

Xtreme Accounting

Quick Start

Guide



Manual Version 2

Developed By : Stark Software

Welcome to Xtreme Accounting

Introduction

Congratulations on your purchase of Xtreme Accounting from Stark Software. This Quick Start Guide has been written so that you can install the software installed and working quickly and easily.

Installation and Setup

Installing the Program

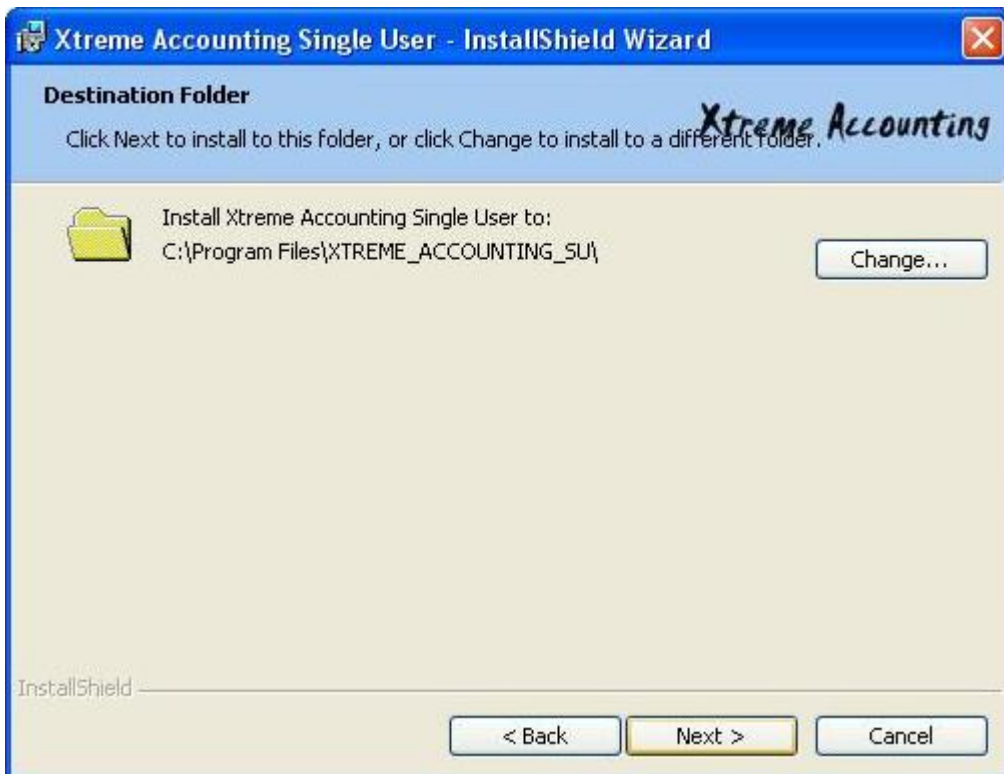
1. Download the **setup.exe** file from our website www.xtremeaccounting.co.za.
2. Once the file has been downloaded, double click on setup.exe
3. Follow the Installation instructions and prompts.



4. Enter your User Name and Company Details. Use the radio button at the bottom of the screen to control who can use the software. Click *Next*.



5. The system will use the default Destination Folder. To Change the destination, click *Change* and then navigate to the desired Destination Folder. When you are satisfied with the Destination Folder, Click *Next*.



- The system allows you to check the details before the installation process is finalized. Click *Install* to complete the installation process.



- The installation will continue without any other input required.



- Click Finish to complete installation. As part of the installation, the Destination Folder you selected will be created, and a shortcut icon will have been placed on your desktop



- Start the program by double clicking the Xtreme Accounting icon on your Desktop.
- Log on. The default Username is **SYSADMIN** and the password is **XTREME**. Please note that the password is case sensitive so *XTREME* and *xtreme* are interpreted by the system as two completely different passwords.

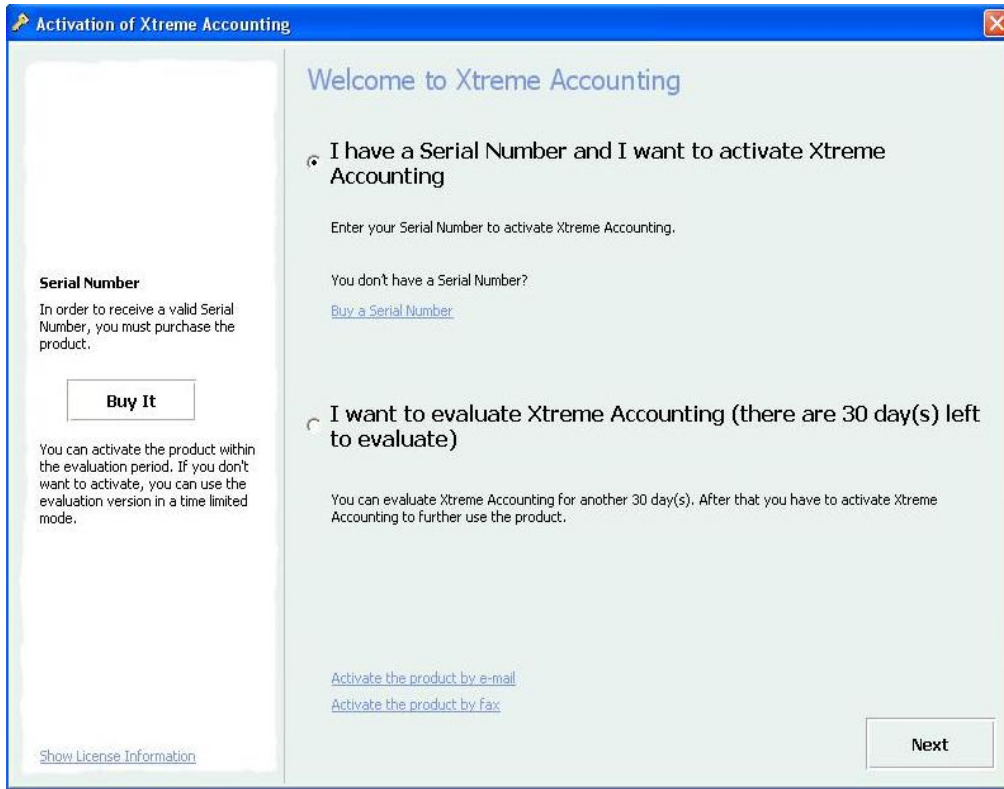
You will, by default, be logged on to the DEMO company. It is advisable to set up your own users and limit the use of the default user name.



Congratulations, your installation and setup of Xtreme Accounting is complete. You are now ready to load your company details and begin processing. If you want to get familiar with the system before loading your own data, you may use the DEMO company which is installed by default.

Once the system has been installed, you will need to activate the software. Until this is done, the software will be a full-feature Demo version that will be subject to a maximum time limit that you can try the system before requiring activation. To activate, please refer to Chapter 1 for details on Activating the product.

During the trial period (before you activate the product), you will see the screen below. To continue to work without activating the software, click the radio button *I want to evaluate Xtreme Accounting*.



The system will now operate normally until you log off the system.

Important Notes

1. Before switching off your computer, ensure that the Xtreme Accounting program has been correctly closed. Failure to do so may result in data corruption and/or data loss.
2. Perform regular backups of your data. These backups should be stored off-site. Refer to the Data Backup in the Administration section later in the manual.
3. Consider using an Uninterrupted Power Supply (UPS) to protect your system from power spikes and dips. The UPS should be of a sufficient size to enable you to close all your open programs (including Xtreme Accounting) in an orderly manner, before the UPS power supply is exhausted.

Conventions

1. All module functions can be selected via the tabs at the top of the screen. These tabs will show you drop down menu options that can be selected.
2. Additionally, all the modules can also be selected by clicking on the corresponding module button which will open additional buttons pertaining to the module you chose.
3. Should a button/tab or drop down box option be “greyed out”, this indicates that your user rights prevent you from accessing that particular feature. If this function is required, please ask your System Administrator to allocate you the required access.
4. When this Manual refers to a selection sequence of mouse clicks, they will be denoted in *italics*. For example, to generate a Customer Age Analysis, the sequence is as follows : *Customers ... Reports ... Age Analysis*. This sequence means the following :
 - a. Click on the *Customer* icon on the Main Menu
 - b. Click on the *Reports* icon on the Customers Menu
 - c. Click on the *Age Analysis* option on the Report Menu.
5. Reports are generated in the widely-used PDF format, from which they can be viewed, saved, e-mailed or printed. If your computer does not have a PDF viewer, this can be downloaded and installed using the following link : <http://www.adobe.com/products/acrobat/readstep2.html>

Further Information

For further information or more detailed information on Xtreme Accounting, please refer to the User Manual.

Contact Details

Website : <http://www.xtremeaccounting.co.za>
Email : info@xtremeaccounting.co.za