Quick Installation Guide

Essential Information for Getting Started

ORANGE ACCOUNTING®
The Business Operating System

For product support, check our web site: www.orange-2000.com

COMPUDATA®
Business Solutions

Orange Accounting®
Quick Installation Guide

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Chapter **1**

Installing Orange Accounting

Welcome

Thank you for you choosing Orange Accounting 2000 as your business application. With its comprehensive features and ease-of-use, we assure you that you have made the right decision.

Orange is a powerful, yet easy-to-use system. Accounting, inventory control and payroll are easily integrated and tailored to your way of doing business, not the other way round. With Orange, your entire business is automated and streamlined into a powerful back office engine that drastically reduces the amount of time and effort required to track business processes.

To get most of Orange Accounting 2000 however, it's better to keep this guide nearby, as an easy reference.

Using This Guide

This guide provides instructions to help you install Orange Accounting 2000. It is divided into four sections:

- Installing Orange Accounting.
- Creating a Company.
- Entering Basic Information.
- Starting Your Transactions.

Throughout this guide, you will find references and links to the Orange Accounting 2000 web site. These resources will answer all your queries.

Materials

Gather the items below before you begin installing Orange Accounting 2000; you have it all inside the box:

1. The **CD**.
2. The **Quick Installation Guide**.
3. The **Register me** document.

Your purchase of Orange Accounting 2000 will entitle you to a 30-day trial period, during which you'll be requested to register your product for activation and running.

Orange Accounting Installation

Insert the Orange Accounting 2000 CD into your CD-ROM; the Auto-Start window will open.

To install Orange Accounting 2000, click the **Install Orange** button, or click **Close** to quit.
Note: Make sure you exit all Windows applications before running the setup.

Welcome   ✕

Welcome to the Orange Accounting 2000 Setup program. This program will install Orange Accounting 2000 on your computer.

It is strongly recommended that you exit all Windows programs before running this Setup program.

Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.

WARNING: This program is protected by copyright law and international treaties.

Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.

Next >   Cancel

In seconds, the setup Welcome screen will appear. If you really want to stop your installation at this point, click the **Cancel** button.

Click **Next** to continue the installation. If the mouse isn't working, press the **Tab** key on your keyboard repeatedly until **Next** is highlighted. Then press **Space**.

Software License Agreement

Please read the following License Agreement. Press the PAGE DOWN key to see the rest of the agreement.

ORANGE ACCOUNTING

Compudata NO-NONSENSE LICENSE STATEMENT
AND LIMITED WARRANTY

IMPORTANT - READ CAREFULLY
This license statement and limited warranty constitutes a
legal agreement ("License Agreement") between you (either
as an individual or a single entity) and Compudata
s.a.r.l. ("Compudata") for the software product
("Software") identified above, including any software,
media, and accompanying on-line or printed documentation.

BY INSTALLING, COPYING, OR OTHERWISE USING THE SOFTWARE,

Do you accept all the terms of the preceding License Agreement? If you choose No, Setup will close. To install Orange Accounting 2000, you must accept this agreement.

[< Back] [Yes] [No]

This is your Software License Agreement, read carefully, if you do not accept all the terms of the above License Agreement, click **No** and the installation will close. To install Orange Accounting 2000, and accept this agreement, click **Yes** to continue the installation.

Information ×

Orange Accounting 2000 Installation Notes
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

We recommend that you read the entire contents of this file
prior to installing Orange.

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    2.4 Installing the Borland Database Engine
    2.5 InterBase Installation

< Back   Next >   Cancel

This is the installation note. These are the latest updates to the installation program, listing notes and known issues. It is recommended to read all the contents of the file in this screen prior to installing Orange Accounting 2000.
Click **Next** to continue the installation.

After filling your name and the name of the company you work for, click **Next** to continue the installation.
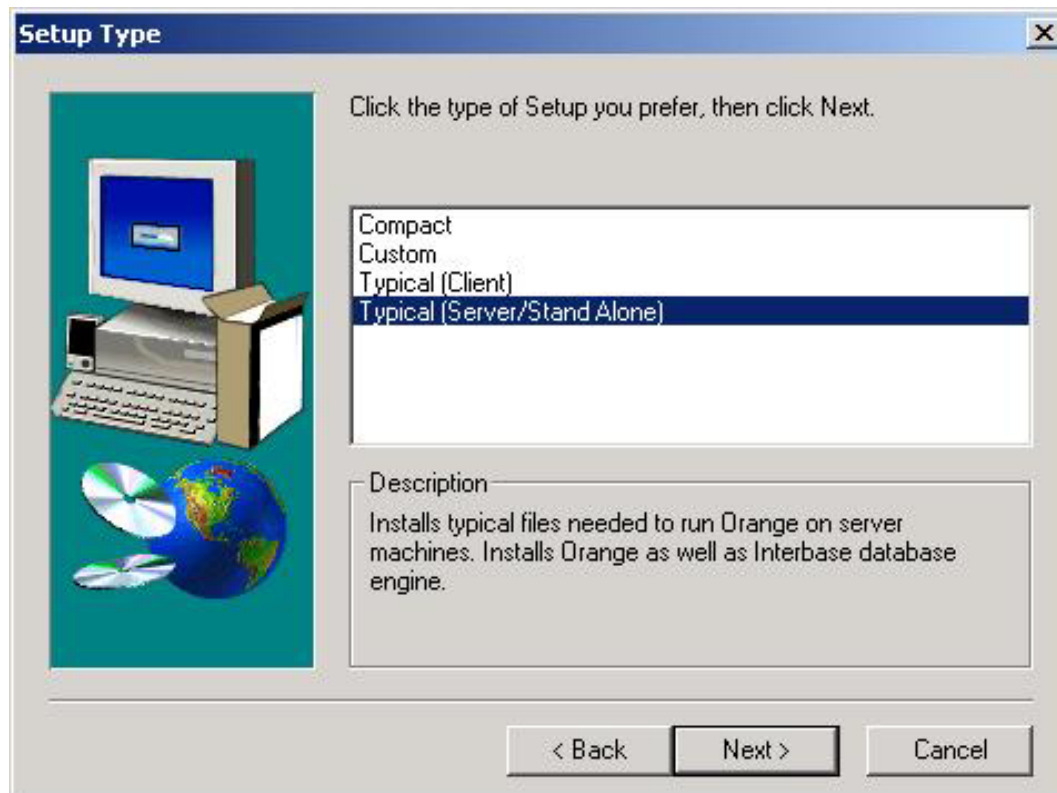
In the **Setup Type** Window you will find four types of setup, each type is recommended for a specific type of user/hardware configuration.
Please read carefully all your **Setup Type** before proceeding with any selection.

Setup Type: Typical (Server/Standalone)*
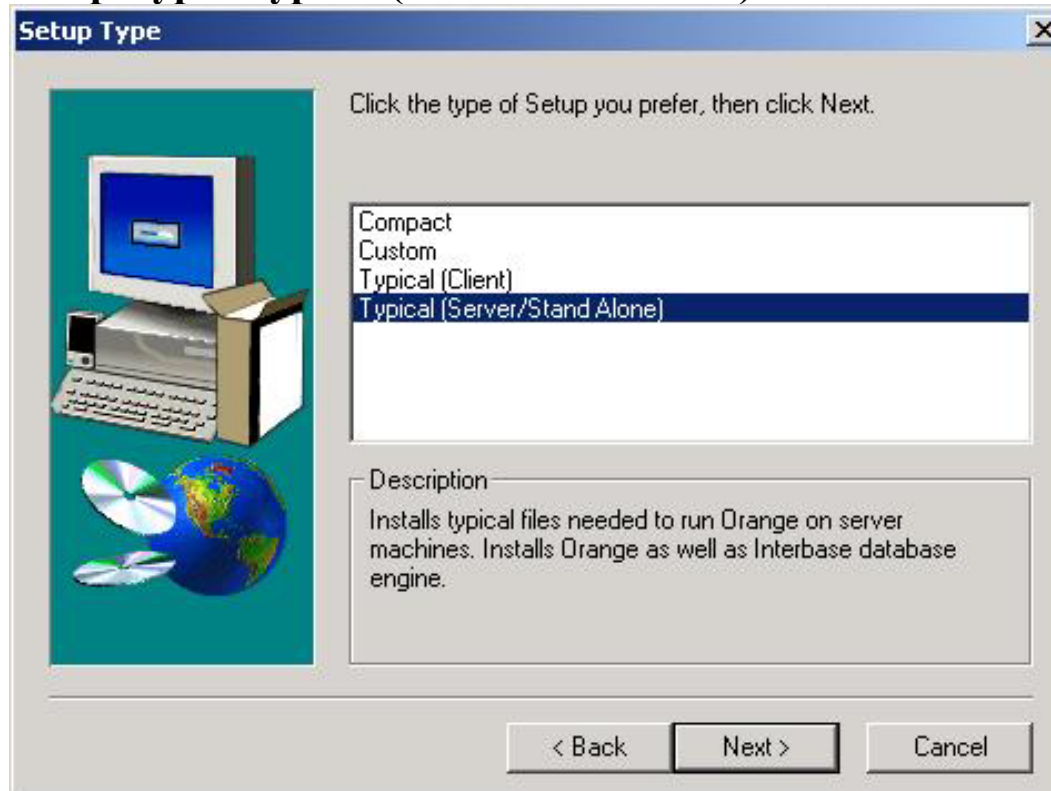
This is the default type. Use this type to install Orange as a standalone desktop application or on a server machine.

Click **Next** to proceed with your selection. *(Go to page 22)*

* It is recommended to select this default setup in case you have a Server or Standalone System.

Setup Type: Compact
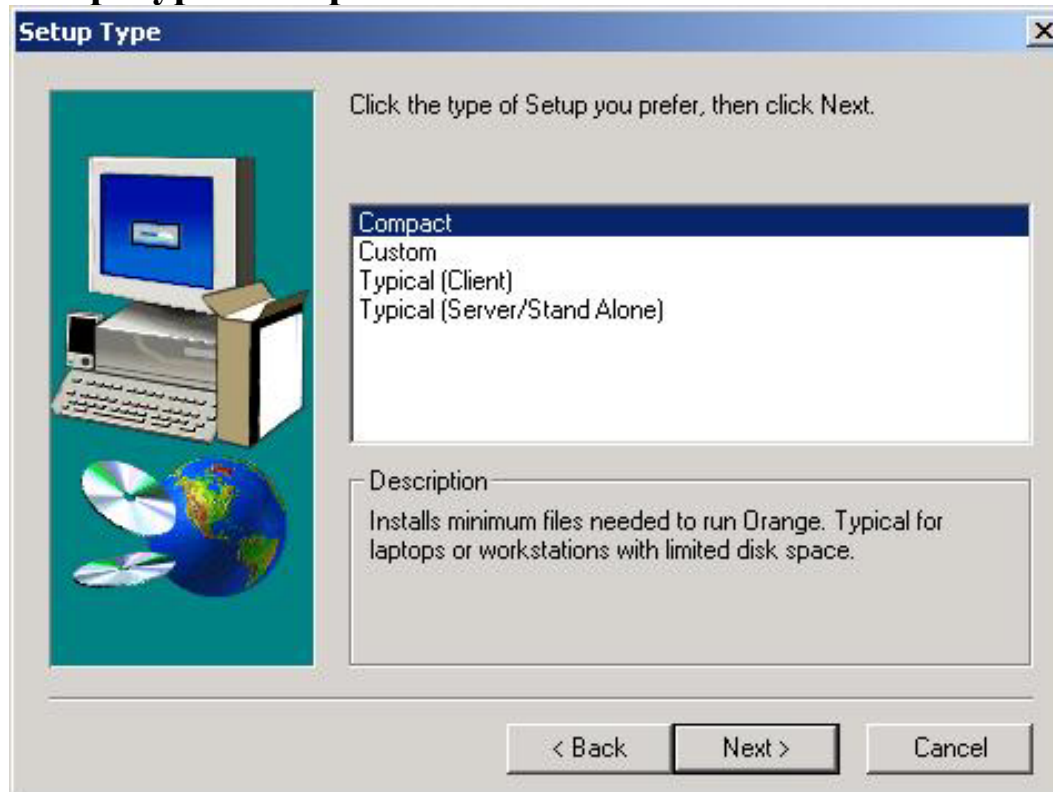
Installs minimum files needed to run Orange Accounting 2000, as well as "Interbase Database Engine". It is typical for laptops or workstations with limited disk space.

Click **Next** to proceed with your selection. *(Go to page 22)*

Setup Type: Custom
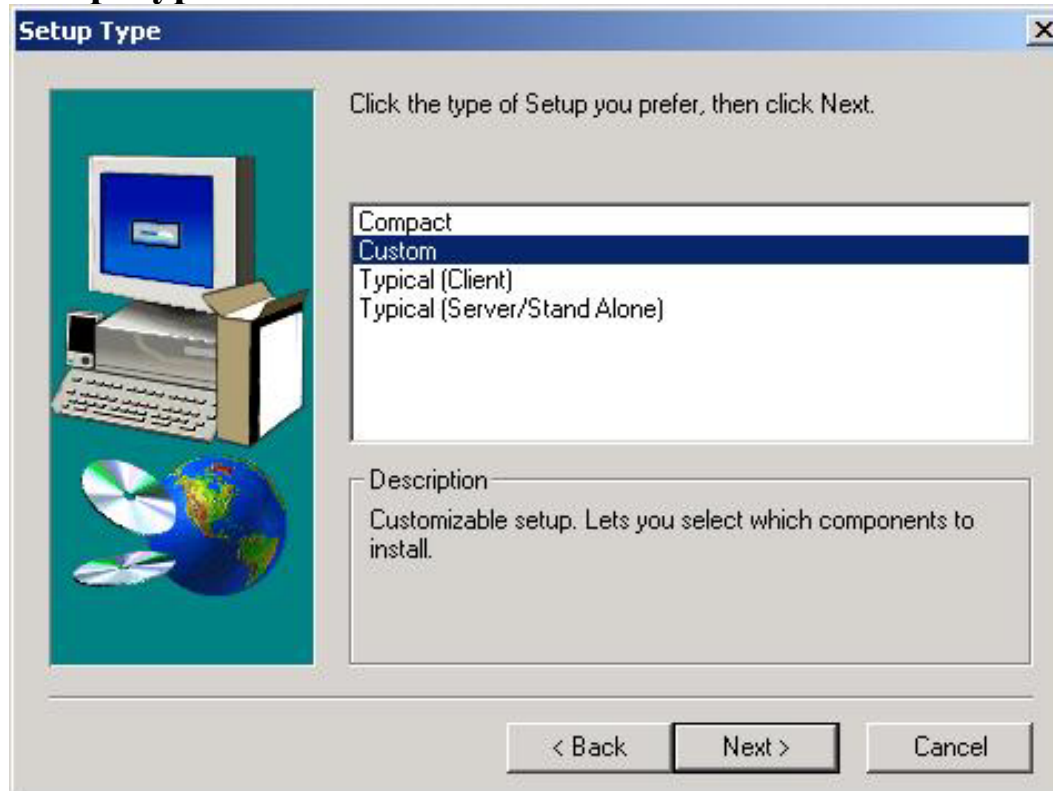
Used for customizable setup. Custom setup lets you select the components you want to install, and installs the "Interbase Database Engine".

Click **Next** to enter your custom components selection.
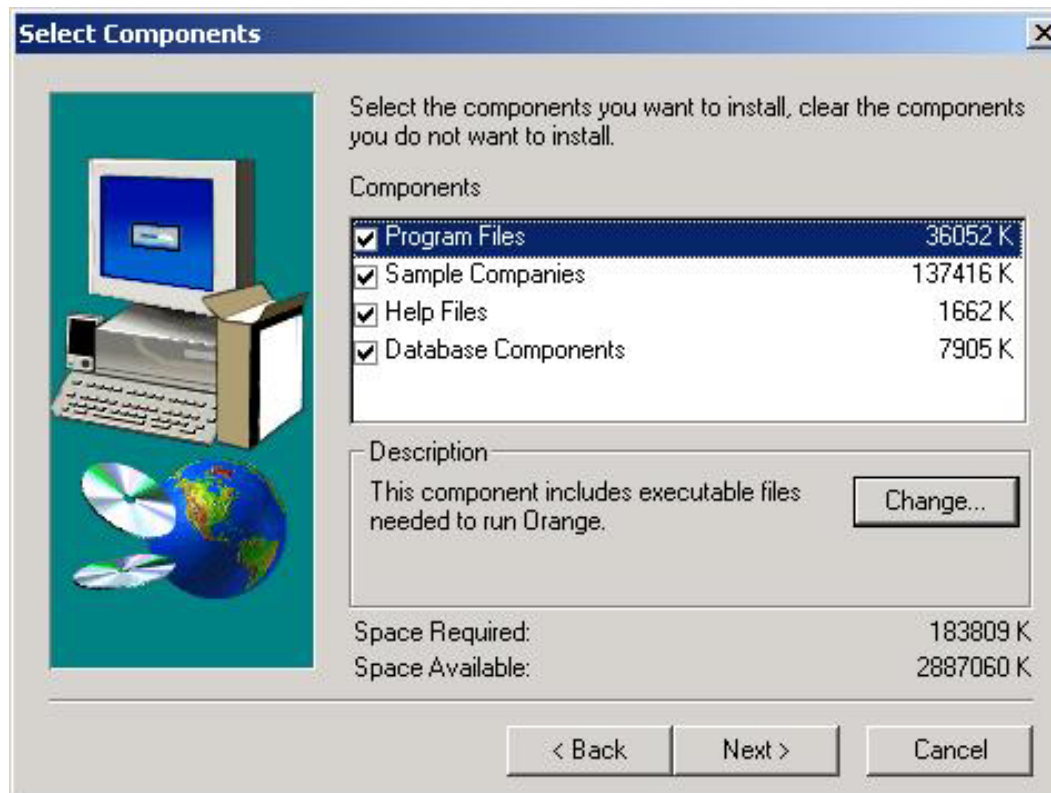
Select the components you want to install, uncheck the components you do not want to install. The **Program Files** component includes executable files needed to run Orange Accounting 2000. Click **Change** to select or clear your executable files.

Select Components

Select Sub-components

Select the components you want to install, clear the components you do not want to install.

Sub-components

☑ Program Executable	10617 K
☑ Program DLLs	17933 K
☑ Shared DLLs	754 K
☑ Program Package Libraries	10001 K

Description

Program Executable Files

Space Required: 186319 K
Space Available: 3354696 K

Continue

he components

39307 K
136672 K
1662 K
7905 K

Change...

186319 K
3354696 K

Cancel

From inside the **Program Files** window, you can select the executable files you want to install, uncheck the executable files you do not want to install.
Click **Continue** to proceed with your selection.

Select Components

Select the components you want to install, clear the components you do not want to install.

Components

☑ Program Files	36052 K
☑ Sample Companies	137416 K
☑ Help Files	1662 K
☑ Database Components	7905 K

Description

Contains sample company data, in addition to special companies containing different types of chart of account. Useful when creating new companies.

[Change...]

Space Required:	183809 K
Space Available:	2887060 K

[< Back] [Next >] [Cancel]

The **Sample Companies** component lets you install sample company databases, in addition to special companies containing appropriate chart of accounts for many kind of businesses. These are useful when creating a new company.
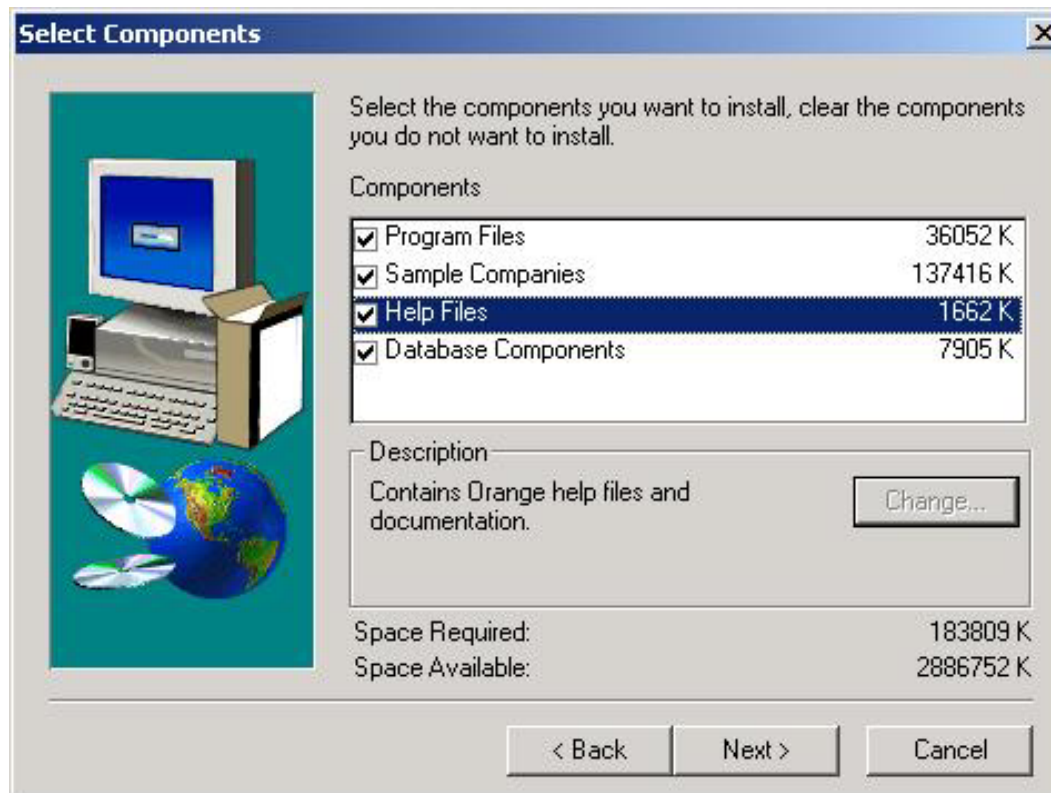
Select the **Help Files** component to install Orange Accounting 2000 help files and documentation.
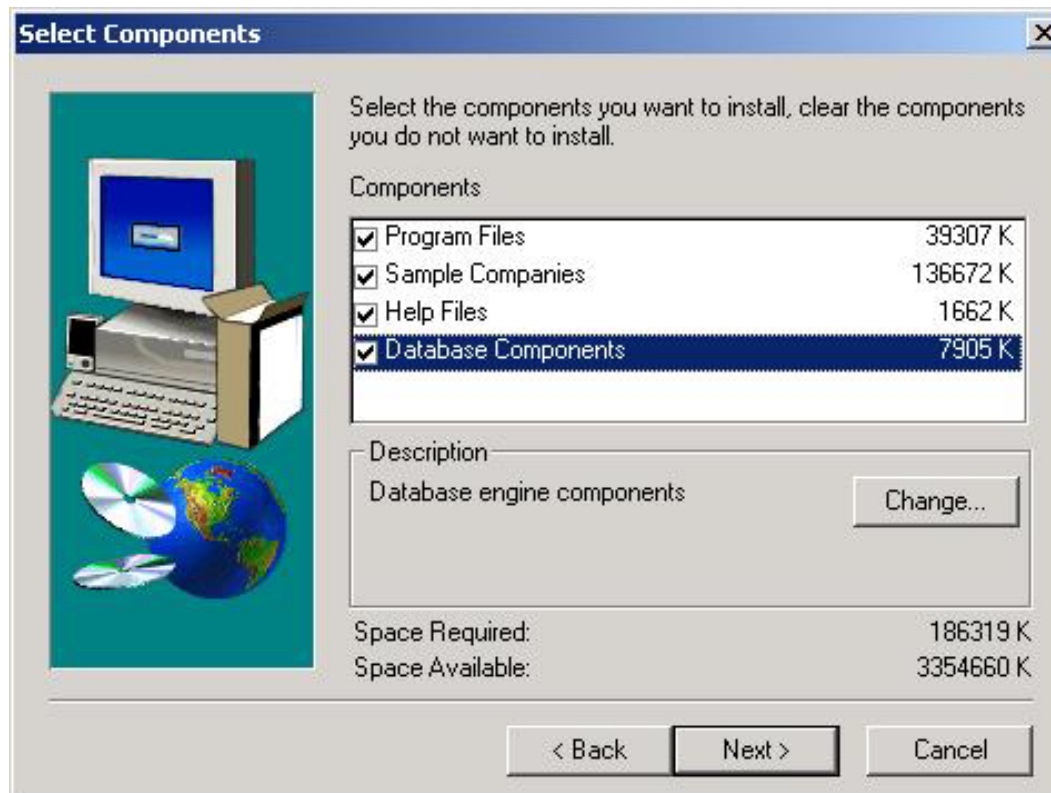
The **Database Components** contains the database engine's components.
Click **Change** to select or clear your database engine's components.
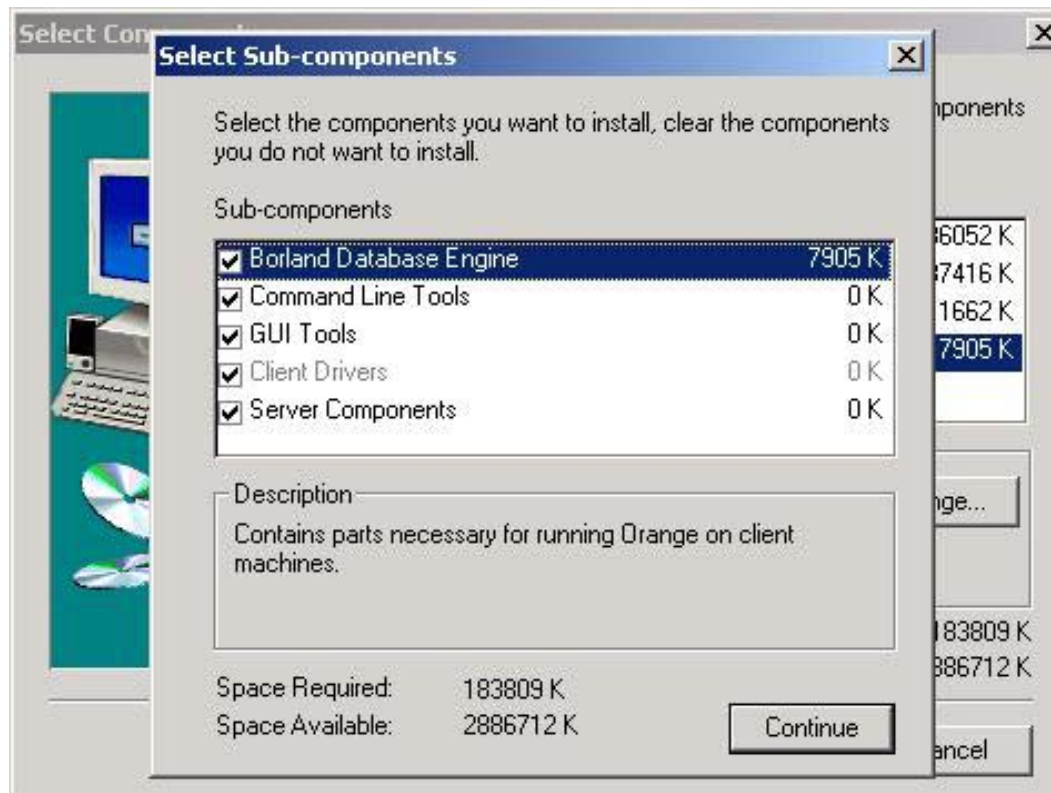
From inside the **Database Components** window, you can select the database engine's components you want to install, clear the database engine's components you do not want to install.

Note: If you had already installed the database engine, make sure the engine is shutdown before using this option.

Click **Continue** to proceed with your selection. *(Go to page 22)*

Setup Type: Typical (Client)
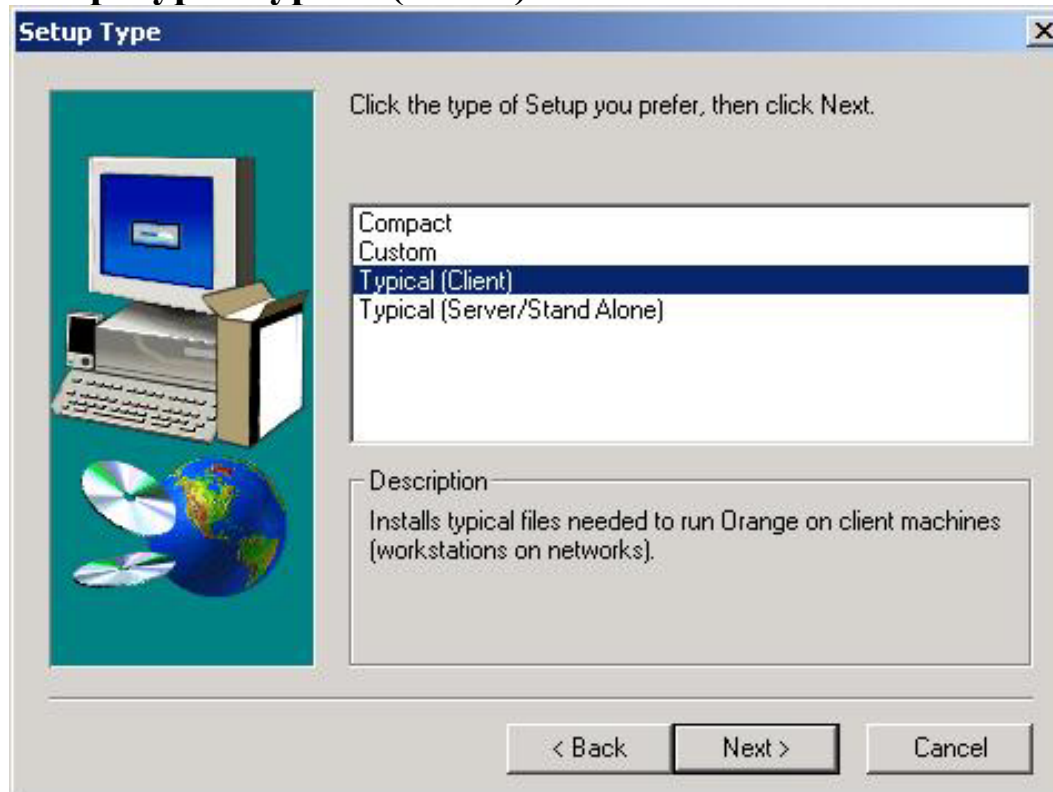
Installs typical files needed to run Orange Accounting 2000 on client machines (workstations on networks), as well as "Interbase Database Client Engine".

Click **Next** to proceed with your selection. *(Go to page 22)*
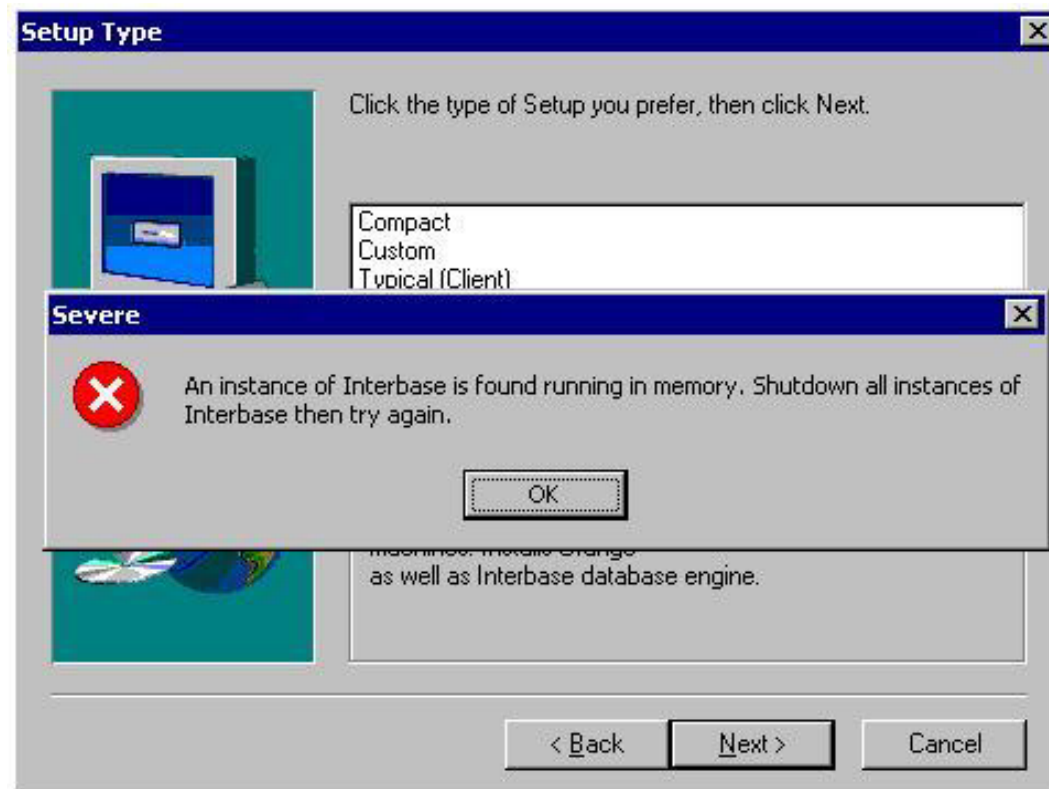
CAUTION: If you already have "Interbase Database Engine" installed on your computer, make sure that it is not running in the memory. If it is, go to the **Control Panel**, double click the **Interbase Manager** icon then click the **Stop** button.

Choose Destination Location

Setup will install Orange Accounting 2000 in the following folder.

To install to this folder, click Next.

To install to a different folder, click Browse and select another folder.

You can choose not to install Orange Accounting 2000 by clicking Cancel to exit Setup.

Destination Folder

D:\...\Orange Accounting 2000   Browse...

< Back   Next >   Cancel

Click **Next** to install your Orange Accounting 2000 in the default folder, or click **Browse** to select or create a different folder.
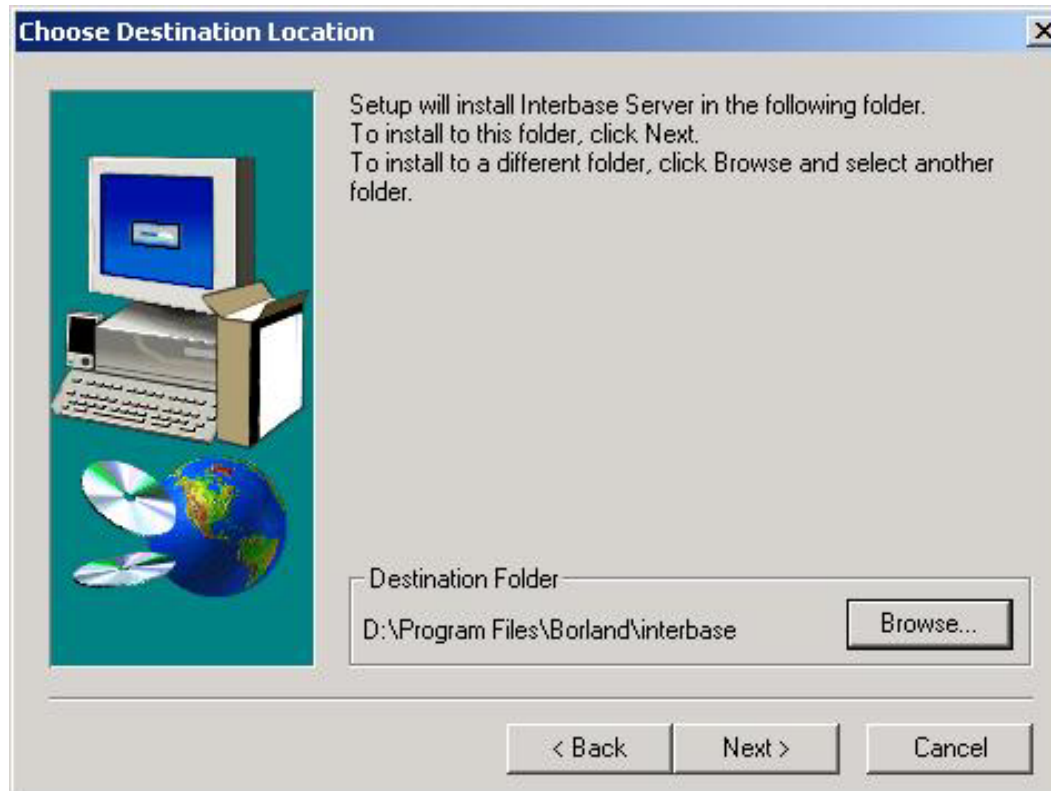
Click **Next** to install "Interbase Database Engine" in the default folder, or click **Browse** to select or create a different folder.
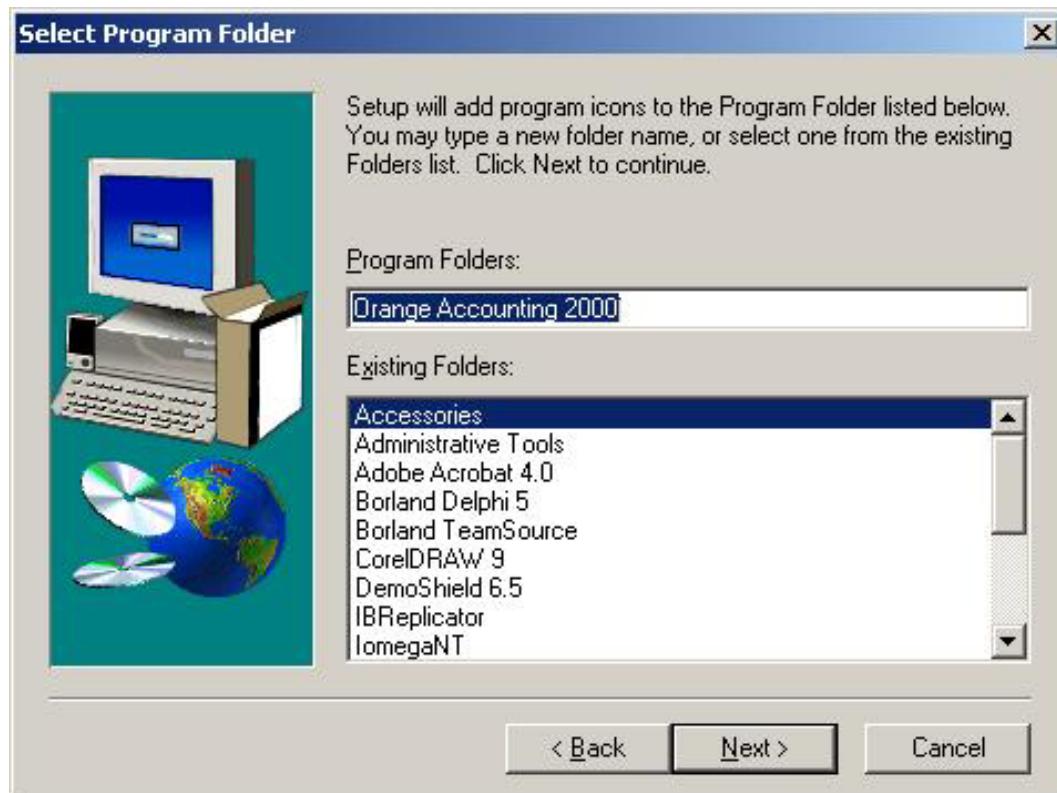
Setup will add your program name to the program folder listed below. You may type a new folder name, or select one from the existing folders list.
Click **Next** to continue with the installation.
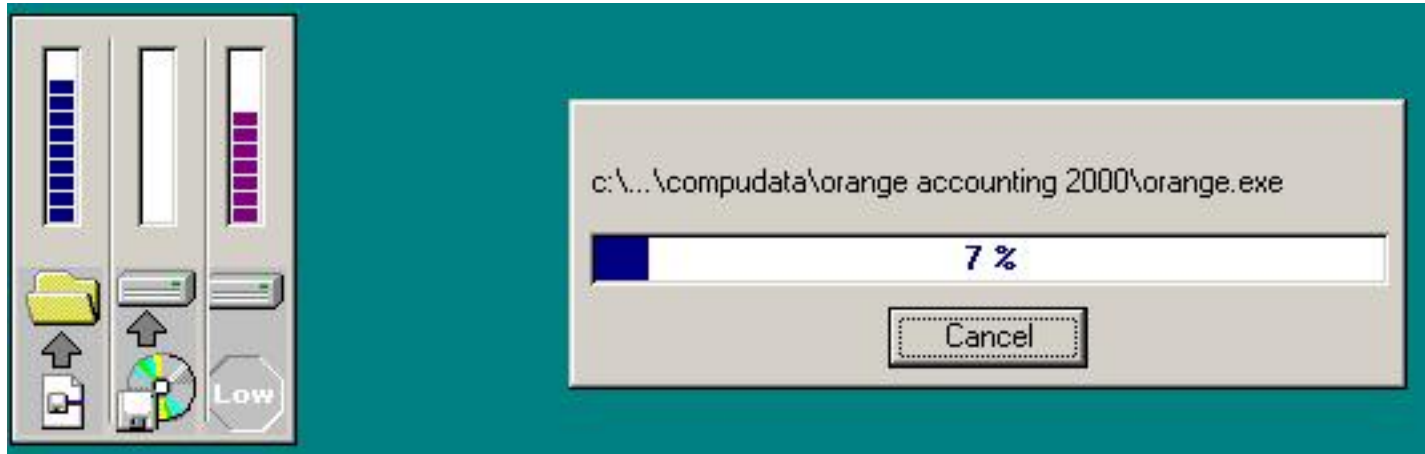
Once you have started the installation process, the selected items of the Orange Accounting 2000 are copied from the CD and installed on your hard disk.
On this screen you can monitor the progress of the task.
When all files of the Orange Accounting 2000 are installed, you will be taken to the next step in the installation, "Start of the Interbase Database Engine installation".

```
Copying file bin\IBConsole.hlp...

┌──────────┬──────────────────────────────┐
│          │           13%                │
└──────────┴──────────────────────────────┘

              [ Cancel ]
```
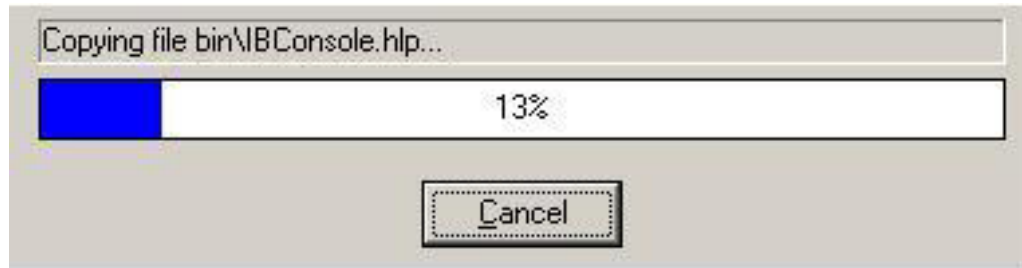
Now you have started the "Interbase Database Engine" installation.
On this screen you can monitor the progress of the task.
When all files of the "Interbase Database Engine" are copied from the CD and installed on your
hard disk, you will be taken to the "Finish Installation" screen.

```
Error                                  [×]

   ⊗    Configuring InterBaseServer startup...

      [  OK  ]   [ Abort ]   [ Retry ]
```

CAUTION: This message appears when you are installing a new version of "Interbase Database
Engine " over an old version without uninstalling the old one; your old copy of "Interbase Database
Engine" will be overwritten. Click the **OK** button to continue with your installation.

Setup Complete

Setup has finished copying files to your computer.

Before you can use the program, you must restart Windows or your computer.

○ Yes, I want to restart my computer now.

○ No, I will restart my computer later.

Remove any disks from their drives, and then click Finish to complete setup.

< Back   Finish

After selecting **Yes, I want to restart my computer now**, click the **Finish** button, and the Orange Accounting 2000 icons will be added to your desktop.

Nearly there!

Once the Orange Accounting 2000 installation is finished, there is nothing to stop you from exploring the Orange Accounting world.

After you have installed Orange Accounting 2000 and restarted your computer, you will find two icons for Orange Accounting 2000 program on your desktop.

As soon as you click the sample company icon, you have your copy of Orange Accounting 2000 running.

What else do you need?

Your copy of Orange Accounting 2000 will be running for 30 days trial period.
During that period you'll be asked to register your product, for activation and running.
Check the "Register me" document that comes within your Orange Accounting 2000 box, where you can find all serial numbers needed for your registration.

For registration check our web site: www.orange-2000.com and click the **Register Online** button,
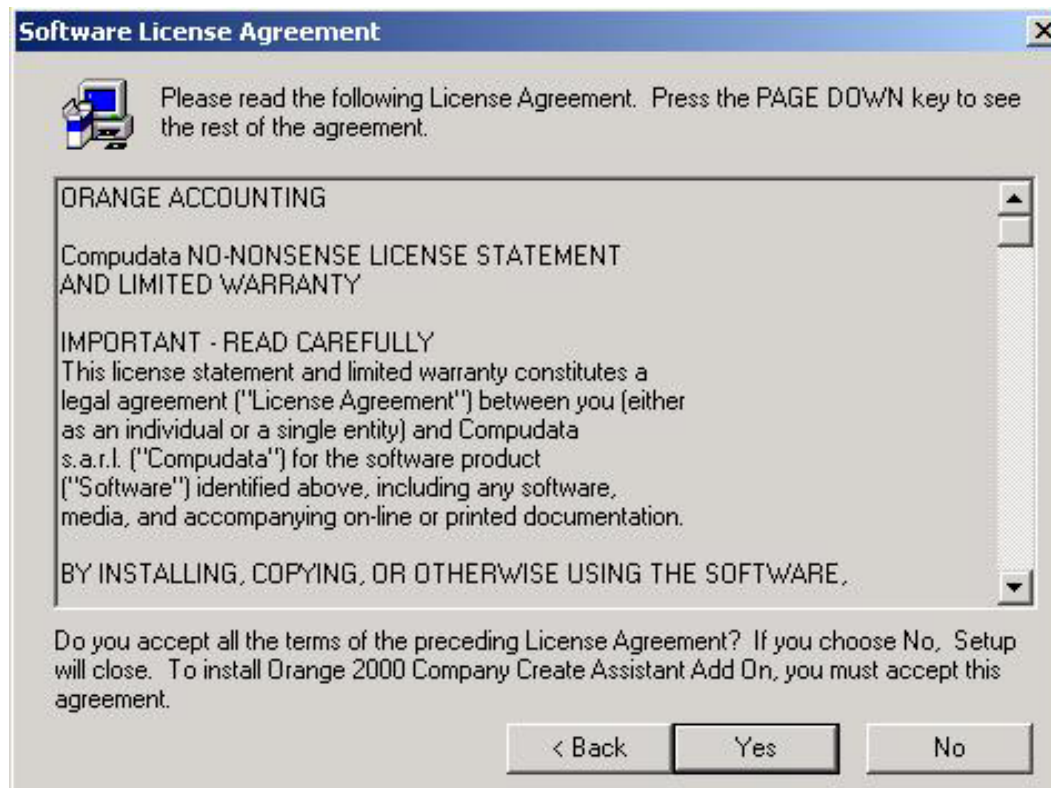Or register online through our site: http://www.orange-2000.com/register.shtml
For more information email our support team at: support@orange-2000.com

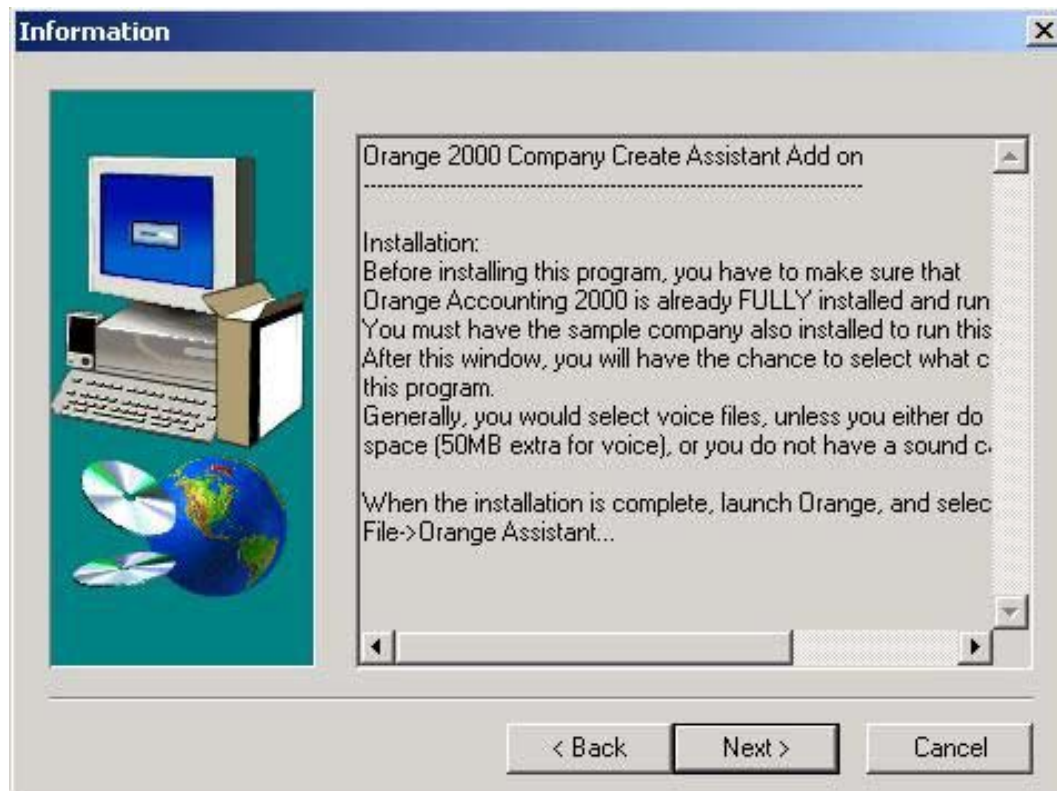# Company Create Assistant Installation

Insert the Orange Accounting 2000 CD into your CD-ROM; the Auto-Start window will open

To install the "Company Create Assistant", click the **Install Company Assistant** button, or click **Close** to quit.

Software License Agreement

Please read the following License Agreement. Press the PAGE DOWN key to see the rest of the agreement.

ORANGE ACCOUNTING

Compudata NO-NONSENSE LICENSE STATEMENT
AND LIMITED WARRANTY

IMPORTANT - READ CAREFULLY
This license statement and limited warranty constitutes a
legal agreement ("License Agreement") between you (either
as an individual or a single entity) and Compudata
s.a.r.l. ("Compudata") for the software product
("Software") identified above, including any software,
media, and accompanying on-line or printed documentation.

BY INSTALLING, COPYING, OR OTHERWISE USING THE SOFTWARE,

Do you accept all the terms of the preceding License Agreement? If you choose No, Setup
will close. To install Orange 2000 Company Create Assistant Add On, you must accept this
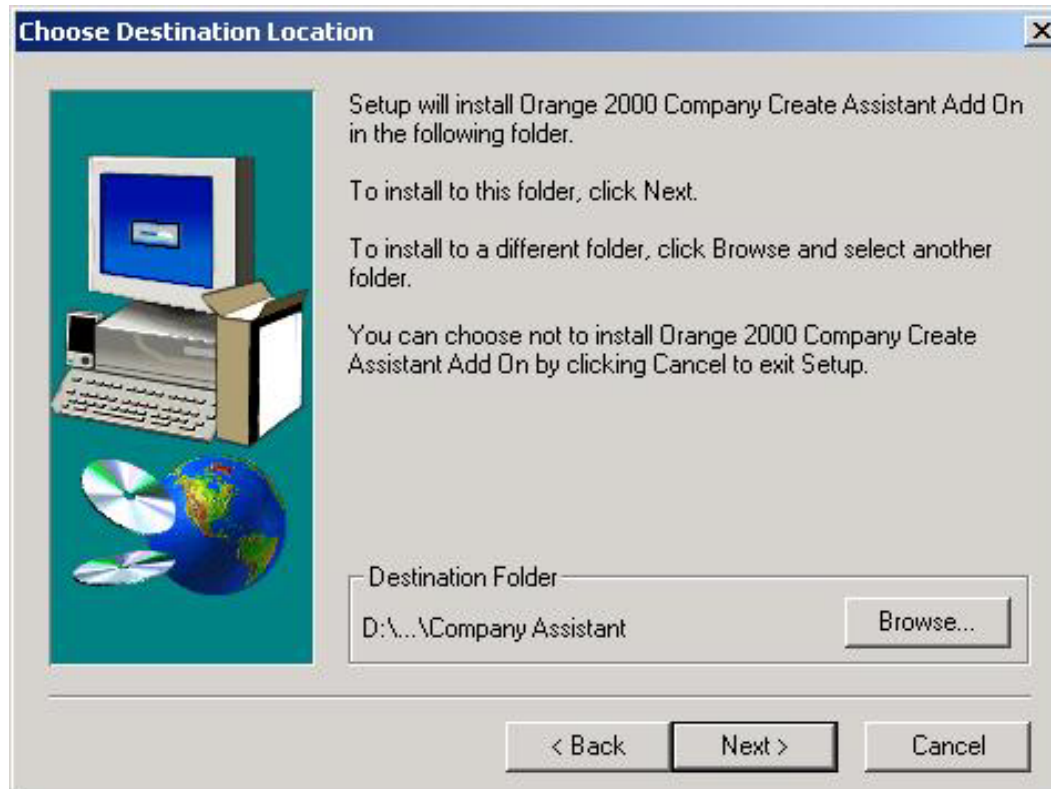agreement.

[< Back] [Yes] [No]

This is your Software License Agreement, read carefully, if you don't accept all the terms of the preceding License Agreement, click **No** and the installation will close. To install "Company Create Assistant", you must accept this agreement, and then click **Yes** to continue the installation.

```
Information                                           ×
                 Orange 2000 Company Create Assistant Add on        ▲
                 --------------------------------------------------------------

                 Installation:
                 Before installing this program, you have to make sure that
                 Orange Accounting 2000 is already FULLY installed and run
                 You must have the sample company also installed to run this
                 After this window, you will have the chance to select what c
                 this program.
                 Generally, you would select voice files, unless you either do
                 space (50MB extra for voice), or you do not have a sound c

                 When the installation is complete, launch Orange, and selec
                 File->Orange Assistant...

                 ◄                                                    ►

                        < Back       Next >         Cancel
```

Click the **Back** button to return to the Software License Agreement.
Before installing the "Company Create Assistant" you have to make sure that Orange Accounting 2000 is already fully installed, and the Sample Company also installed, to be able to run this program.
Click **Next** to continue the installation.

Choose Destination Location

Setup will install Orange 2000 Company Create Assistant Add On in the following folder.

To install to this folder, click Next.

To install to a different folder, click Browse and select another folder.

You can choose not to install Orange 2000 Company Create Assistant Add On by clicking Cancel to exit Setup.

Destination Folder

D:\...\Company Assistant   Browse...

< Back   Next >   Cancel

Click **Next** to install your "Company Create Assistant" in the default folder, or click **Browse** to select or create a different folder.
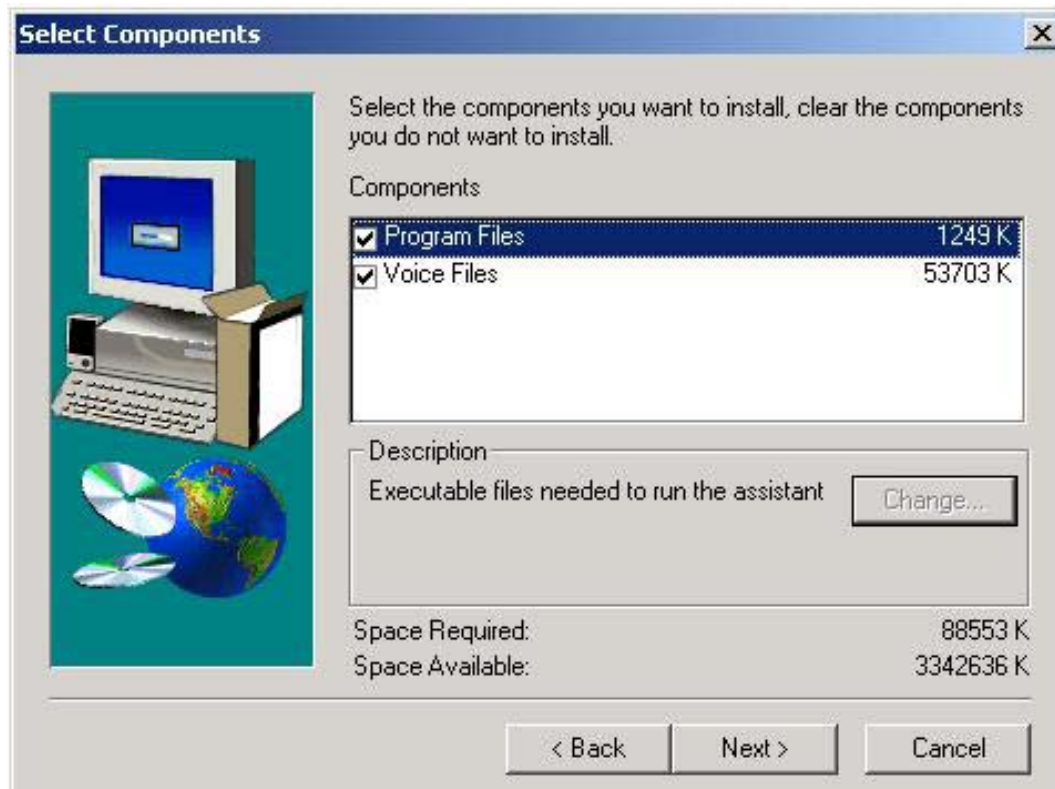
Select the components you want to install, clear the components you do not want to install. Click **Next** to proceed with your selection.
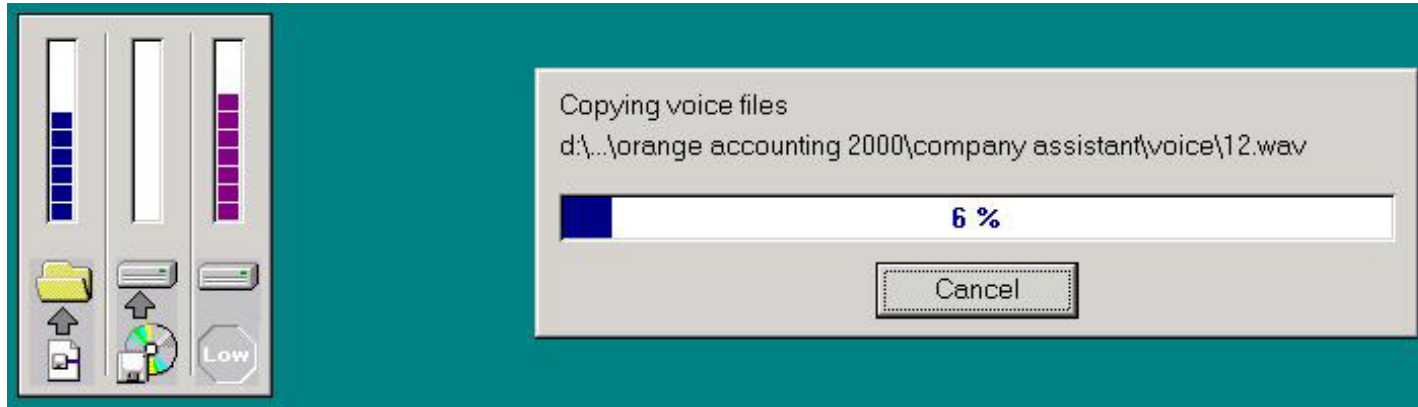
Once you have started the installation process, the selected items of the "Company Create Assistant" are copied from the CD and installed on your hard disk.
On this screen you can monitor the progress of the task.
When all files of the "Company Create Assistant" are installed, you are taken to the next step in the "Finish Installation" screen.

Setup Complete

Setup has finished installing Orange 2000 Company Create Assistant Add On on your computer.

Setup can launch the Read Me file and Orange 2000 Company Create Assistant Add On. Choose the options you want below.

Click Finish to complete Setup.

[< Back] [Finish]

After clicking the **Finish** button, the "Company Create Assistant" will be added to your Orange Accounting 2000 menu.
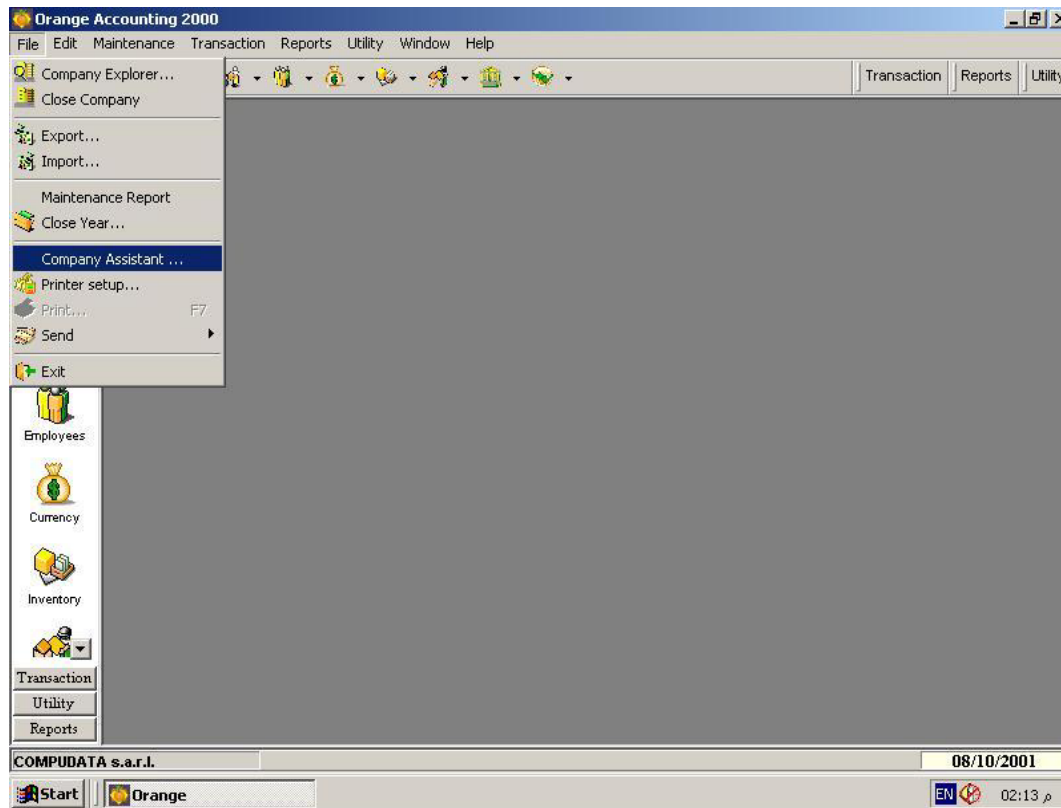
Click the **File** menu in Orange Accounting 2000. As soon as you click on **Company Assistant**, you are in the "Company Create Assistant" module and can start creating your new company.

Run Tutorial

Insert the Orange Accounting 2000 CD into your CD-ROM; the Auto-Start window will open

To run Orange Accounting 2000 Tutorial, click the **Run Tutorial** button, or click **Close** to quit.

View Install.txt

Insert the Orange Accounting 2000 CD into your CD-ROM; the Auto-Start window will open

To view Orange Accounting 2000 Install.txt file, click the **View Install.txt** button, or click **Close** to quit.

Chapter 2

Creating a Company

Adding a Company Using The Company Explorer

How to add an existing company to the "Company Explorer"?
First, open the **Company Explorer**. You can do this by either a double-click on the **Orange Accounting 2000** icon, or from within Orange, open the **File** menu and click **Company Explorer.** The "Company Explorer" window will open.
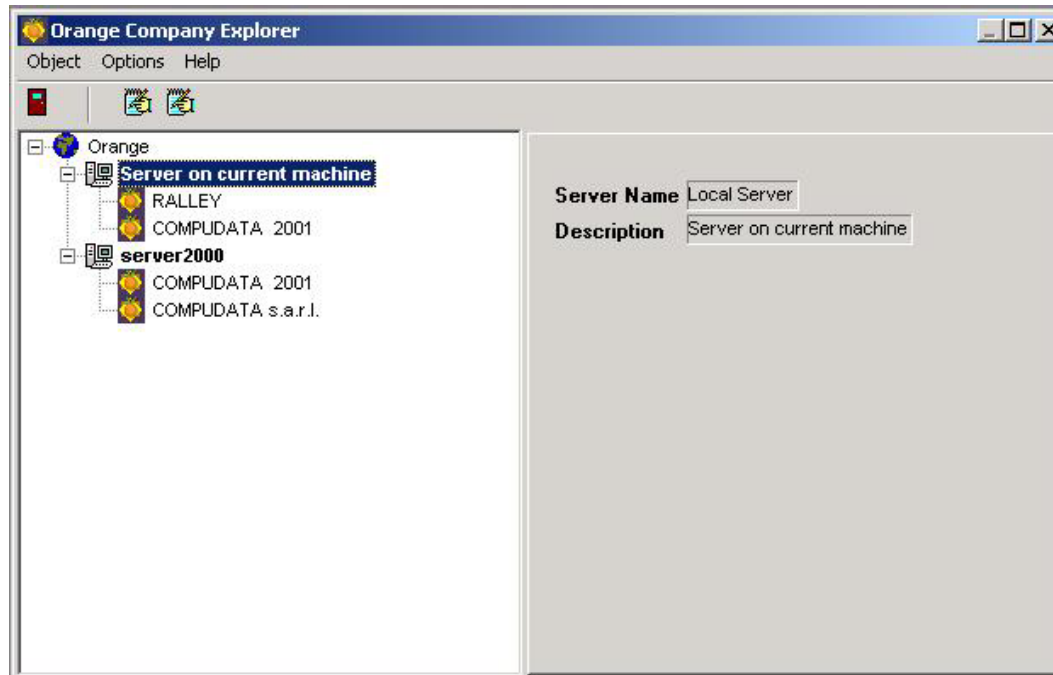
Select and right click the **Server on Current Machine** or any existing **Company**, click the **Register Company**, and the Register Company wizard will open.
In the database path, enter the database path of the new company you want to use. If the database is on the local machine, you can browse for the file by using the small button next to the path. The path can look something like this:
C:\Program Files\Compudata\Orange Accounting 2000\Data**Orange2000tst3.gdb**

Note: orange2000tst3.gdb could be any name you are using for your database.
If this database is on a remote server, select the right protocol from the dropdown list, usually TCP/IP. When finished click **Ok** and the new company will be added to the "Company Explorer".

There are two ways to create a new company:
- Creating a new company using the "Company Explorer".
- Creating a new company using the "Company Create Assistant".

Creating a New Company Using The Company Explorer

To create a new company using the "Company Explorer":
From the "Company Explorer" window:
Select and right click the **Server on Current Machine** or any registered **Server,** click **Create Company**, and the wizard will open.

First Step: In the database path, enter the database path or keep the path as it is.
Now enter the database name with extension ".gdb" (e.g. orangecompanyname2001.gdb)
In the protocol, enter TCP/IP. In the parameters, keep it as default and click **Next**.
Second Step: Select a type for the new company and click **Next**.
Third Step: Enter the company name and information and click **Next**.
Fourth Step: The program will ask you if you want to copy some information from an existing company. Select **No** to create an empty company and start from scratch. Select **Yes** to create a company similar to an existing one. To select a company, click on the "**Select Company**" button and a list of all *registered* companies will appear waiting for your selection. Select the desired company and click **Ok.**
Note A shortcut to this step is when you issue the "**Create Company**" command by right-clicking on an existing company from the company list. Orange will understand that you want to create a company similar to that one.

Click **Next** to select the information you want to add to the new company (currencies, chart of accounts, banks…), click **Finish** and wait for the newly created company to be added to the "Company Explorer".

Creating a New Company Using The Company Create Assistant

To create a new company using the "Company Create Assistant", make sure that you already have installed the "Company Create Assistant" *(Refer to page 30 in the "Installing Orange Accounting" chapter)*, double click **Orange Accounting** icon, click the **File** menu in Orange Accounting 2000 program, click the **Company Assistant**, click **Start a New Company**, and the wizard will guide you through the necessary steps.
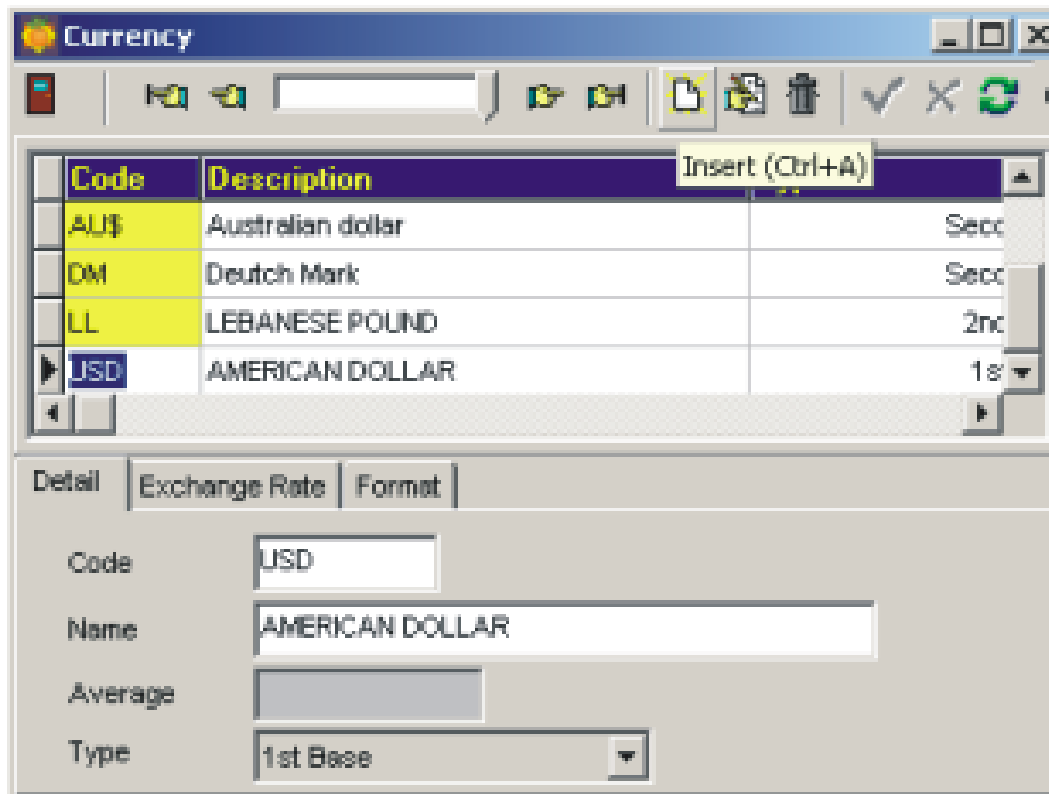
Chapter 3

Entering Basic Information

Setting up Currencies

If you have created a complete empty company, with no currencies, the first step is to enter at least one currency; the First Base currency.
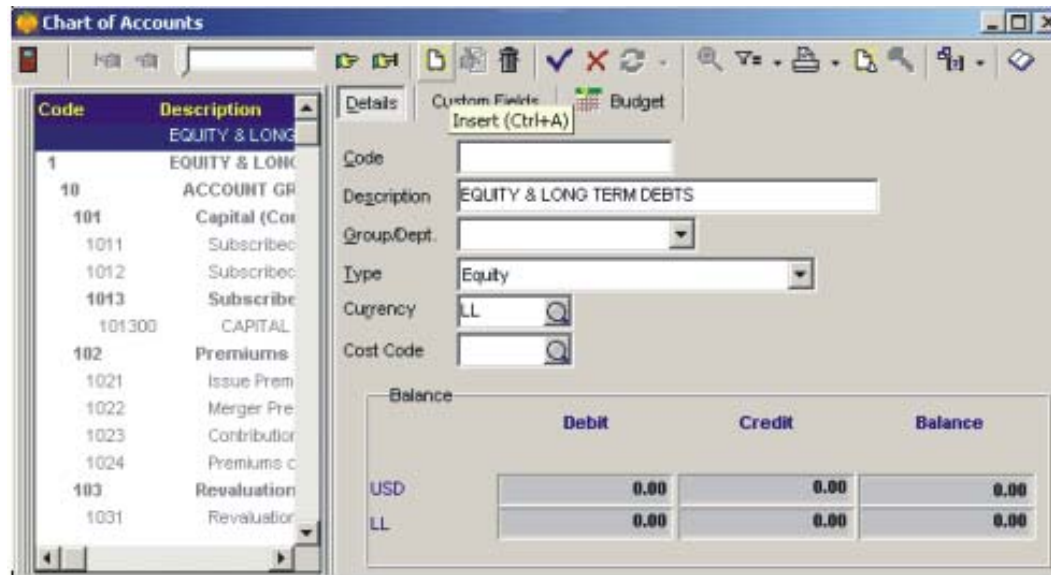
To open the **Currency** window, open the **Maintenance** sidebar menu or open the **Maintenance** menu from Orange main menu, and then click **Currency**. The **Currency** window will appear and you can enter new currencies or modify existing ones. For more information about using and setting up currencies, refer to Orange Accounting 2000 online help.

Setting up Your Chart of Accounts

To open the "Chart of Accounts" window, open the **Maintenance** sidebar menu or open the **Maintenance** menu from Orange main menu, and then click **Chart of Accounts**. The **Accounts** window will appear and you can enter new currencies or modify existing ones. For more information about using and setting up the chart of accounts, refer to Orange Accounting 2000 online help, or use the tutorial from within your CD.

Entering The Defaults and Preferences

Now, after your have entered your "Chart of Accounts", you should setup the system's "Defaults and Preferences". These are basic information and parameters needed for all other sections to work properly.
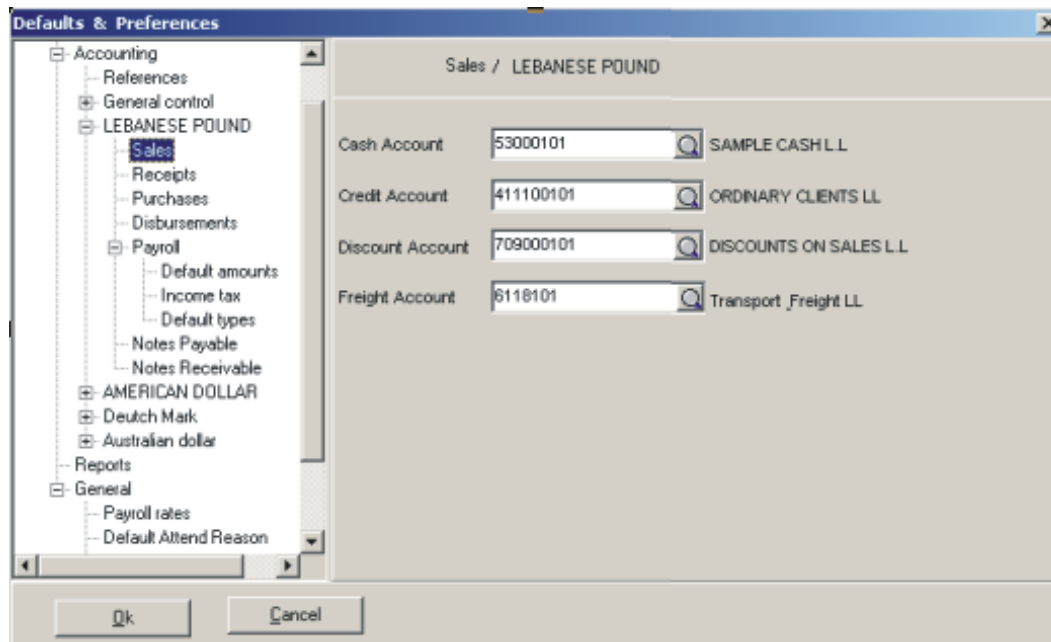
To enter the "Defaults and Preferences", click the **Utility** menu, click **Defaults and Preferences**, and then click **Options**.

Open the **Orange Configuration.** You will see four sections; the accounting and the general sections are the most important ones.

Double click **Accounting**; you will find references, general control, and your currencies.

Click **References**, here you can see all your default transactions' reference prefix. The default values work for most businesses, you can change them, however, if you have other requirements.

Open **General Control.** You will find the invoice control; you can check or uncheck all the options you want.

Now double click each of the **Currencies**, you will find many sections each representing a type of transaction. In each of these sections, you have to enter the appropriate accounts; these accounts will be used for every new transaction of the respective type. For example, when you create a new sales invoice, the accounts specified in the sales invoice section will be used. From there on, you can leave the default accounts or override them for every specific transaction.

In the **Payroll** section, and under any currency section, open **Payroll.** Sections under **Payroll** vary from one country to another, but you will always find the **Default types** section. You can specify sections that your payroll system is made up from. These types include sections linked to accounts, variables and/or expressions. Refer to the online help for more information on setting up payroll types.

The most important section under **General** is **Payment Terms.** Here you specify default payment terms for customers and vendors. These are the most commonly used condition. You can override these defaults for individual customers and vendors. For more information, see **Payment Terms** in the online help.

Note that in Orange Accounting 2000, you can work only with transactions/currencies for which you have specified defaults in "Defaults and Preferences". For example, you cannot make a sales invoice in U.S. Dollar if you do not specify the U.S. Dollar default accounts in the **Defaults and Preferences.**

For more information about using and setting up currencies, refer to **Setting up International Currencies** in the online help.

Entering The Rest of The Maintenance Information

Now that the company is created, the currencies, accounts, and the "Defaults and Preferences" are set; you can start entering the rest of the maintenance section such as: vendors, customers, employees, banks etc.

You can always read the help topic provided for each form by simply pressing F1 while that form is open, or you can use the tutorial provided in your CD.

Chapter 4

Ready to Start Your Transactions

The Transaction Section

Now that you have created a new company, the "defaults and preferences" are set, and the "maintenance" information are in place, you can start using Orange Accounting 2000 "transactions" section.

In the "transactions" sections, you can use the online help from inside Orange program, which will help you through the rest of the program.

You can now use your "transactions" section, with a wide range of reports, so make the best use of them!