



***Pacifica***

Professional Accounting for Windows 

Evaluation  
Workbook

# ***Pacifica***<sup>™</sup> Professional Accounting for Windows<sup>®</sup>

Copyright © 1995 - 1998, *Pacifica Research*  
All rights reserved.

No part of this document and /or related software may be reproduced or transmitted in any form or by any means — electronic, mechanical or otherwise, including photocopying, recording, or information storage and retrieval systems — without the express written permission of *Pacifica Research*.

## **Disclaimer:**

Information in this document is subject to change without notice and does not represent a commitment on the part of *Pacifica Research*. The software products described in this document are furnished under a license agreement or nondisclosure agreement. The software products may be used or copied only in accordance with the terms of the agreement. *Pacifica Research* makes no warranties or representations with respect to the information contained herein. *Pacifica Research* will not be liable for damages resulting from errors or omissions herein or from the use of the information contained in this document. *Pacifica Research* reserves the right to revise this document and to make changes in the content hereof without obligation to notify any person or organization of such revisions or changes.

## **Acknowledgments:**

SUMMUS<sup>™</sup>, SUMMUS Development Environment<sup>™</sup>, SDE<sup>™</sup>,SUMMUS Programming Language<sup>™</sup>, SPL<sup>™</sup> and Pacifica<sup>™</sup> are trademarks of *Pacifica Research*.  
MS-DOS<sup>®</sup> and Windows<sup>®</sup> are trademarks of Microsoft Corporation.

## **Authors of Pacifica Accounting:**

Donald E. Cady  
Dennis P. Cady

## **Date Printed:**

06 January 1999

# Evaluation Workbook

## Introduction

Thank you for taking the time to evaluate **Pacifica**. We appreciate the fact that this evaluation process represents a significant investment of your company's time and resources, and costs you money. Because we understand this, we pledge to provide the information and support you need to make a timely and confident decision.

For over twenty years, we've developed and published accounting software with single-minded attention to this goal:

*Deliver products which represent the epitome of database and accounting software, constantly leading the computer industry with innovative and breakthrough programming technology, while providing the solid reliability and total adherence to GAAP and FASB standards that today's businesses and their accountants demand.*

The result of this commitment to perfection is **Pacifica**, an accounting system that installs more quickly and easily, is simpler to set up, has more features with higher performance and throughput, and yet is easier to learn and use than any other accounting system available.

### The bottom line:

*With **Pacifica**, your staff will be more productive, and you'll get the information you need to manage better, when you need it.*

# ***Pacifica***™ Professional Accounting for Windows®

Before you begin using the enclosed copy of ***Pacifica***, please read this booklet. It will show you how to use the software's powerful features quickly. When you purchase the software, you will receive a 900-plus page reference manual, but this overview (and the ample on-line, context-sensitive help) should be enough to complete your evaluation.

**Please note:** this is not a “slide show” or a “watered-down” crippled version of the product: It's a full-featured unabridged copy of ***Pacifica***, including all standard, plus and add-on modules! You will be able to freely use all the features for 30 days or 500 transactions. If you like what you see, start to work! Then, before your thirty days expire, call us with your order. We'll assign you a serial number and complete your registration. Meanwhile, you may make as many copies as you'd like of this demo and give them to anyone else who might be interested.

## ***Pacifica*** Modules

***P******acifica*** is a modular accounting system, which means that you need only purchase the modules your business needs now. As your requirements grow, you purchase other modules only as you need them. Each module seamlessly integrates into ***Pacifica*** as it is added.

These are the modules currently available for ***Pacifica*** (Remember: All modules are fully accessible in evaluation mode):

**General Ledger:** Each installation requires one General Ledger. The General Ledger module allows you to create a general ledger (either from a list of company types or from scratch) and maintain it. It supports both branching style or cascading style charts. It allows you to make adjusting journal entries, and includes all standard G/L and financial reports.

**G/L Plus:** This optional module works with the General Ledger module to add profit/cost centers, budgeting with an assortment of powerful budget reports, and a custom financial report generator for building your own financials.

**Accounts Payable:** Use this optional module to add and maintain vendors, purchase invoices and A/P checks. This module includes all standard A/P reports.

**A/P Plus:** This optional module works with the Accounts Payable module to add purchase orders

and high-volume cash disbursements processing.

**Accounts Receivable:** Use this optional module to add and maintain customers, sales invoices, receipts and customer billing. This module includes all standard A/R reports.

**A/R Plus:** This optional module works with the Accounts Receivable module to add quotations and sales orders.

**Inventory:** Use this optional module to add and maintain inventory items. (Note: this module is not required for the proper operation of the A/P and A/R modules). This module includes all standard inventory reports.

**Inventory Plus:** This optional module works with the Inventory module to add Bar Code Labels, Kitting/Bill of Materials and Lot Number/Serial Number/Multi-location control.

**Payroll:** Use this optional module to add and maintain employees and payroll checks. This module includes all standard payroll reports and federal forms.

**Payroll Plus:** This optional module works with the Payroll module to add timetickets, high-volume payroll processing and an electronic time clock interface.

**Retail Manager:** This optional module works with the A/R module to provide a point-of-sale invoicing interface. It controls POS terminals, scanning devices, cash drawers, pole displays, strip printers and interface for credit/debit card validation. This module includes all standard POS reports.

## References to the Keyboard and Data Entry

Since it is impractical to picture a keyboard each time a key is referenced, the symbols below are used to represent individual keys.

[Enter]	Enter (or Return) key
[Tab]	Tab key
[Shift]	either Shift key
[Ctrl]	Control key
[Alt]	Alt key
[Bksp]	Backspace key
[Home]	Home key
[End]	End key
[PgUp]	Page Up key
[PgDn]	Page Down key
[Ins]	Insert key
[Del]	Delete key
[↑]	Up Arrow key
[↓]	Down Arrow key
[→]	Right Arrow key
[←]	Left Arrow key
[F#]	a numbered Function key

If you must press a single key, the text will say: press **[Key]**. Multiple keys are sometimes used together. For example, **[Ctrl-C]** means: hold down the **Control** key while pressing the letter “**C**”. **[Alt-F5]** means: hold down the Alt key while pressing the **[F5]** function key. Do not include the square brackets. If you must enter a word or phrase from the keyboard, the manual will say: “type **word [Enter]**”. This means type the letters “**w**”, “**o**”, “**r**”, and “**d**” and then press the **[Enter]** key (also called the Return key).

You may also use a mouse. In general, mouse movement is typical of other Windows products.

## The Screens


**P***acifica* uses three basic types of screens: the *Menu* screen, the *Add/Change* screen, and the *Report Parameters* screen. The *Menu* screen displays accounting functions you may access with the mouse, arrow keys and alphanumeric character keys. The most often-used is the *Add/Change* screen with which you enter new information or edit the information already on file. A *Report Parameters* screen specifies the parameters of a report so the information you want will be included in your report.

## Menu Screens



Accounting Menu screen

A menu is used to move from one accounting function to another. Menu selections represent *Add/Change* screens, reports and other menus. Each description listed is preceded by either a number or letter and has a highlight character in the description. To select a menu item, use your mouse to point at the desired selection and click the left mouse button, or type the character preceding the item and press **[Enter]**, or type the highlight character and press **[Enter]**, or use the up and down arrow keys to highlight the desired selection and press **[Enter]**. For information about a

specific program, highlight the selection and click on  or press [F1] for help. When you exit a program, the previous program or menu is redisplayed.

## Add/Change Screens

The screenshot shows a payroll processing screen titled "PAY". At the top, there is a toolbar with function keys F1 through F10, along with Shift-F10 and Alt-F1. Below the toolbar, the screen displays the following information:

- Period End: 12/12/1996
- Check Date: 12/12/1996
- Check #: 1029
- Period: (blank)
- State: (blank)
- Payroll GL: 101
- Department: (blank)
- Job: (blank)
- Status: (blank)

The main section of the screen is divided into several panels:

- WAGES AND SALARIES:** A table with columns for Units, Rate, Type, Comp, and Desc.
- DISBURSEMENTS:** A table with columns for Amount and G/L (Gross/Less).
- WITHHOLDINGS:** Fields for Fed IT, St IT, SocSec, S D I, Medi, S U I, EIC Pd, and Local IT.
- PRETAX DEDUCTIONS:** A table with columns for Amount, Account, and Type.
- EMPLOYER-ONLY DEDUCTIONS:** A table with columns for Amount, Description, DR G/L, and CR G/L.
- POSTTAX DEDUCTS:** A table with columns for Amount and Account.


At the bottom of the screen, there is a status bar showing "Add:" followed by "12/12/1996 02:25PM". Below this, the text "Add/Change Payroll Check" is displayed on the left, and "Emerald Charter Sales & Service" is displayed in the center.


Add/Change Payroll Check screen

You will use *Add/Change* screens to enter information from the keyboard and then file (save) it into the database. *Add/Change* screens also display (query) data that already exists in your database and enable you to change (edit) it.

## ***Pacifica***™ Professional Accounting for Windows®

Each *Add/Change* screen displays a field label to identify each field either immediately in front of the field or above it. The current place on the screen where data will be entered is always marked by a cursor or flashing underline character. A group of action icons (corresponding to function keys) is displayed in the upper area of the screen. In addition, most *Add/Change* screens have a

**HotPrint**™ feature (available by clicking  or pressing **[Shift-F10]**) which prints the report(s) most closely related to that screen. In fact, certain report parameters will be defaulted automatically from the selected record.

If you want additional instructions about any field on the screen, click the  button to display the Help message related to the field.

When a menu selection is launched from a command menu, the cursor is positioned at the first field, ready to accept data from the keyboard. Some of the fields may already contain data taken from the *System Defaults* record or from the last record entered. For example, the Cash-in-Bank General Ledger account number will be displayed automatically on the *Add/Change Disbursement Check* screen.

## Report Parameters Screens

F1	F2	F3	F4	F5	F9
?	⌨	🖨	TEXT FILE	?	🖨

Balance Date:	12/12/1996
Account Numbers? (Y/N)	N
Percentages? (Y/N)	N
Level of detail: (1-9)	4
Decimal Significance:	0
Profit Center:	(ALL)
Page Between? (Y/N)	N
Dotted Lines? (Y/N)	N
Title	

Status:	Printer Selected:	HP LaserJet 5Si/5Si MX PS on	12/12/1996	06:21PM
---------	-------------------	------------------------------	------------	---------


Print Report  
G/L Balance Sheet      **Emerald Charter Sales & Service**


Balance Sheet report parameters screen


Report parameters screens are similar to *Add/Change* screens. To print or display a report, you will enter the information requested on the screen to select the information you want to include in your report. A field at the bottom center of the screen indicates the destination printer of the composed report. This usually defaults to the printer designated by Windows as the default printer. You can send the report to the screen, any printer attached to the computer, or a disk file.


## **Pacifica™ Professional Accounting for Windows®**

To display a report on the screen, click on  or press **[F2]**. If, after previewing a report on

the screen, you want to print it, click on  or press **[F3]**. It will be sent directly from the screen to a printer.

To change printer settings, such as print styles and other attributes, click  or press **[F5]**.

Click  or press **[F3]** to begin printing the report with the new printer settings.


To send the report to a file on your hard disk or a diskette, click  or press **[F4]**. **Pacifica** offers you a defaults path and file name for the report file, which you may change.



If you send a report to a printer or disk file, the report will run until it is finished with no further intervention. However, if it is displayed on the screen, you have other options available:

<b>[PgDn]</b>	Page down for one full screen of information.
<b>[PgUp]</b>	Page up for one full screen of information.
<b>[Ctrl-Home]</b>	Return to the top of the first page.
<b>[→] [←]</b>	Slew right to left, (used if more than 80 columns).

You may also use the scroll bars on the right side and the bottom of the report display page to scroll the report.

Once a report is displayed on your screen, you may search for specific text within it. Click on

 or press **[F6]** to identify the text you want to find and display the first occurrence.

Click on  or press **[F7]** to find the next occurrence. Click on  or press **[F8]** to find the previous occurrence. Any combination of alphanumeric characters is possible. The search is not case-sensitive – that is, it will find the same text whether the letters are upper case or lower case.

## Cursor Movement

When working with *Add/Change* screens, the cursor tends to move from the upper left to the lower right of the screen. Some fields are used only occasionally, so the cursor skips past them automatically. However, the movement of the cursor can be controlled by using the following keys:

- [Enter]** Select the next non-skipped field. If the cursor is in a scrolling area containing data, the field will scroll up and the cursor will stay on the scrolling line. Otherwise, the cursor will move to the next field heading.
- [Tab]** Move to the next non-skipped field. In a scrolling area, the cursor moves to the last field on the first line, then to the next non-skipped field after the scrolling area. This avoids stepping through each line of the scrolling area.
- [Ctrl-Home]** In a scrolling area, move the cursor to the first line of the area. If not in a scrolling area, move immediately to the first non-skipped field on the screen.
- [Ctrl-End]** In a scrolling area, move the cursor to the last line visible.
- [PgDn]** Advance down the vertical length of a scrolling area.
- [PgUp]** Advance up the vertical length of a scrolling area.
- [Shift-PgDn]** Display the next screen in a multiple-screen program.
- [Shift-PgUp]** Display the previous screen in a multiple-screen program.
- [Esc]** Exit the screen.
- [→]** Similar to **[Enter]** except in a scrolling area where it moves the cursor within the scrolling area as long as each line has data, then moves to the next non-skipped field after the scrolling area.
- [←]** Move to the previous field.
- [Shift-←→↑↓]** Move cursor around the screen in the direction of the arrow.
- Mouse** Move anywhere on the screen, as desired, even if the field is skipped.

## Function Keys

You can perform many operations via keyboard function keys. The function keys begin with an “F” and end with a number from 1 to 12. Function keys are related to the most commonly used editing functions and *Add/Change* screens. You can use the *shifted* function keys in the same

way from anywhere in the software. However, the *unshifted* function keys work differently depending on whether they appear on an *Add/Change* screen or a report parameters screen.

## **Function Keys – Add/Change Screens**

- [F1] Display a help message.
- [F2] Display the next matching record.
- [F3] Display the previous matching record.
- [F4] Display a group of the next matching records.
- [F5] Set a search template to match against.
- [F6] Clear the screen and all search templates.
- [F7] Display which search templates have been set.
- [F8] Delete or void this record.
- [F9] Exit from this screen without saving this record. [Esc] also works this way.
- [F10] File (save) this record into the database.
- [Shift-F10] **HotPrint**™ the report most closely associated to this screen.
- [Alt-F10] File this record and leave a duplicate on the screen to be added to the database.

## **Function Keys – Report Parameters Screens**

- [F1] Display a help message.
- [F2] Display the report on the screen.
- [F3] Print the report to a printer.
- [F4] Send the report to a disk file.
- [F5] Invoke printer control.
- [F6] Set and search for a text string.
- [F7] Search for the next occurrence of the text string.
- [F8] Search for the previous occurrence of the text string.
- [F9] Exit from this report screen.

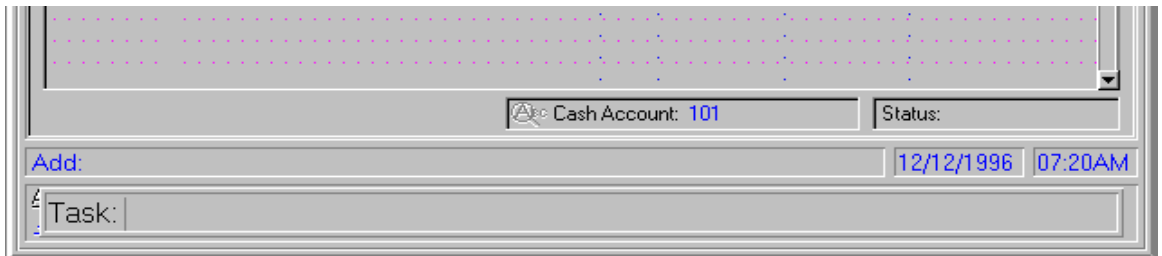
## **Shifted Function Keys – Anywhere in *Pacifica***

- [Shift-F1] Go to the *Tasking* function.
- [Shift-F2] Go to the *Add/Change General Ledger* screen.
- [Shift-F3] Go to the *Add/Change Name* screen.
- [Shift-F4] Go to the *Add/Change Vendor* screen.

- [Shift-F5] Go to the *Add/Change Customer* screen.
- [Shift-F6] Go to the *Add/Change Employee* screen.
- [Shift-F7] Go to the *Add/Change Inventory* screen.
- [Shift-F8] Change the *System Date*.
- [Shift-F10] *HotPrint* the most closely related report.

## Tasking

There is an additional shortcut past the menu system called tasking. This has similar advantages to using the shifted function keys. By pressing [Shift-F1] (from anywhere) a command line appears at the bottom of the screen that you can use to jump to any other screen.



Example of a Task Bar

If you know the name of the screen, type it and press [Enter]. Otherwise, press \* to bring up a directory of the available screens.

## Editing Within Data Fields

From a particular data field, the following editing keys are used:

- |          |                                     |
|----------|-------------------------------------|
| [←]      | Move one space left.                |
| [→]      | Move one space right.               |
| [Ctrl-←] | Move one word left.                 |
| [Ctrl-→] | Move one word right.                |
| [Home]   | Move to the beginning of the field. |
| [End]    | Move to the end of the field.       |

# **Pacifica™ Professional Accounting for Windows®**

[Ctrl-F]	Insert one space at the cursor.
[Ctrl-D] or [Del]	Delete one character at the cursor.
[Bksp]	Delete one character to the left of the cursor.
[Ctrl-V]	Delete one word at the cursor.
[Ctrl-Y]	Delete from the cursor to the end of the field.
[Ctrl-Z]	“Zap” the entire line that the cursor is on. (Deletes everything in the field.)
[Ctrl-B]	Insert (“Break”) a new line at the cursor.
[Ctrl-G]	Duplicate this line below.
[Ctrl-O]	Concatenate the following line to the end of this line.
[Ins]	Toggle Insert mode.

If the data is correct, you can use it immediately in a calculation to fill another field, or you can perform a special function at this field such as a directory display, an account-balance summary or a calculation. Usually, **Pacifica** accepts the data and moves the cursor to the next field.

## **Copying Similar Records**

**Y**ou can duplicate an existing record and modify only the fields that differ. Once the record you want is displayed, press [Alt-F10]. This files (saves) the first record and leaves a copy on the screen. Each record must have a unique identification code of its own (such as a customer ID number or an inventory ID number), so, at a minimum, you must change the identification code to a unique value. If you do not specify a unique identification code, one is automatically assigned using the last valid ID code from the *System Defaults* record (which is incremented by one) before filing the record.

## **Setting Search Templates for Ad-Hoc Inquiries**

**O**n any *Add/Change* screen, you can set a search template on one or more fields to select only the records which match the template(s). A search template works as a filter for the records through which you are searching. Only records that match the specified search templates are retrieved from the file and displayed. Wildcard search characters may be used for approximate searches. (See below.)


To set a search template, move the cursor to the field on which to set selection criteria, then click






or press [F5]. The search template dialog displays:

The screenshot shows a software window titled "PAY" with a menu bar at the top. Below the menu bar, there are fields for "Date: 12/12/1996" and "Check #: 2326". The main area contains a form with "To The Order Of:" and "Amount:" fields. A "Search Template:" dialog box is open over the table. The table has the following columns: Invoice, Description, Amount, Dsc %, Dsc amt, Total, and Account. The "Invoice" column is highlighted with a green border. At the bottom, there are fields for "Cash Account: 101" and "Status:".


Example of a Search Template

Enter the selection criteria you want on a search template in the dialogue box that appears and press [Enter]. As soon as you have specified all of the templates you want, click  or press [F2]. This will select only the records that match all of the selection criteria. Selection options include [>] (Greater Than - e.g. >500), [<] (Less Than - e.g. <500), [#] (Does Not Equal - e.g. #1), [\$] (Contains the characters - e.g. \$NEW), [#\$] (Does NOT contain the characters - e.g. #SOLD), [\*], [?] (Similar to MS-DOS “wildcard” characters - e.g. ??S\*).

**Example:** In *Add/Change Customer*, to search for customers located in Los Angeles whose name begins with an “M”, move to the *City* field, click  and type **LOS ANGELES**

[Enter]. Then move to the *Name* field, click  and type a wildcard search template of M\* [Enter]. Click . Only the records with a city of “Los Angeles” whose name starts with “M” are displayed. It makes no difference whether the search template and/or data are upper or lower case. Searches are not case-sensitive.

## The Lookup Directory

You can request a lookup directory at the relation fields (denoted with a  magnifying glass) on the data entry screens. A lookup directory is available from any field which requires an ID number for either vendors, customers, employees, General Ledger account numbers, or inventory items. The directory structure works much like a search template except wildcard search characters are not valid. Type a few characters of the name, ID number, or telephone number you want, followed (without a space) by the asterisk [\*] character. Up to 22 matches are displayed on the directory screen. Type the line number (or letter) of the correct record (or “arrow” or “mouse” to the record). If the name you want has not appeared, press [Enter] or [PgDn] to continue the list. Press [PgUp] to return to a previous page and [Q] to quit without selecting a name. Pressing just \* displays every record available for a field.

If you touch the mouse pointer to the , you’ll notice that it hilites in green .


When the magnifying glass hilites in this manner, you may click the left mouse button to display a lookup directory, as if you had pressed \*.


Sometimes a directory is displayed even though the directory symbol was not used. If the name or number entered in a name ID, General Ledger account, or inventory number is not unique, a directory will be displayed automatically.

ID no.	Name	Address	City	St	Zip
1 150	*Alpha Vending Supply	4000 Garison Street	Seattle	WA	98100
2 130	*Aragon Office Supply	1320 Tara Blvd #300	Bellevue	WA	98006
3 100	*Emerald Charter Sales & Service	104200 Annex Parkway	Tacoma	WA	98401
4 601	*Friendly Aviation Insurance Co.	4002 Washington Blvd	Bloomington	MI	50001
5 120	*Fred Garvin	2906 3rd Ave. Suite 3001	Seattle	WA	98101
6 550	*General Express	1000 Lincoln Blvd. Suite 2400	Tulsa	OK	72055
7 140	*Gordy's Pilot Shop	Clermont County Airport	Batavia	IL	45103
8 125	*Grandview Oil	3456 Costa Mesa Highway	Costa Mesa	CA	97833
9 151	*Griffin Tire Corporation	P.O. Box 34948	Tulsa	OK	67459
A 1005	*Jill's Temp Service	8374 Moton Lane	Bellevue	WA	98007
B 700	*Johnson & Tate Property Manage	5609 Peterson Lane	Seattle	WA	98101
C 800	*King County Water	2089 19th Street	Seattle	WA	98101
D 900	*Muran, Dodson & Sampa	34388 Moss Bay Ave.	Kirkland	WA	98009
E 110	*Nalco Airplane Parts	2001 Airpark Avenue	Seattle	WA	90002
F 300	*Seattle Electric Co.	4545 Boren Ave.	Seattle	WA	98102
G 1006	*Austin Pacific Jet Leasing	1970 LBJ Parkway	Austin	TX	66020

Lookup Directory screen


## Drilling Down

The magnifying glass icon  denotes another characteristic of the prompt on which it appears; the capacity to drill-down to the full record represented by the data in the field. Here's how it works:

Suppose you're looking at a disbursement check which has paid several purchase invoices, whose numbers are now displayed in the invoice field. The invoice prompt displays a , one of

## **Pacifica™ Professional Accounting for Windows®**

many on the disbursement screen. To examine or edit any invoice in the invoice field, just double-click on its number, and you will instantly be editing that invoice on the *Add/Change Purchase Invoice* screen. We noted that there are several magnifier icons on the disbursement screen, and they all allow drill-down to their respective record types.

If you double-click a drill-down field (one with a  ) which is empty (no data entered in that field), **Pacifica** still drills down to the screen represented by the drill-down field, but there is no record to edit — instead, the screen is ready to accept a new record. This is very useful for adding new records on-the-fly from anywhere without interrupting your work flow.

### **System Security – User by User**

Users who have system operator (SYSOP) privileges may limit each user's access to only those accounting modules and activities that are assigned as privileges. This security is implemented at the user level. Assign to each person who uses **Pacifica** a unique user ID which is protected by a password. Assign to each user ID only the modules and privileges required for that employee to perform their job effectively.

During operation of the system, accounting transactions may be “stamped” with the user's ID (and the date and time). Tracking the use of the system and logging exceptional events by each individual is made possible by these user IDs. If user IDs are not unique, this powerful security measure is rendered useless.

As part of the installation process, you should use the *System Maintenance* menu selection *Define User/New Company* to define user IDs and to assign modules and privileges to each user.

### **Installing the Demo**

**P****acifica** may only be installed if you are running Windows. All versions of Windows from 95 and newer (Win95, Win98 and WinNT) are supported.

*Note: Call Pacifica Research support if you have Windows 3.0, 3.1 or Workgroups*

Put the CD-ROM into your drive.

After a few seconds, the setup program asks you to select a product to install:

```
Install [P]acifica or [L]aguna or [F]ree Laguna or [Q]uit
```

Press the letter of the product you wish to install. The appropriate setup screen displays. Press [Next] to continue. Read and accept the Pacifica License Agreement. You may also read the Getting Started document if you choose.

The next dialog allows you to select the path (drive and folder) in which to install **Pacifica** (or **Laguna**). The default is always C:\PACIFICA (or C:\LAGUNA). Use the browse function to change the path if you wish.

---

*Note: **Pacifica** and **Laguna** may be installed onto a network drive.*

---

As setup finishes, it creates a Pacifica icon with which you may launch **Pacifica**.

Double-click on the Pacifica icon to start Pacifica.

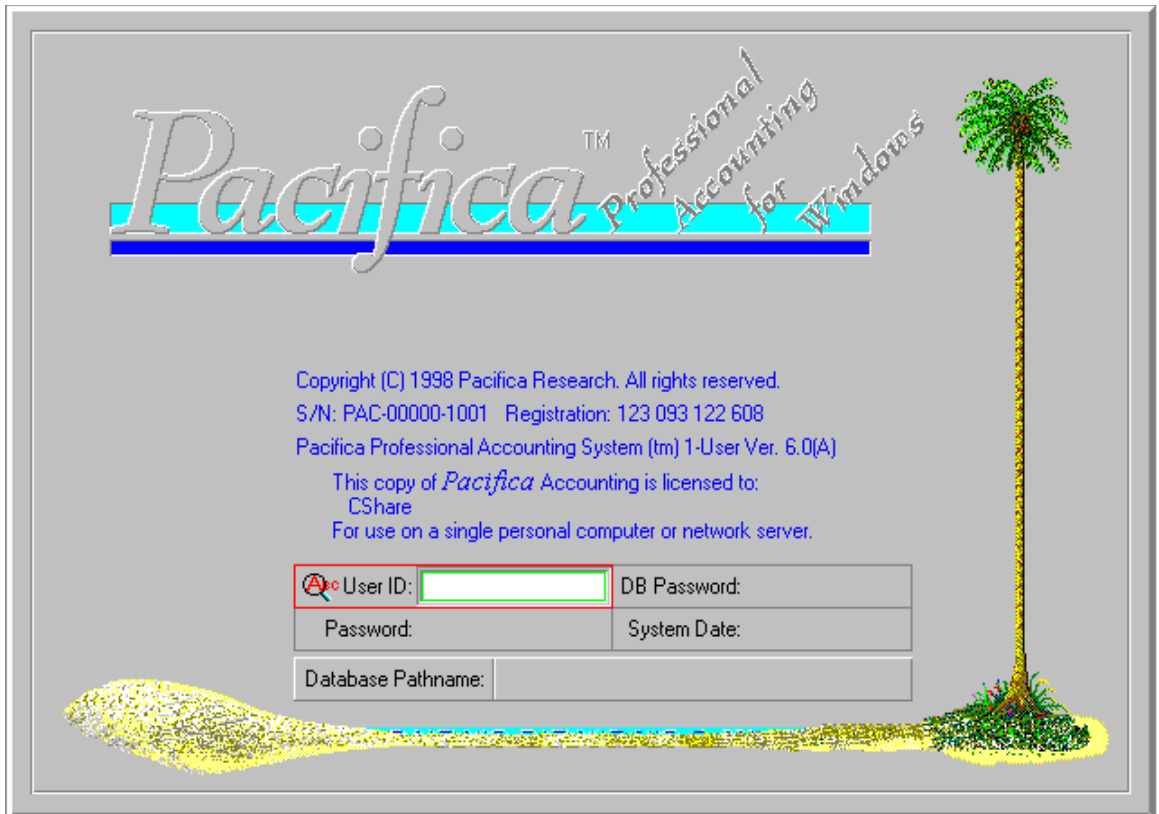
## **Registering *Pacifica***

The evaluation copy of ***Pacifica*** needs no registration. Every feature of every standard and plus module works properly, and there is only one limitation; in evaluation mode ***Pacifica*** permits 500 transactions. There are no other limitations. The transactions you enter while evaluating ***Pacifica*** can be real, valid transactions for your company. To continue using ***Pacifica*** beyond the 500 transaction limit, just call us for a full registration.

If you wish to evaluate a ***Pacifica*** add-on module, you must install and temporarily register that module. ***Pacifica*** add-on modules include:

- Point-of-sale
- Seed Inventory Control
- Hay Broker/Export
- Entomology/Chemical Applicator
- Saw Sharpening
- Coffee Roaster
- VAR/Developer Toolkit

If you wish to evaluate any add-on module, please call Pacifica Research for instructions.

Pacifica Login Screen*Pacifica* Login screen

The *Login* screen contains the *User ID*, *Password*, *DB Password* and *System Date* prompts. To start the **Pacifica** demo, type **DEMO [Enter]** at the *User ID* prompt and press **[Enter]** at the *Password* prompt. (There is no password set for the DEMO.APL database.) Type today's date in the *System Date* field.

You will now be at the *Accounting Menu* and able to use the software fully, without restriction for 500 transactions. The following pages will walk you through some specific exercises and tasks to aid in your evaluation of our product. The examples will focus on the General Ledger and

# Pacifica™ Professional Accounting for Windows®

Accounts Receivable modules, but the principles illustrated work consistently throughout the software.

We hope you enjoy your evaluation of **Pacifica**, and we look forward to having you as a customer.

## General Ledger



Main Accounting Menu – General Ledger

## General Ledger Accounting Menu

The General Ledger module maintains a chart of accounts and enables you to enter transactions to post debits and credits to these General Ledger accounts. It will help you categorize accounts and transactions to summarize the impact of related business events. The other accounting modules that are part of **Pacifica** – Accounts Receivable, Accounts Payable, Inventory Management, and Payroll – store transactions in the Transaction Journal and affect the General Ledger account balances. With information held in the General Ledger accounts and the General Ledger Journal, you can determine the financial status of your company at the present time or for any date period you want.

You can assign alphanumeric account numbers and descriptions of unlimited size each, and unlimited number of aliases to find the account from data entry screens later. **Pacifica** supports an unlimited number of “open” accounting periods.

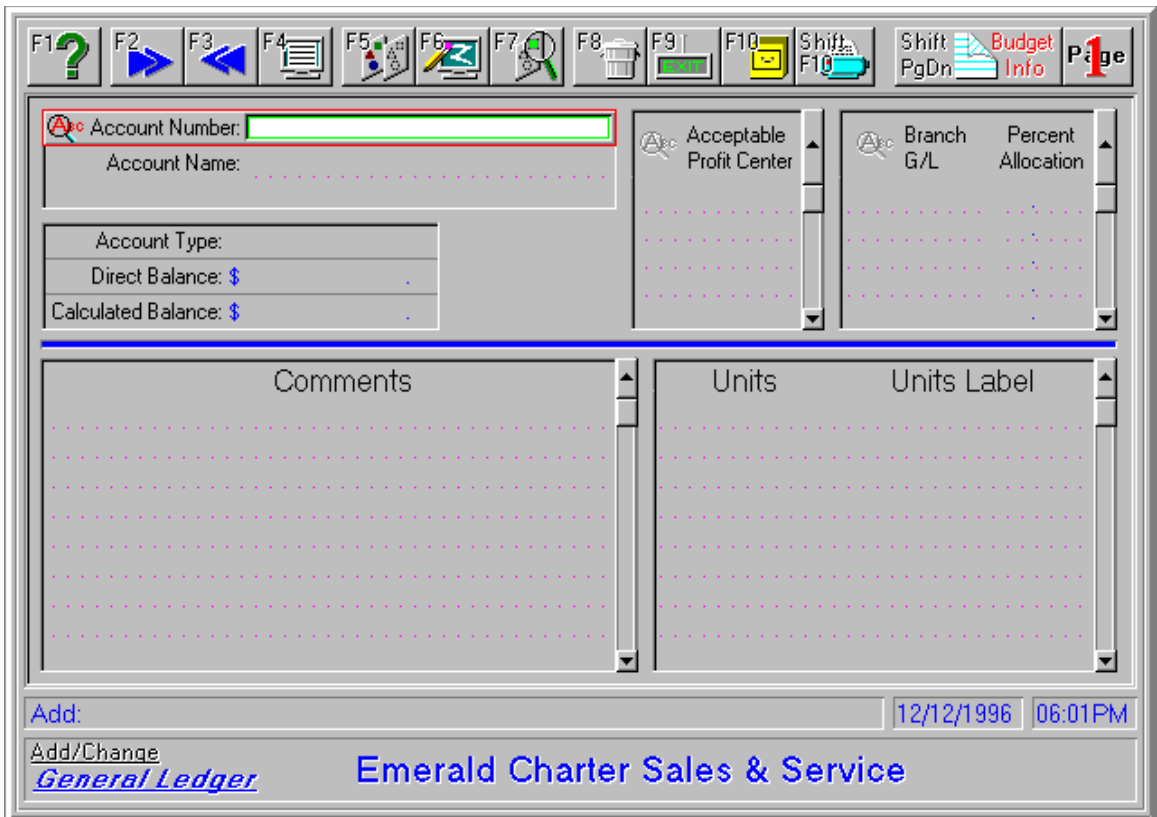
You can use the *Add/Change Journal Entry* menu selection for entering adjustments and miscellaneous transactions that affect company finances but are not related to the Accounts Receivable, Accounts Payable, Inventory Management, or Payroll modules.

## Add/Change General Ledger

The evaluation database already contains a general ledger chart of accounts, representing a small service oriented business.

However, when you install **Pacifica** for your company, the database is initially empty, and you are offered a choice of many different types of businesses (or styles of charts of accounts). You may then choose the type of business which most closely matches your own.

For the following exercises, select *Add/Change General Ledger* from the *General Ledger Accounting Menu*.



Add/Change General Ledger screen, page 1



Use this menu selection to:

- Add a General Ledger account to the file.
- Display or change the information associated with this account.
- Display the current balance in an account quickly.

### **Exercise – Add G/L Account Record**

Follow these steps to add a new account #107 – *Cash in Bank - Savings*:

- Verify that the screen is in ADD mode. The screen status field should say “Add:”.

- If the screen is not in ADD mode, click the  (clear screen) button or press [F6].
- In the *Account Number* field, type **107** [Enter].
- In the *Account Name* field, type **Cash in Bank - Savings** [Enter]. The cursor moves to the second line in the *Account Name* field. Type **Savings** [Enter][Enter].
- In the *Account Type* field, type **1AD** [Enter].
- File the record by clicking on the  (file) button or by pressing [F10].

## Additional Information

Before adding new data in any *Add/Change* type screen in **Pacifica**, the screen must be in *Add*: mode. These same screens serve other purposes, as we'll learn in the next exercise. The screen status field always indicates how the screen is being used at this moment.

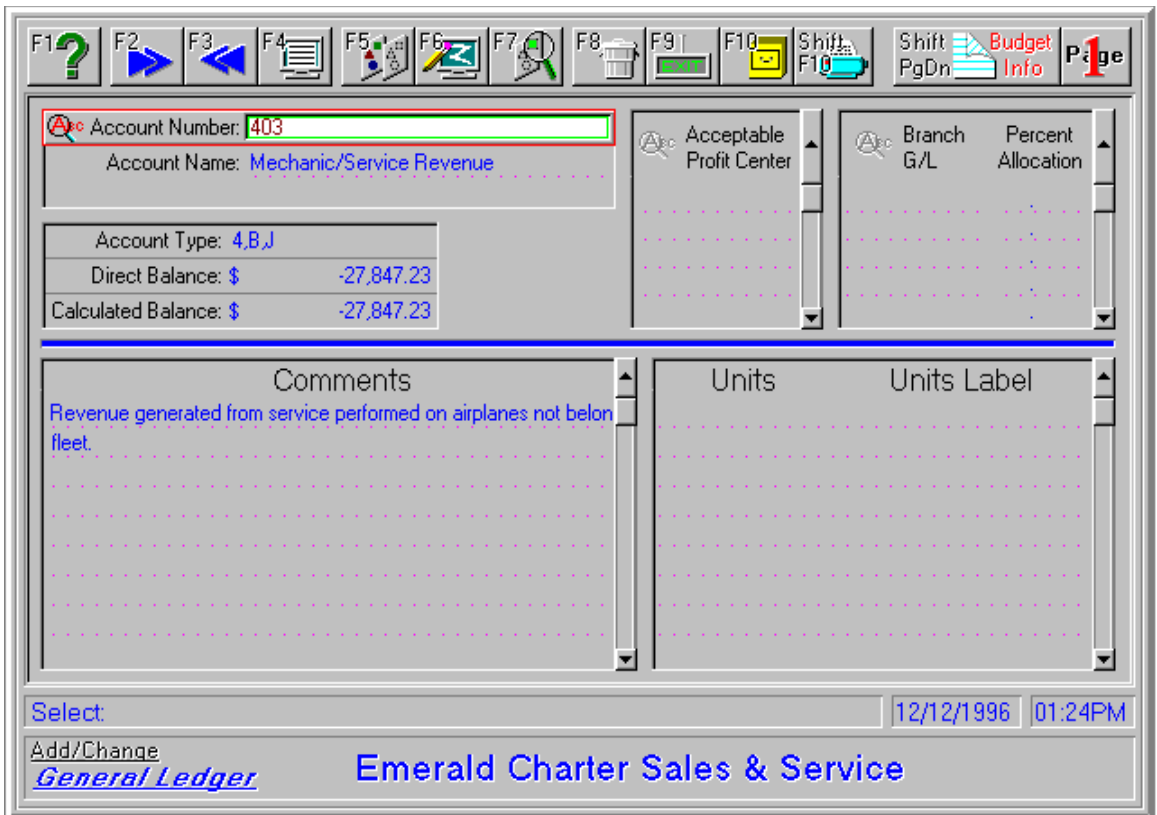
Did you notice that we put two titles into the *Account Name* field? These are called *aliases*, and you may give a general ledger account as many *aliases* as you want. You'll use these later to find the account. In this example, we can find the account by typing **cash** or by typing **savings** or by typing **107**.

You may have wondered why we didn't fill all of the fields on the screen. Many of the fields on each *Add/Change* screen are optional and may be left blank. If you accidentally omit a required field, **Pacifica** will insist that you type acceptable data into the field before you can file the record.

## Exercise – Change Existing G/L Account Record

For this exercise, we'll find and change an existing G/L account record, Cash in Bank, Checking, account 101.

- Clear the screen by clicking the  button or by pressing [F6].



Add/Change General Ledger screen with record selected

- Retrieve the record you want to change. Since we know the account number of the record we want, the easiest way is to click on the *Account Number* field, which moves the cursor there, and type **101 [Enter]**.

We could also have performed a directory lookup on CASH, by typing **cash\*** at either the *Account Number* or *Account Name* field. At the directory, select account 101 with the mouse or hilite bar.

Notice that the screen status field now displays “Select:”. This indicates that you have selected an existing record from the database, but you haven’t made any changes to it yet.

- Move the cursor to the *Comments* field and type **Bank of Tahoma** [Enter].

Notice that the screen status field now displays “Change:”. This indicates that you have changed this record on the screen, but the changes aren’t permanent in the database yet.

- Refile the record by clicking the  button or by pressing [F10].

- Exit by clicking the  button or pressing [F9].

## Additional Information

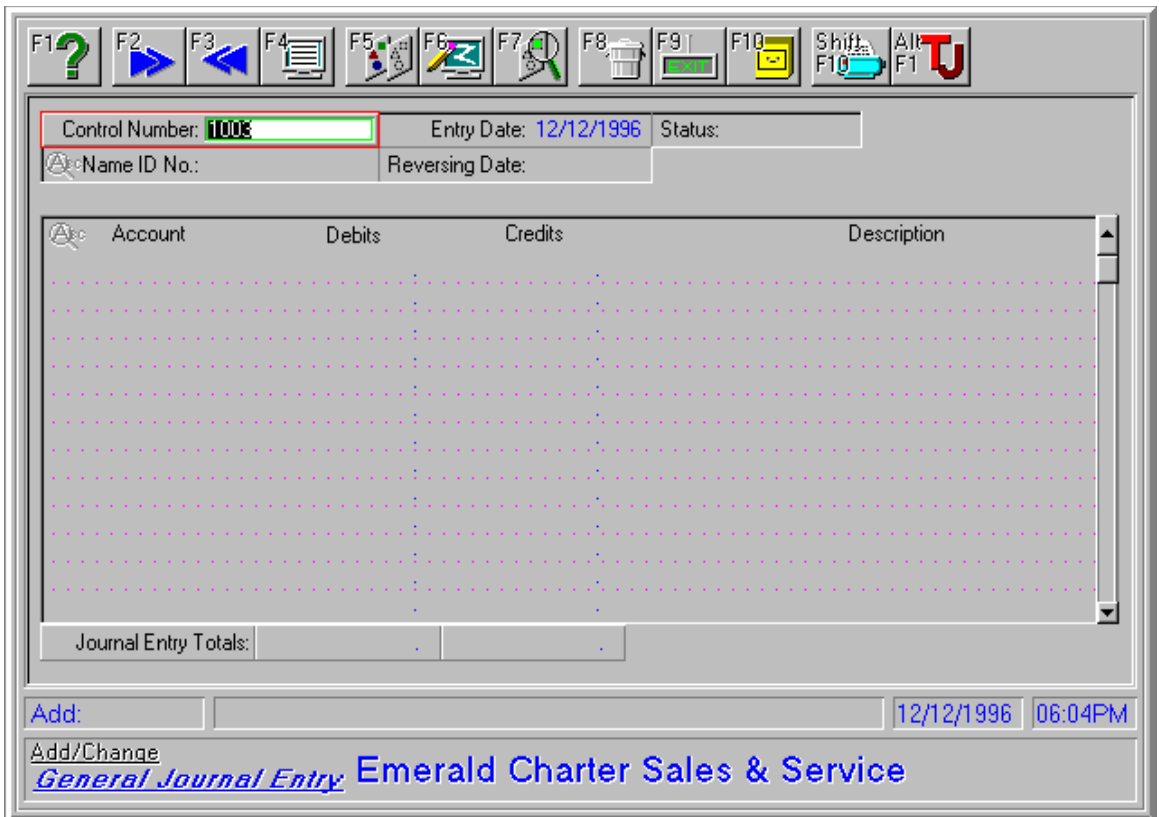
When we change data in this file, or any file in ***Pacifica***, it’s never necessary to change the same data elsewhere; e.g. in all transactions which have used this account. The relational structure of the underlying database sees to that.

Although there is no theoretical limit to the changes you could make to the data, there may be security limits imposed by ***Pacifica***. For instance, your SYSOP (the person responsible for setting up and maintaining ***Pacifica***) may not assign change privileges to your User ID. Or, you may be outside ***Pacifica***’s currently flagged accounting period. In these cases, ***Pacifica*** will advise you that this operation is not available to you.

## Add/Change Journal Entry

Sometimes events occur requiring that you add or change General Ledger Journal transactions. *Add/Change Journal Entry* is only to be used for transactions that cannot be entered through Accounts Receivable, Accounts Payable, Inventory Management, or Payroll events. Examples of General Ledger Journal transactions would include capital and equity adjustments, deposits from cash on hand to cash in bank, bank service charges, interest earned, etc.

For the following exercises, select *Add/Change General Journal* from the *General Ledger Main Menu*.



Add/Change General Journal screen

Use this menu selection to:

- Enter and post a transaction to a General Ledger account that can not be originated through one of the subsidiary ledgers.
- Display or change a General Ledger Journal transaction.

The accounting modules (Accounts Receivable, Accounts Payable, Inventory Management, Payroll) automatically create double entry accounting transactions to keep the general ledger in balance. However, when you are entering a manual general journal entry, you must create the balancing transactions yourself. For every journal entry there must be opposite and equal balancing

journal entry. These entries reflect transfers of value between different accounts of the General Ledger. A journal entry will not file until it balances. If you attempt to file an out-of-balance entry, an error message will display and the difference will be filed to the Suspense Account.


### Exercise – Add a General Journal Record

For this exercise, we'll add an adjusting journal entry which will transfer cash from our checking to both savings and petty cash.


Transferring \$500 from checking to savings and \$500 from checking to petty cash involves three different accounts: 101 Cash in Bank - Checking, 102 Cash in Bank - Savings and 103 Cash in Bank - Petty.

The Journal Entry should look similar to the transaction displayed below.

Account Description	Debit	Credit
Cash in Bank - Checking		1,000.00
Cash in Bank - Savings	500.00	
Cash on Hand	500.00	

- Clear the screen by clicking the  button or by pressing **[F6]**.
- Move to the first line of the *Account* field, either by pressing **[Enter]**, or by clicking on the field with the mouse pointer.
- Type **cash** **[Enter]**. A G/L account directory is displayed. Select *Cash in Bank - Checking* from the directory by typing its line number or clicking on it with the mouse pointer. Press **[Enter]**. The cursor moves to the *Debits* field.
- Since we want to **CREDIT** the checking account, just press **[Enter]**. The cursor moves to the *Credits* field.


## **Pacifica™ Professional Accounting for Windows®**

- Type **1000 [Enter]**. The cursor moves to the *Description* field. At this time, note that the balancing (**DEBIT**) dollar amount has already been entered into the second line for you. For the description, type **Transfer cash to On Hand/Savings [Enter]**. The cursor moves to the *Account* field on the second line.
- Type **cash [Enter]**, and select *Cash in Bank - Savings* from the directory. Press **[Enter]**. The cursor moves to the *Debits* field.
- This line represents one of the two debits, but **Pacifica** has already placed a value in this field. However, the current value (1,000.00) is incorrect, so type **500 [Enter]** to replace it. As soon as you begin typing, the field's previous contents are erased. The cursor moves to the *Description* field. Note that **Pacifica** has carried the balancing 500.00 down to the *Debits* field on the third line.
- Although you may type as many description lines on a journal entry as you want, this isn't necessary for our exercise, so just press **[Enter]**. The cursor moves to the *Account* field on the third line.
- Type **cash [Enter]**, and select *Cash on Hand* from the directory. Press **[Enter]**. The cursor moves to the *Debits* field.
- **Pacifica** has already provided the dollar amount (500.00) for this line, and has placed it in the *Debits* field. This concludes the data entry for this exercise, and all that remains is filing the entry into the database.
- File the record by clicking the  button or by pressing **[F10]**.

### **Exercise – Changing an Existing General Journal Record**

In this exercise, we'll retrieve and edit the journal entry we just made.

There are several ways we can find an existing record, but for the purposes of this exercise, we'll use two common methods.









- Clear the screen by clicking the  button or by pressing [F6].
- At the *Control Number* field, type **1003** [Enter]. (This is the same number you assigned to the journal entry in the previous exercise.) The original record is displayed on the screen, and the screen status field will display *Select:* to indicate that you've selected (but have not begun to edit) an existing record. This method assures a non-ambiguous match, because duplicate control numbers are not allowed.

F1 ?	F2 ▶	F3 ◀	F4 📄	F5 🗑️	F6 ✎	F7 🔍	F8 🗑️	F9 📄	F10 📄	Shift F10 🖱️	Alt F1 🗑️
Control Number: 600			Entry Date: 02/03/1996			Status: 2					
Name ID No.: 100			Reversing Date:			Bring to Balance:					
Account	Debits	Credits	Description								
131	265,000.00		Asset value of King Air								
131	380,000.00		Asset value of Citation								
2305		265,000.00	Payable for aircraft fleet.								
2305		380,000.00	Payable for aircraft fleet.								
Journal Entry Totals:		645,000.00	645,000.00								
Select:	Emerald Charter Sales & Service, 104200 Annex Parkway, Tac				12/12/1996	01:27PM					
Add/Change	<u>General Journal Entry</u> Emerald Charter Sales & Service										

Add/Change General Journal Entry with record selected

# Pacifica™ Professional Accounting for Windows®

An alternate method (useful if you don't know the journal entry's control number) uses a search key to find matching records.

- Clear the screen by clicking the  button or by pressing [F6].
- Move the cursor to the *Account* field, on the first line.
- Click on the  button or press [F5] to set a search key.
- Type **cash** [Enter] to display a G/L account directory of the cash accounts. We know that the journal entry we want to find includes an entry to Cash on Hand, so select that account. Now, any record select command ( ,  or  ) will select only journal entries which include the Cash on Hand account. This method of searching is ambiguous, because more than one journal entry may contain the Cash on Hand account, and thus will match your search key. You must determine whether the matching record is really the one you want.
- Click on the  button, or press [F2]. A matching journal entry will be displayed. In the case of this exercise, this entry is the one we want to edit.
- Move the cursor to the date field and change the date to the 15<sup>th</sup> of the month. Its not necessary to retype the entire date – just type **15** [Enter].
- Refile the record by clicking the  button or by pressing [F10].
- Exit by clicking the  button or pressing [F9].

## General Ledger Reports

The *General Ledger Reports* menu enables you to print or display information about General Ledger Journal transactions and about General Ledger accounts.

For the following exercise, select the *General Ledger Reports...* menu from the *General Ledger*

Main Menu.



General Ledger Main Menu – General Ledger Reports

Use this menu selection to:

- Print or display the *Chart of Accounts*.
- Print or display a *Trial Balance*.
- Print or display all the transactions affecting a particular General Ledger account.
- Print or display all the transactions for a specified date period.
- Print or display a transaction audit trail.
- Print or display *Balance Sheets*, *Income Statements* and *Cash Flow Statements*.

- Print or display budgets.

## Exercise – Print Trial Balance Report

Invoke the report launch screen by selecting *Trial Balance* from the *General Ledger Reports...* menu.

The screenshot displays the 'General Ledger Trial Balance report parameters screen'. At the top, there is a toolbar with function keys F1 through F9, each with a corresponding icon (F1: question mark, F2: keyboard, F3: printer, F4: floppy disk labeled 'TEXT FILE', F5: question mark, F9: green bar). The main area contains several input fields and options:

- Starting Date: 01/01/1900 (highlighted with a red border)
- Ending Date: 12/12/1996
- Starting Account: (FIRST)
- Ending Account: (LAST)
- Print Zero Balances? (Y/N) N
- Omit Closing Entries? (Y/N) N
- Computation Method: (G/T) G

A warning box on the right side contains the following text:



**STARTING DATE:**  
Account balances will be computed starting with this date. For a normal trial balance, leave the date '01/01/01' to compute balances from the beginning of time. To print activity for a period, enter the starting date for the period. **THIS WILL NOT PRODUCE A TRUE TRIAL BALANCE!**

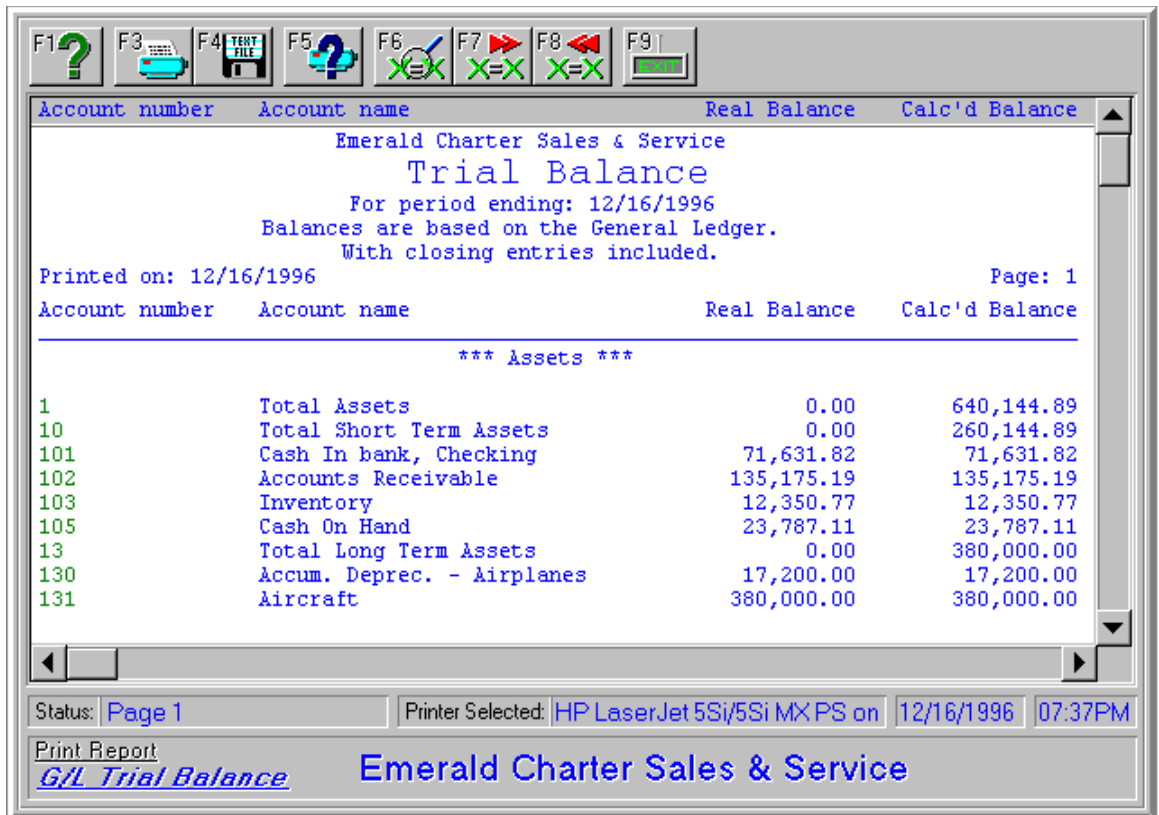
The status bar at the bottom shows: Status: [empty], Printer Selected: HP LaserJet 5Si/5Si MX PS on, 12/12/1996, 06:13PM. Below the status bar, there is a 'Print Report' button and the text 'G/L Trial Balance' and 'Emerald Charter Sales & Service'.

General Ledger Trial Balance report parameters screen

To print a trial balance, follow these steps:

- For this exercise, we will accept the default launch values.
- Notice that the *Printer Selected* field is set to the default printer.

- Click on the  button or press [F2] to compose and display the trial balance report.
- As the report composes, the screen status field shows the progress, and each page displays on your screen as its formatted. Reports may be terminated before they finish composing by clicking the  button or by pressing [Esc].
- When the report is fully composed, **Pacifica** displays the first page of the report on your screen. You may page through the report, or use the scroll bars to move around the report, or set a search key to search for a word or phrase in the report.




Account number	Account name	Real Balance	Calc'd Balance
Emerald Charter Sales & Service			
Trial Balance			
For period ending: 12/16/1996			
Balances are based on the General Ledger.			
With closing entries included.			
Printed on: 12/16/1996			Page: 1
Account number	Account name	Real Balance	Calc'd Balance
*** Assets ***			
1	Total Assets	0.00	640,144.89
10	Total Short Term Assets	0.00	260,144.89
101	Cash In bank, Checking	71,631.82	71,631.82
102	Accounts Receivable	135,175.19	135,175.19
103	Inventory	12,350.77	12,350.77
105	Cash On Hand	23,787.11	23,787.11
13	Total Long Term Assets	0.00	380,000.00
130	Accum. Deprec. - Airplanes	17,200.00	17,200.00
131	Aircraft	380,000.00	380,000.00

Status: Page 1      Printer Selected: HP LaserJet 5Si/5Si MX/PS on      12/16/1996      07:37PM

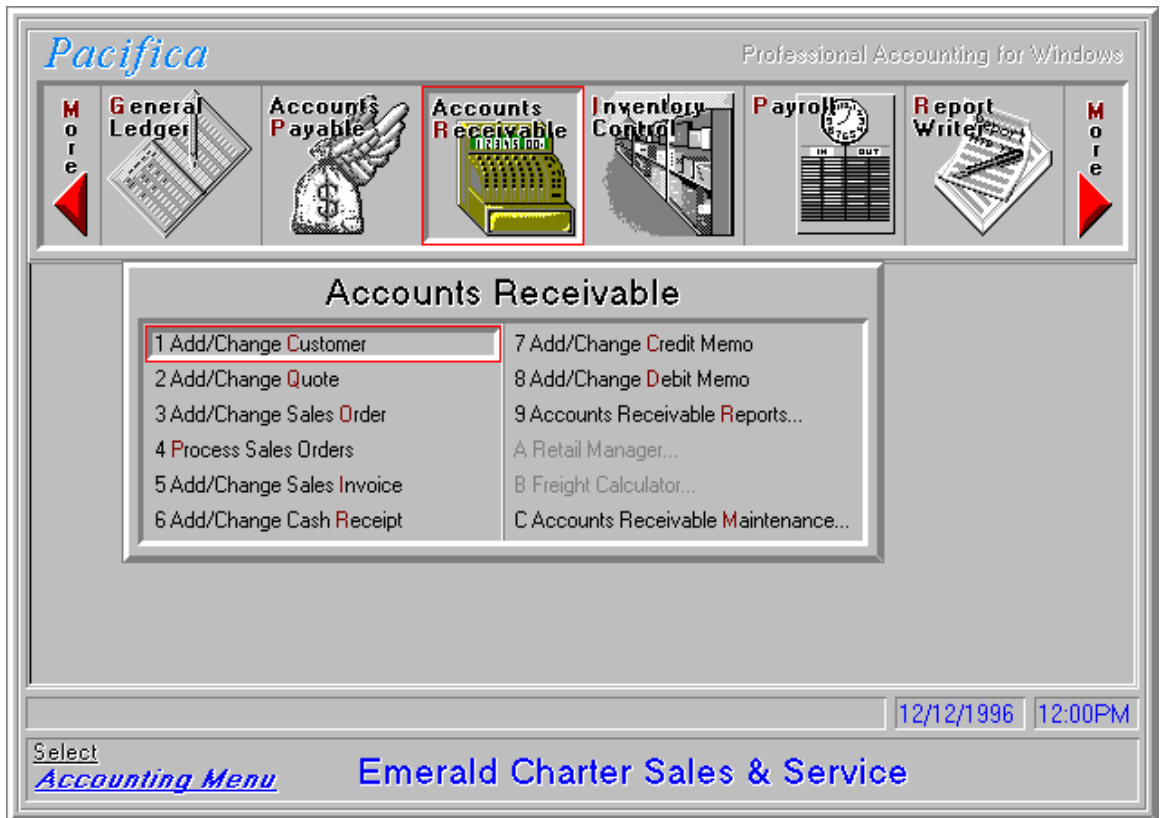
Print Report  
G/L Trial Balance      Emerald Charter Sales & Service

Example of an on-screen report

## *Pacifica*<sup>™</sup> Professional Accounting for Windows<sup>®</sup>

- Notice that certain data on the report is displayed in green color. Notice also that the data closest to the mouse pointer is displayed in red color. This powerful feature (part of our **SuperEdit**<sup>™</sup> system), allows you to instantly jump to (drill down to) the record represented by the red-colored data. If the data anywhere on the report is displayed in green, just touch it with the mouse pointer (the data turns red), and click. Instantly, you'll be editing that record! When you're done, you'll be right back at the report, ready to **SuperEdit** somewhere else.
- You can send most reports directly to the printer without re-composing. With the report still displayed on-screen, just click  or press **[F3]**.

## Accounts Receivable



Accounts Receivable Main Menu

Use the menu to select the *Add/Change Customer* screen. You'll notice that the features here work equally well on the *Add/Change Vendor*, *Employee*, or *Inventory Item* screens, too.

### Add/Change Customer

Customer information is used in maintaining records of invoices, cash disbursements, and the balance your company is owed by each customer. *Add/Change Customer* displays useful information about the accounts-receivable assets you expect to collect from customers. It also saves you time

# Pacifica™ Professional Accounting for Windows®

later by providing customer information that will be displayed on the *Add/Change Sales Invoice* screen to help you enter sales invoices.

Use this menu selection to to:

- Add a new customer to the file.
- Display or change the identifying information associated with a customer.
- Display a customer's current balance quickly.

Select *Add/Change Customer* from the *Accounts Receivable* main menu.

The screenshot shows the 'Add/Change Customer' screen. At the top, there is a toolbar with function keys F1 through F10, a 'Shift+F10' key, and a 'Shift+PgDn' key. The 'Customer Info' button is highlighted in red. Below the toolbar, the form is divided into several sections. The 'AcID Number' field is highlighted with a red border and contains the value '1008'. Below it are fields for 'Name', 'Address', 'City', 'State', 'Zip Code', and 'Country'. To the right, there are fields for 'Search Name', 'Telephone, FAX #', 'Email', and 'Internet'. Below these are 'Sort 1', 'Sort 2', 'Sort 3', and 'Sort 4' fields, and a 'Record Type' field. At the bottom, there is a status bar with 'Add:' on the left, '12/15/1996 02:38PM' in the middle, and 'Emerald Charter Sales & Service' on the right. The text 'Add/Change A/R Customer' is visible in the bottom left corner.




Add/Change Customer screen, page 1

The *Add/Change Customer* screen has two pages. The first page displays general information, the second, more customer-specific fields.

To switch pages, click on the  button or press [Shift-PgDn].

## Exercise – Add New Customer Record

To add a new original customer record, follow these steps:

- Clear the screen by clicking the  button or by pressing [F6].
- Press [Enter] on the *ID Number* field to accept the default value.
- In the *Name* field, type Lester Graham [Enter][Enter].
- In the *Address* field, type 837 NE 45 th St. [Enter][Enter].
- Notice that the cursor moves to the *Zip* field instead of to the *City* field. In the *Zip* field, type 98007 [Enter] (If a zip code is already in the system, the *City* and *State* automatically default.)
- In the *Telephone/FAX #* field, type 5559011352 [Enter]. Notice that the data inputs from right to left, and the field is formatted as you type.
- Move to the 2nd Page by clicking on the  button or by pressing [Shift-PgDn] or [Shift-PgUp].
- In the *Salesperson* field, type 1004 [Enter].
- File the record by clicking on the  button or by pressing [F10].

## Exercise – Change Existing Customer Record

In this exercise, we'll add a FAX phone number to Jim Bob Campbell, customer ID number 950.

- Start on the first page of the *Add/Change Customer* screen. If you're on page 2, click



or press [Shift-PgDn].

- Clear the screen by clicking the




button or by pressing [F6].

- At the *ID Number* field, type **950** [Enter]. You may also display a directory, by typing **cam\***.

The screenshot shows the 'Add/Change Customer' screen. At the top is a toolbar with function keys F1 through F10, a Shift-F10 key, and a 'Page' indicator showing 'Page 1'. The main area contains a form for customer information. The 'ID Number' field is set to '950'. The 'Name' field is 'Jim Campbell' and is highlighted with a red border. The 'Address' field is '3432 Welsh Blvd'. The 'City' is 'Bellevue', 'State' is 'WA', and 'Zip Code' is '98007'. The 'Country' field is empty. To the right, there are search and telephone fields. The 'Search Name' field contains 'CAMPBELLJI'. The 'Telephone, FAX #' field shows 'HOME (206) 555-5876'. Below these are fields for 'Email', 'Internet', 'Sort 1', 'Sort 2', 'Sort 3', and 'Sort 4'. The 'Record Type' is set to 'Customer'. At the bottom, there is a 'Select' button, a date/time display showing '12/16/1996 08:10PM', and the text 'Add/Change A/R Customer' and 'Emerald Charter Sales & Service'.

Add/Change Customer screen with record selected

- Move to the second line of the *Telephone, FAX #* field, and type **FAX5558550227** [ENTER]. Don't type any spaces or other formatting characters.
- File the record by clicking on the  button or by pressing [F10].

## Add/Change Sales Invoice





Now we'll use the Accounts Receivable *Add/Change Sales Invoice* screen to demonstrate day-to-day transaction entry in ***Pacifica***. Use the menu to select the *Add/Change Sales Invoice* screen. The basic functions illustrated here work similarly in Cash Receipts, Cash Disbursements, Purchase Invoices, Paychecks, and General Journals.

When you sell goods or services to a customer, you enter a sales invoice to adjust the customer's current balance, the quantity of items available in inventory, the cost of goods sold, and other General Ledger accounts associated with the sale.

Use this menu selection to:


- Make a sale of goods and/or services to a customer.
- Change information associated with a sales invoice that has already been entered.



- At the *Item #* field, type **1037** [Enter].
- File the record by clicking on the  button or by pressing [F10].
- **HotPrint™** the invoice by clicking  or pressing [Shift-F10]. Select *Print Sales Invoices* from the *Sales HotPrint Menu*. When the report launch screen displays, the sales invoice number should already be typed in, and your system printer should be selected.
- Print the invoice by clicking on the  button or pressing [F3].
- When the invoice has printed, exit by clicking the  button, or by pressing [F9] until you return to the *Add/Change Sales Invoice* screen.

## Exercise – Change Existing Sales Invoice Record

In this exercise, we'll change the shipping instructions on the sales invoice we just filed. Follow these instructions:

- Clear the screen by clicking the  button or by pressing [F6].
- At the *Invoice #* field type **1037** [Enter]. You could also set a search key to find the invoice.

Invoice Number: 1037  
 Invoice Date: 06/03/1996  
 Customer ID: 350  
 Order No.:  
 Ship To ID:

Overtime Name

Order Date:  
 Ship Date:  
 Salesman: 40350  
 Ordered By:

Cust PO:  
 Terms: NET 30  
 Ship Via:  
 Status: 1,2

Quantity Ordered	Quantity Shipped	Item Number	Description	Price Code	Unit Price	Line Total	Income Account	Tx
6	6	600	Aviation Sweatshirt	A	18.0000	108.00	401	Y
1	1	140	Flight jackets	A	250.0000	250.00	401	Y
1	1	400	Pilot Headsets	A	395.0000	395.00	401	Y


Cash Amt: 105  
 Paid Amount: 813.99  
 A/R Amount: 813.99  
 Tx Rate: 8.1000  
 Sales Tax: 60.99

**Total: 813.99**

Select: Jim Campbell, 3432 Welsh Blvd, Bellevue WA 98007 12/16/1996 08:23PM

Add/Change  
Sales Invoice **Emerald Charter Sales & Service**

Add/Change Sales Invoice screen with record selected

- At the *Ship Via* field type **UPS RED** [Enter].
- Refile the record by clicking on the  button or pressing [F10].
- If necessary, the invoice may be re-printed at this time.

## Exercise – Voiding a Sales Invoice

In this exercise, we'll void the sales invoice we've been working with.




In **Pacifica**, voiding and deleting are similar processes. Both operations effectively remove the record or record set from service, so it has no effect on any other part of your data. However, voiding leaves the record in place, as a part of your audit trail.

Although almost any record may be deleted, only certain types of records may be voided. The records which may be voided are the ones which create transactions. They are:

- Disbursements
- Receipts
- Payroll Checks
- Purchase Invoices (including Debit/Credit Memos)
- Sales Invoices (including Debit/Credit Memos)
- General Journal Entries

The instant a record is voided, any effect it has is completely undone. No further adjustments are necessary.

To void the sales invoice, follow these instructions:

- Clear the screen by clicking the  button or by pressing **[F6]**.
- At the *Invoice #* field type **1037 [Enter]**. You could also set a search key to find the invoice.
- Notice that the screen status field now displays *Select:*. This indicates that you've selected a record to void (or delete). You may only void (or delete) records when the screen status displays either *Select:* or *Change:*.
- To void the sales invoice, click on the  button, or press **[F8]**. **Pacifica** now offers you a choice between voiding and deleting. Press **V** to void the sales invoice.
- Exit the *Add/Change Sales Invoice* screen by clicking  .

## Continuing From Here...

This concludes the exercises, which were designed to give you an overview of the capabilities of ***Pacifica***.

We encourage you to review ***Pacifica***'s other modules, using the techniques you've learned through the exercises.

If you encounter questions, our product support staff is well prepared to assist you. Just give us a call!

In closing, we thank you for the time you devoted to your evaluation of ***Pacifica***. As we stated at the beginning, we realize that the time you spent cost you money. You've just made an investment in us, and we hope it's the first step in a great relationship!