

Manager Terms

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A

Accounting Software

Accounting software is software that manages and records the day-to-day financial transactions of an organization using revenues, expenses, assets, and liabilities.

B

Backup

Manager's backup for a business stores all information necessary to completely recreate its accounting records, including transactions, customer and supplier information, inventory status, reports, attachments, as well as custom themes and settings.

Batch create

Function that adds multiple new items to a tab regardless of whether others already exist.

Batch update

Function that is used to modify already existing items in a tab.

C

Chart Of Accounts

A chart of accounts is an organized list of all accounts in a business entity's financial records. An account is where a financial transaction is classified, allocated, or posted.

Cloning

Process of copying data from a form to a new form where the data can be edited.

Copy to clipboard

The Copy to Clipboard function allows the user to copy lists and reports from Manager to use in word processing documents, text files, or spreadsheets.

Copy to tabs

Copy to allows one transaction, definition, or report to be converted directly to a new one in a workflow.

Several forms and reports in Manager relating to customers and suppliers offer this capability.

Custom fields

Custom fields help tailor Manager to specific needs of your business, accounting workflow, and local laws and customs. After custom fields have been defined, they can be placed on forms, accounts, definitions, and displays to record and present information not essential to operation of the program but useful for other purposes.

Custom Reports

Custom Reports are reports designed by the user. This feature allows great flexibility in defining reports, yet requires no particular software or database skills. Essentially, every variable from every ledger entry from all transactions in a business' accounting records can be queried and included in a custom report. The results can be filtered, ordered, and grouped.

D

Default form values

A default value for a field in a form template specifies a value that should appear automatically when a user fills out a form based on that form template. The user can edit the value if necessary.

Drop-down menu

A drop-down menu is a menu that displays a range of choices (list of options). The title of the menu, or the currently-selected item in the list, is always displayed.

E

Edit Columns

Edit Columns function determines what information is displayed on the screen listings.

F

Field

A field is an attribute of a record in a database table. You can think of a field like the "heading" of a column. An example of a field is a customer name in a customer database (file).

File

Database Files are data files that are used to store the contents of the database in a structured format into a file in separate tables and fields. Examples of accounting files are customers and suppliers.

Filters

Applying selection criteria in order to restrict the information displayed or reported.

Forms

Accounting forms are used as a method of inputting accounting information into a computerized bookkeeping system. Examples of some forms are a sales form and a cash receipts form.

Functions

Perform operations on files such as copying, importing, and exporting data.

M

Manager Summary Page

The Summary Page provides an overview of position and performance by displaying the Balance Sheet and the Profit and Loss Statement for the current date. The display can be set for accrual or cash basis accounting.

The page also allows the user to:

Rename a business

Set Settings such as cash or accrual accounting

Perform Tasks such as backups

Enable Tabs

Display detail account transactions

Menu System

A menu system, or menu-driven interface, is a collection of menus used to present the tasks of, or information about, a particular application program or software system, in our case, an accounting application (program).

P

Posting

Data is copied from screen transactions into accounts in the general ledger; in the accounts, the amounts are added to or subtracted from previous balances to determine a new balance.

Q

Queries

A specific request of a subset of data from your accounting records (e.g. displaying the activity for a particular customer only).

R

Recurring Transactions

Transactions that occur regularly requiring similar entries in your accounting records (e.g. paying the rent each month).

Reports

Reports convey information and are the end product of a manual or computerized accounting system. The information provided aids you in managing your business and taking corrective actions when needed. Manager includes many predefined reports to summarize, analyze, and present transaction data.

Restore

Restoring or importing a business from backup (there is no difference) transfers all the files backed up for a business into the manager software.

S

Screen Listings

Screen Listings (Tabs) display information and allow the user to add, edit, delete, view, clone, copy and print information and transactions. The listings can also be searched and sorted.

Settings

A setting is an adjustment in a software program that specifies user preferences.

Starting balances

Starting balances are used only when migrating (transferring) accounting for an entity to Manager from a prior accounting system. They can be set only for balance sheet accounts or, when appropriate, for their subsidiary ledgers. They are not used for new businesses just beginning operation

T

Tabs (Modules)

Major tasks and sub-tasks that include commands (instructions) that process the data and a database of files made up of records and fields that store the data. Sales is an example.

Transaction

A transaction is any kind of financial activity involved in conducting business such as a sale or purchase.

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