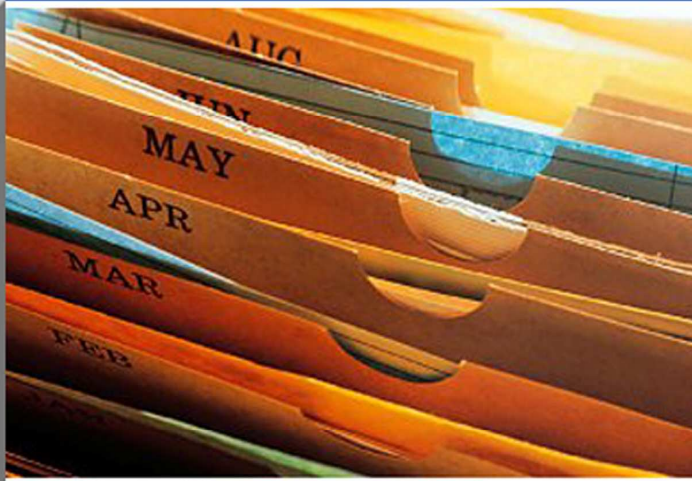


NolaPro



Quick Start Guide

This manual assists you with the basics to get NolaPro up and running as quickly and productively as possible.

By NOGUSKA LLC

Introduction

Thank you for using NolaPro, the best free, web-based accounting and business management solution available today! This guide will help get you up-and-running in just a few minutes, and will serve as a valuable future reference tool.

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- The license is the full agreement between the owner of NolaPro®, Noguska LLC and you, the user. It is located on every copy of NolaPro® under the [HELP] section on the dashboard.
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APPRECIATION

Many thousands of businesses and people have contributed heavily to the success of this software over the past 30 years. Special thanks, however, are due the many faithful and dedicated customers of Noguska.

Quick Start Guide

Thank you for using NolaPro, the best free, web-based accounting and business management solution available today! This guide will help get you up-and-running in just a few minutes, and will serve as a valuable future reference tool.

What are some of the benefits of using NolaPro as your business solution?

- No cost, period. Download, install, run it without a penny. Ever.
- No adware, no spyware, no crippled features, no expiration.
- Accessible via any standard web browser (IE, Firefox, Opera, Safari)
- Installable and transferable across both Windows and Linux servers
- Secure “On Demand” (SaaS) hosted version available @ \$20/mo.
- Configurable for both LAN and/or Internet accessibility
- Free support resources (video, forum, text) and affordable email help
- Periodic free software enhancements and improvements
- All program features fully customizable for your business
- Included shopping cart is “open source” and modifiable
- Business-to-business web portal allows client orders, payments, etc.
- International support (language, currency, VAT/GST, decimals)
- Affordable support for integrations with 3rd party applications via APIs
- Many add-ons and plug-ins available at: **<http://extras.nolapro.com>**

Resources

Website:	http://www.nolapro.com
NolaPro Store:	http://extras.nolapro.com
Message Board:	http://www.nolapro.com/forum
Video Library:	http://www.nolapro.com/training
Demo Trial:	http://trial.nolapro.com/demo/
Member Site:	https://www.nolapro.com/member/member.php

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The minimum system requirements for the web-based NolaPro installer:

- Pentium 233MHz
- 128 mb of ram (memory)
- 175 mb of hard drive space (free storage)
- 800x600 pixel screen resolution
- Web browser (IE, Firefox, etc.)

NolaPro installation is compatible on the following operating systems:

- Windows® Vista (all versions)
- Windows® XP (Home & Professional)
- Windows® Server 2003
- Linux® (any distribution)

The Installer will load these packages on Windows®* based systems:

- Apache
- MySQL
- PHP
- Zend Optimizer

* Linux® operating systems will need to preinstall these packages

Installing NolaPro on a *Windows®* or *Linux®* operating system

Windows Installation

If you have installed NolaPro on your computer in the past, and it isn't necessary to retain your existing data, the best route is to completely uninstall the program through the Windows Control Panel Add/Remove Programs option. If you wish to retain your data, do **not** uninstall/install another copy of the program, but download an upgrade package instead.

After uninstalling any old versions of NolaPro from your system, double-click and run the NolaPro download package (probably NOLAPRO-AMP.exe) to start the installation.

Follow the Wizard to install to the default directory. This process should take 5 minutes or less. If Windows asks for permission to allow the installation, just select ok, or "unblock" to allow it to install.

Upon completion your web browser should pop open with the NolaPro setup screen. If this fails to happen, simply open your web browser and point it to <http://localhost:50080/>

Most Windows installations will have everything necessary to install. Review that all required components are checked green and click Next. The next screen provides database information, however Windows users can just accept all the defaults.

NolaPro should then finish its installation within a few minutes. Click the resulting link to access the login screen, which will provide you the credentials for the system:

Login: admin
Password: pass

This username/password combination will not be shown on future logins for security purposes.

Continue setting up NolaPro following the **Quick Setup** section below.

Linux Installation

If you have installed NolaPro on your computer in the past, and it isn't necessary to retain your existing data, the best route is to completely uninstall the program by recursively removing the directory (example: `rm -rf /var/www/html/nolapro`) and the database in MySQL (example: `mysql>drop database nolapro;`). If you wish to retain your data, do **not** uninstall/install another copy of the program, but download an upgrade package instead.

After uninstalling any old versions of NolaPro from your system, untar (tar `-zxvf nolapro.tgz`) and/or copy the entire nolapro directory to a web-accessible folder (document root of your web server). Note that the Apache user must have write access to the /nolapro directory.

Bring up this directory in a web browser (usually `http://localhost`, `http://localhost/nolapro`, or `http://accounting.yoursite.com` if you use the /nolapro directory as the document root).

The web installer will display the system dependencies that are required in order to run NolaPro properly.

You may need to make modifications to your system so that NolaPro will operate on your machine. Remember to restart your web server if you make modifications to its configuration or to PHP (php.ini).

When all status flags are green, you can continue on with the installation process and load the database.

NolaPro should then finish its installation within a few minutes. Click the resulting link to access the login screen, which will provide you the credentials for the system:

Login: admin
Password: pass

This username/password combination will not be shown on future logins for security purposes.

Continue setting up NolaPro following the **Quick Setup** section below.

☐ User Name

Your administrator will set you up with a user name and your user rights. Your name will appear at the top of each page welcoming you to the program.

* If you are installing NolaPro and it is your first time logging in, use *admin* for your login and *pass* for your password.



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NOLA PRO

Welcome to Noguska's On Line Accounting Professional Edition

Login:

Password:

Demo Accounts Login With:

Login: **admin**

Password: **pass**

□ Quick Setup

1. Log into NolaPro and answer the following fields in the Quick Setup screen shown below. Note the following tips:
 - a. All fields are required
 - b. Email should be valid; will be on invoices, etc. sent to your clients
 - c. If no matching state/province, choose *none* (1st entry)
 - d. Sale Tax Rate must be a non-zero value*
 - e. Last Check # Used refers last AP check number
 - f. Endorser means name of person signing the AP checks

* If you have no Sales Tax Rate, this can be removed later under the Sales Tax Add & Update section.

NolaPro Quick Setup

Required Company Information	
General	Address
Company Name <input type="text"/>	Street <input type="text"/>
Business Type Accounting/CPA <input type="text"/>	City <input type="text"/>
Main E-mail <input type="text"/>	State/Province <input type="text"/>
Phone <input type="text"/>	Postal Code <input type="text"/>

Required Sales Tax Info

Tax District Name <input type="text"/>
Tax Rate (Example 6.25, 5.5) <input type="text"/> %

Required Checking Account Info

Account Name <input type="text"/>
Last Check # Used <input type="text"/>
Default Endorser <input type="text"/>

* All field required to continue
**Further options are available in the 'Setup' menu areas

□ General Company Setup

1. View/Update your company details
 - a. Admin -> Admin Setup -> Company Add/Update
 - i. Verify address and contact information
 - ii. Check shopping cart, VAT, menu color, language options
 - iii. Attach logos, if desired
2. Assign access rights to users
 - a. Admin -> Admin Setup -> User Add/Update
 - i. Change the password for “admin” user (for security purposes)
 - ii. Add users (and their rights) permitted to access NolaPro

□ Ledger

1. Enter the month your fiscal year starts
 - a. Ledger -> Setup Ledger -> Set Fiscal Month
 2. Review the Chart of Accounts
 - a. Print the Chart
(Ledger -> Reports -> Chart of Accounts List)
 - i. By default, NolaPro installs a standard Chart of Accounts based on a Retail establishment
 - b. Confirm your Chart of Accounts
 - i. Ledger -> Edit Chart of Accounts (Add or Update)
- OR**
- ii. Ledger -> Setup-Ledger -> Import Accounts

☐ Payables

1. Review the Setup screens
(Payables -> Setup-Payables)
 - a. Vendor Terms
 - b. Standard GL Accounts (set “today as transaction date” appropriately)
 - c. Payment Checking Accounts
2. Import your Vendors
(Admin -> Import Vendors)
3. Add New Vendors
(Payables -> Vendor Add/Update)
4. Enter Vendor Balances
(Payables -> Setup-Payables -> Beginning Balance Bills)

☐ Billing

1. Review the Setup screens
(Billing -> Setup-Receivables)
 - a. Sales Taxes
 - b. Invoice Terms
 - c. Sales Categories
 - d. Standard GL Accounts
 - e. Company Options (many options – use footer Help icon as guide)
 - f. Credit Card Options
2. Import your Customers
(Admin -> Import Customers)
3. Add New Customers
(Orders->Customer Add/Update)
4. Enter Customer Balances
(Billing -> Setup-Receivables -> Add Beginning Balances)

☐ Inventory

1. Review the Setup screens
(Inventory->Setup-Inventory)
 - a. Inventory Locations / Plant Location
 - b. Price Level (**must assign/define at least one**)
 - c. Sales/Pricing Unit Names (each, pair, case, etc.)
 - d. Item Categories

- e. Standard GL Accounts
 - f. If using Shopping Cart, define Search Categories
2. Import your Inventory Items
(Admin -> Import Inventory Items)
 3. Add New Inventory Items
(Inventory ->Item Add/Update)
 4. Enter Inventory Counts
(Inventory -> Setup-Inventory -> Item Beginning Balances)

Orders (if using Service Orders)

1. Review the Setup screens
(Orders -> Setup-Orders)
 - a. Service Types
 - b. Service Classes
 - c. Service Status Options
 - d. Service Labor Rates

Payroll

1. Create your Tax Tables
(Payroll -> Tax Tables)
2. Review the Setup screens
(Payroll ->Setup-Payroll)
 - a. Checking Accounts (can be the same account as in Payables)
 - b. Standard GL Accounts
 - c. General Factors
 - d. Pay Types
 - e. General Benefits
 - f. General Deductions
 - g. Pension Plans (and other deductions taken before taxes)
 - h. Company Contributions
3. Add Employees
(Payroll ->Employee Add/Update)
4. Run a payroll for each quarter (QTR) wages to “load” payroll
 - a. Check tax calculation for quarterly wages

□ Hints & Tips

Users and Rights

To maintain access and security, be sure to set up the users, and their rights to the system.

Admin>User Add/Update

1. Add or select a user.
2. Complete the fields.
3. Place checks in the boxes where needed, and click Add.

Excel Downloads

By simply clicking this icon you can export your reports into Microsoft Excel, making it quick and easy to manipulate or analyze your data!



Color-Coded Toolbars

NolaPro users having multiple companies may want to select different colors for easier distinctions between companies.

Admin>Company Add/Update

1. Select the company, and click Edit
2. There is a field "Menu Bar Color"
3. Select the color, and click Save

Currency and Decimal Flexibility

The steps to set up the currency information are as follows:

Admin>License Database Information

1. Set the **currency** decimal places you require.
2. Set the currency symbol you require.
3. Set the **unit** decimal places you require, and click Save.

NolaPro does not yet have the ability to run multiple currencies simultaneously. If this is a needed feature call us for more info.

Value-Added Services

This is what sets NolaPro apart from the competition! While providing free software and many free support services, we also serve all special requests at affordable rates.

Some value-added services include:

- NolaPro code customization
 - Integration with existing applications
 - Adding new features
 - Modification of existing features
 - Industry-specific changes
 - International compliance
- Live and email support services
- Onsite classroom/individual training
- Webinar (Internet/phone) training
- Systems analysis/consulting
- Accounting book auditing
- Data conversion assistance
- Full turnkey systems (Windows and Linux)
- Installation and configuration
- Networking / technical tasks
- Windows-to-Linux migrations
- Hosting of your NolaPro clients

If you need a service not listed here, please contact us at support@nolapro.com and we'll be glad to discuss a unique solution crafted precisely for your needs.

Let our pros show you how our creative ideas, personalized service, and flexible terms can best work for your business!

□ Accounting Basics

Chart of Accounts

Assets: Assets are subdivided into current and long-term assets to reflect the ease of liquidating each asset. Cash, for obvious reasons, is considered the most liquid of all assets. Long-term assets, such as real estate or machinery, are less likely to sell overnight or have the capability of being quickly converted into a current asset such as cash.

Liabilities: Think of liabilities as the opposite of assets. These are the obligations of one company to another. Accounts payable are liabilities, since they represent your company's future duty to pay a vendor. So is the loan you took from your bank. If you were a bank, your customer's deposits would be a liability, since they represent future claims against the bank.

Owners Equity: After the liability section in both the chart of accounts and the balance sheet comes owners' equity. This is the difference between assets and liabilities. Hopefully, its positive-assets exceed liabilities and we have a positive owners' equity. In this section we'll put in things like Partners' capital accounts, Stock, and Retained earnings. Owners' equity is increased and decreased just like a liability. Debits decrease. Credits increase.

Income Expenses: If you have several lines of business, you'll probably want to establish an income account for each. In that way, you can identify exactly where your income is coming from. Adding them together yields total revenue.

Typical income accounts would be:

- Sales revenue from product A
- Sales revenue from product B (etc., for each product you want to track)
- Interest income
- Income from sale of assets
- Consulting income

Expense Accounts: Most companies have a separate account for each type of expense they incur. Your company probably incurs pretty much the same expenses month after month, so once they are established, the expense accounts won't vary much from month to month.

Typical expense accounts include:

- Salaries and wages
- Telephone
- Electric utilities
- Repairs
- Maintenance
- Depreciation

- Amortization
- Interest
- Rent

Depending on what type of account you are dealing with, a debit or credit will either increase or decrease the account balance. The table below illustrates the entries that increase or decrease each type of account.

Account	Increase	Decrease
Assets	Debit +	Credit -
Cost of Goods Sold	Debit +	Credit -
Expenses	Debit +	Credit -
Liabilities	Credit -	Debit +
Capital	Credit -	Debit +
Retained Earnings	Credit -	Debit +
Sales & Adjustments	Credit -	Debit +
Other Income & Expenses	Credit -	Debit +

Notice that for every increase in one account, there is an opposite (and equal) decrease in another. That's what keeps the entry in balance.

Some basic assets and claims on assets:

Assets	Claims on Assets	
Assets =	Liabilities +	Owner's Equity
Cash	Accounts Payable	Preferred Stock
Inventories	Wages Payable	Common Stock
Buildings	Taxes Payable	Capital Surplus
Land	Notes Payable	Retained Earnings
Equipment	Bonds Payable	
Accounts Receivable	Intermediate Term Debt	
Marketable Securities		

Thanks again for using our NolaPro software. We look forward to bringing you enhancements and improvements as they become available. For comments or suggestions, please email us at npsales@nolapro.com.