Excel, Word, Rtf and simple html).

Select main menu item Reports and select the report you want to open.



A new report window will open displaying your formatted report.



From this window you can view, print and export your report data.