

# Quick Trial Balance Pro

## Home Screen

The Home screen is the launching pad for all options in Quick Trial Balance Pro.

Options can be selected from the toolbar or the menus.

The drop down buttons for Company and File allow you to select from the most recently selected data files. They also show the file currently selected along with book information.

At the bottom of the screen is the Quick Access section where you can select from "favorite" reports that you can print very quickly.

The screenshot shows the Quick Trial Balance Pro Home Screen. At the top is a menu bar with options: File, Edit, Accounts, Transactions, Reports, Housekeeping, Help. Below the menu bar is a toolbar with icons for File Manager, Open, New, Backup, Client Info, Accounts, Trial Bal, Receipts, Checks, Journals, Reports, Reset, Update, Calculator, Help, and Exit. The main area is titled "Client File Selected" and contains two drop-down menus: "Company: Sample Data File - 12/31/2008" and "File: C:\QTBPRO\_Data\sample\_data\_file.qtb". Below these are "Last Modified: Sunday - May 11, 2014 6:52 PM" and "Accounts: 32". A "Book Details" table is shown below:

Book	Book Description	Balance Sheet	Income Statement
1. TX	Income Taxes	-124,556.18	-124,556.18

At the bottom is the "Quick Access" section with a "Favorite Reports:" drop-down menu set to "Working Trial Balance" and three icons for printing, saving, and deleting. Three callout boxes with red arrows provide instructions: one points to the Company and File drop-downs, another points to the Book Details table, and a third points to the Quick Access section. A "How To...?" link and "Version Date 6/1/2014 8:45 AM" are visible in the bottom right.