

# tasbooks for accountants

## tasbooks for accountants practice edition – our first tasbooks designed specifically for accountants in practice

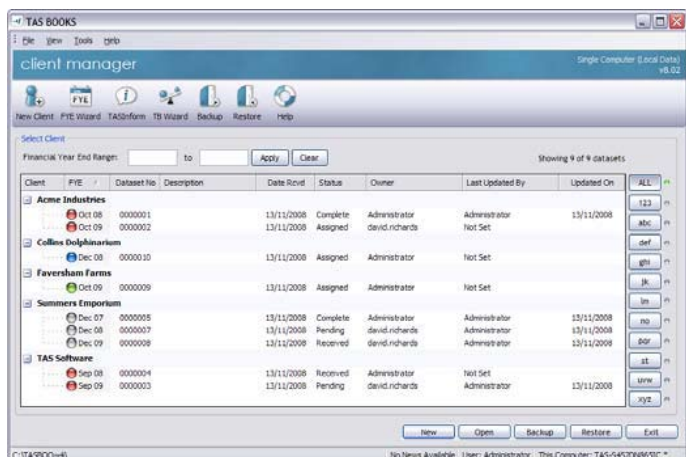
At TAS we've been making great bookkeeping software for around two decades but we've never made software specifically for accountants in practice before, and we thought it was about time we put that right.

We asked you what you wanted from a version of TASBooks designed specifically for accountants. So if you've completed a survey, attended a user focus group or if you let us come to visit you and see how you work, we thank you for contributing to making TASBooks for Accountants the program that you want.

- You told us that you like TASBooks, but you'd prefer it if you didn't have to install all the different TAS programs that your clients might be using. So with TASBooks for Accountants, you can work with datasets from any current TAS program. And when you've finished working on the data, you can send it back to your client.
- You told us that you prefer the layout of TASBooks compared to the layout of programs designed for small businesses, like FirstBooks, as they're not designed for how accountants work. So with TASBooks for Accountants, you get the familiar look and feel of TASBooks - no matter which TAS program your clients use.
- You told us that you wanted a better way to manage your clients' datasets, allowing you to sort and manage them the way you want to work. So we created Client Manager.
- You told us that you'd prefer it if you could work with client datasets without the program automatically upgrading it to a later version. So TASBooks for Accountants will let you work with datasets from TAS BOOKS 1/2/3 v8 (and datasets from newer versions of FirstBooks/TASBooks when they are released) but it will never upgrade data to be a different version from the one sent to you by your client.

## client manager

The central hub of TASBooks for Accountants is the Client Manager. Here you'll see all of your clients' datasets; you can keep multiple datasets for each client all neatly grouped together - for example one dataset for each financial year, so you have a complete history of your clients' financial records.



With Client Manager you can organise clients and datasets to fit the way you work.

## why choose tasbooks for accountants?

Choose TASBooks for Accountants *Practice Edition* if:

- You want to streamline the way you handle your clients' TAS data
- You want to easily work with client data no matter which TAS program your clients use
- You ever need to change the financial year end of a client dataset

## tasbooks for accountants features

TASBooks for Accountants *Practice Edition* has everything you're used to in TASBooks, plus these great new features:

- **Support data from all TAS programs.** TASBooks for Accountants lets you work with datasets from TAS BOOKS 1/2/3 v8 and later TAS programs. So there's no need to install lots of different programs to access your clients' data - one program does it all.
  - **Single program login.** Clients authorise you to access their data by linking it with your practice. So there's no need to know your clients' own TAS program passwords, which makes their data more secure.
  - **User manager.** Create user accounts and define what they can and cannot do in TASBooks for Accountants. That way you're always in control of who can access sensitive client data.
  - **Status manager.** Flag every dataset with a status, plus you can create your own custom statuses too. This makes it easy to keep track of your work and work the way you want.
  - **Automatic updates.** Automatically downloads program updates via the Internet, so you're always up-to-date with the very latest version - including support for new versions of FirstBooks/TASBooks.
  - **Financial year change.** You can change the financial year start date for any dataset. So there's no need to send client data into TAS to get the financial year changed.
  - **Excel integrated reporting.** Access accounts information directly from within Excel making it easier to analyse your clients' data.
  - **Multiple version support<sup>†</sup>.** This version can access data from TAS BOOKS 1/2/3 v8, FirstBooks v1 and TASBooks v1; but when new versions of FirstBooks and TASBooks are released you'll be able to access them too - all from within the same Client Manager. So you won't need to install lots of different TAS programs and there's no danger of accidentally upgrading client data to a version that's incompatible with the one they've got†
- † TASBooks for Accountants *Practice Edition* can restore data from TAS BOOKS 1/2/3 v8, FirstBooks (v1 or later) or from TASBooks v1 (or later). TASBooks for Accountants *Practice Edition* won't ever upgrade your clients' data to a later version of their TAS program; ensuring that when you return the dataset to your client, it will always be the same TASBooks version that they sent you. As new versions of FirstBooks/TASBooks are released, your TASBooks for Accountants *Practice Edition* will be able to access data from multiple versions - i.e. the current version plus the previous three versions.



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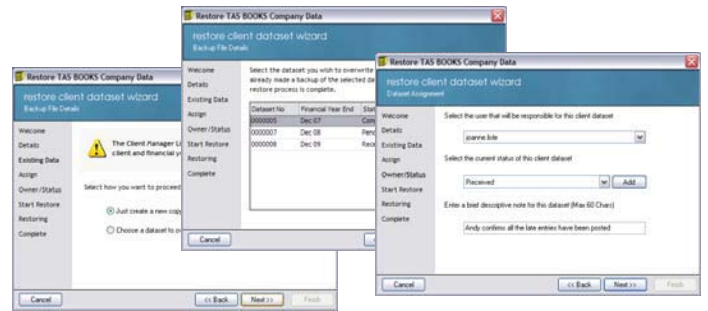
## creating clients

Creating new clients is easy with TASBooks for Accountants. You can create new clients from an existing TAS backup\* - or start from scratch. When creating a client dataset, you can also copy a Chart of Accounts from any other existing dataset - extremely useful if you prefer to use your own customised Chart of Accounts.



## restoring client data

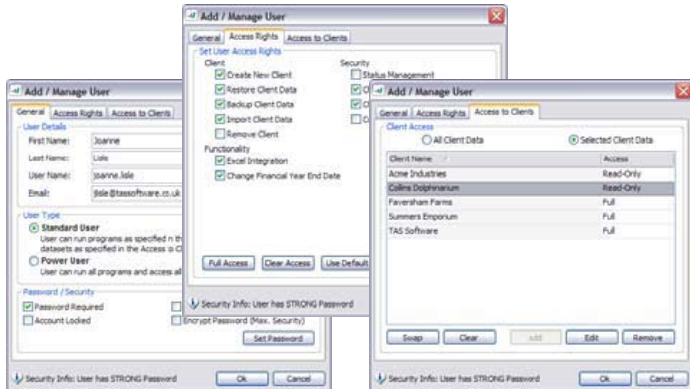
When you restore a client dataset\*, TASBooks for Accountants will automatically recognise it if it comes from an existing client and will file it correctly. Otherwise, you can create a new client record on the spot.



You'll also be able to flag who 'owns' the dataset and set a status to help you keep track of your workflow.

## security and access control

Having to get your clients' Supervisor passwords in order to access their data can be a security nightmare - keeping track of them and keeping them all safe whilst making sure only authorised staff members have access to them. So we've made the whole process easier and more secure. Clients can authorise you to access their data before they send it to you, so you don't need to know the password for each individual set of data.



## financial year change

With TASBooks for Accountants you can change the financial year for any of your clients' datasets. No need to send it off to TAS and no extra cost!



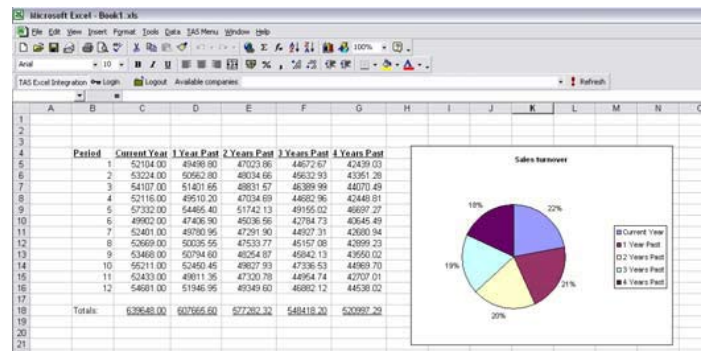
## plus all the features from tasbooks...

### Pervasive Summit database

We've upgraded the database engine in TASBooks from Btrieve to Pervasive Summit. Pervasive Summit has been engineered to get the best from the latest Microsoft operating systems - such as Windows Vista. This delivers a faster and more reliable database and allows us to add great new features to TASBooks, such as Excel integration.

### Excel integration

If you have TASBooks and Excel installed on the same computer, it's now even easier to make use of all the information in your TASBooks program by linking to it directly from Excel.



The Client Manager Activity Log ensures that when important changes are made, such as creating or deleting a client, or when backups are restored - you have a record of who did it and when they did it.

\* TASBooks for Accountants Practice Edition can restore data from a TAS BOOKS 1/2/3 v8, FirstBooks (v1 or later) or TASBooks (v1 or later) program. Your clients will need to be using TAS BOOKS 1/2/3 v8, FirstBooks or TASBooks so that you can access their data. If they are using an older version, they will need to upgrade first.

## about tasbooks for accountants

TASBooks for Accountants *Practice Edition* is a subscription service that includes PC software, software support and other services. Your TASBooks for Accountants subscription lasts for one year, after which, if you wish to continue using it, you must renew your subscription. If you don't renew your subscription, the software will stop working and you will no longer be able to access the additional services.

## program options

TASBooks for Accountants is available in different sizes to fit your practice - and so you only pay for what you need.

### Clients

You can choose from 50 or unlimited client versions. And if you need to add extra clients, simply give us a call and we'll upgrade you.

### Users

There are three different options available for setting up TASBooks for Accountants, depending on how many users you need.

#### Single computer



This allows you to install TASBooks for Accountants on one computer. Normally you would keep your client data on the same computer but you can store it on a network server if you prefer.

#### Workgroup



This allows you to share your client data and supports up to five TASBooks for Accountants users. This is the perfect setup if you don't have a dedicated network server.

#### Network



If you have more than five people using TASBooks for Accountants, you'll need the network version. This setup requires a server running a Microsoft Windows Server operating system.

Even if you have fewer than five people using TASBooks for Accountants, you can harness the power of your server and boost the performance of your TASBooks program.

Although we can only supply, configure and support server engines for Microsoft Windows Server, a server engine is available for Linux servers. If you have a Linux server, we can put you in touch with a business partner who will be able to supply, install and configure a Linux server engine for you.

## system requirements

- Microsoft Windows XP (recommended) or Windows Vista
- Microsoft .NET v2 framework
- Microsoft Internet Explorer v7 or higher
- Adobe Acrobat Reader v7 or higher
- Microsoft Excel XP or later (to use Excel Integrated Reporting)

#### Minimum hardware requirements

- A PC with a 1GHz processor
- At least 512MB of RAM on Windows XP, 1GB of RAM on Windows Vista
- A hard disk with at least 500MB of free space
- A CD-ROM drive
- A monitor with 1024x768 resolution and 24-bit colour
- An Internet connection

#### Recommended hardware requirements

- A PC with a 2GHz processor
- At least 1GB of RAM on Windows XP, 2GB of RAM on Windows Vista
- A hard disk with at least 500MB of free space
- A CD-ROM drive
- A monitor with 1280x1024 resolution and 32-bit colour
- A broadband Internet connection

#### Additional requirements for workgroup versions

- 100Mbps network, 1Gbps recommended
- Microsoft Windows networking, with TCP/IPv4

#### Additional requirements for network versions

- A network server with a 32-bit or 64-bit version of:
  - Windows Server 2008 Standard/Enterprise
  - Windows Server 2003 Server/Small Business Server
  - Windows Server 2000 Server/Advanced Server
  - Windows Vista Business/Ultimate/Enterprise
- 2GB of RAM and 500MB of free disk space on the server
- 100Mbps network, 1Gbps recommended
- Microsoft Windows networking, with TCP/IPv4

Performance will be improved with higher specification computers.

Please ensure that you have the latest Microsoft Windows service packs and updates installed, including those for the .NET v2 framework. TASBooks is not designed to operate on Windows 95/98/ME/NT/2000.

You'll need an Internet connection (ideally a broadband connection) on the same computer as TASBooks for Accountants in order to access online services and download program updates.

It is not possible to run multiple copies of TASBooks for Accountants on a single computer.

to find out more about tasbooks for accountants, or to purchase, simply call the tas partner team on **1890 923 208** or visit **www.tassoftware.ie**

