

Booklet 1

Guidance Notes

System Navigation

(Revised Aug 2018)

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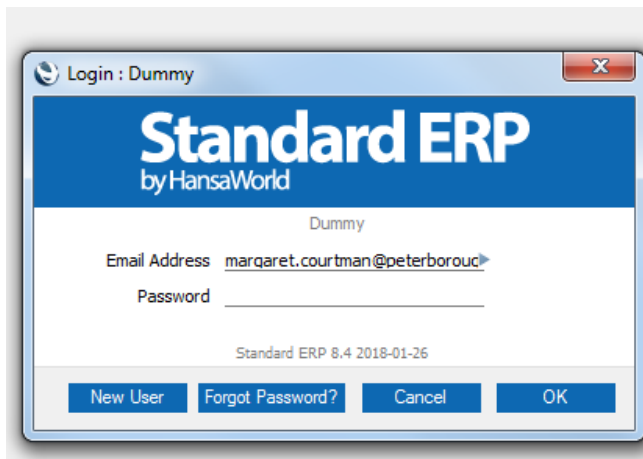
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1 Logging in

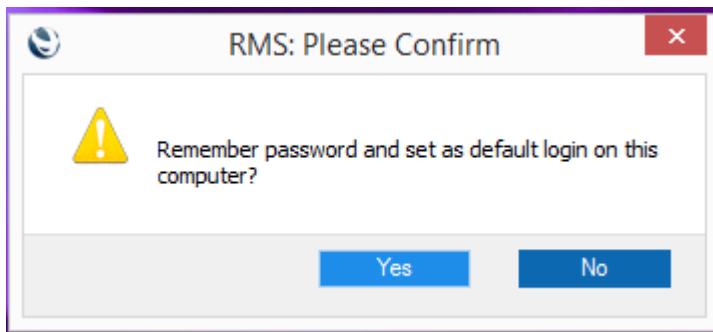
As a new USER – you will receive an e-mail from HANSA – where you will validate your e-mail address and set up a Password

Once assigned, RM Accounts will remember your signature at each login

Double-click the RM Accounts icon on your desktop.



Each time you log in to RM Accounts, you will need to enter your email address and your Password.

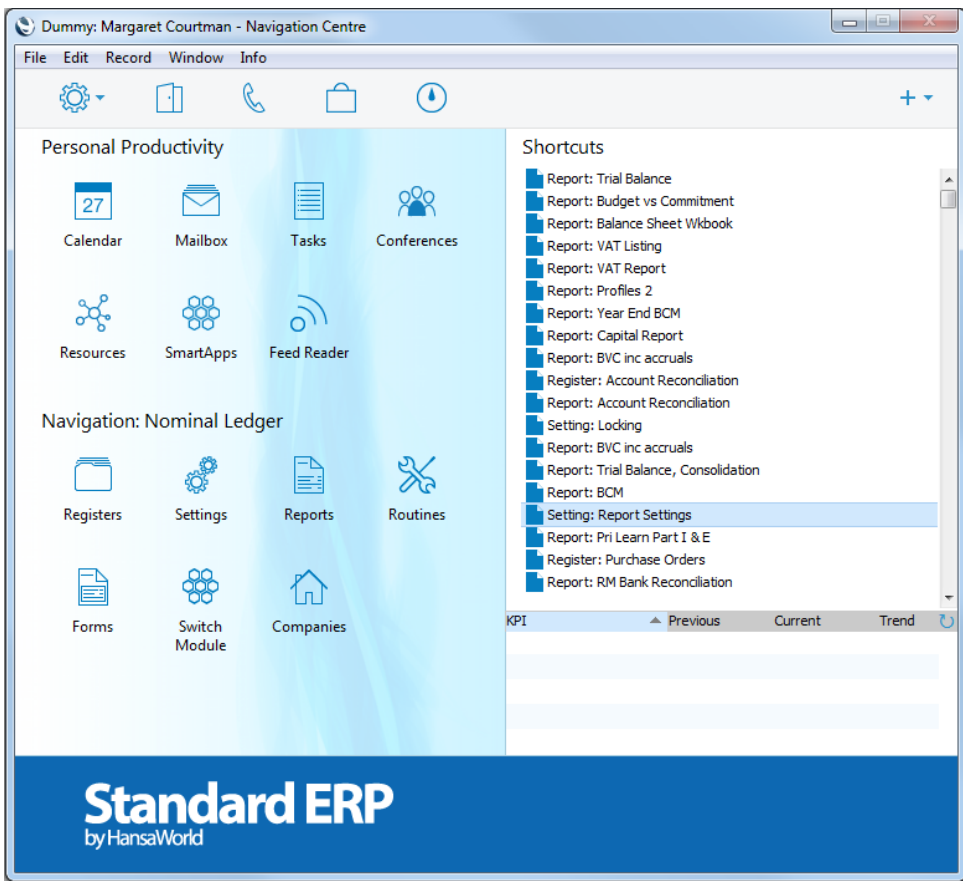


At the first login you will be prompted to “Remember password” click No

You are now logged into the RM Accounts Navigation Centre window

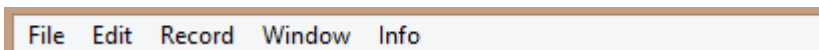
2 RM Accounts User Interface

When you log into RM Accounts, the Navigation Centre panel is displayed.



2.1 Top – level menu

The RM Accounts desktop window has a top-level menu:



File

Use to quit RM Accounts, and to retrieve the Navigation centre Panel if it is closed.

Edit

Use for copying, pasting, selecting all items, and for selecting rows.

Record

Use for deleting and invalidating items within RM Accounts.

Window

Use for saving the normal position, size and sort order of RM Accounts windows.

Info

Information about the RM Accounts software, e.g. version number.

2 2 Centre Level Menu

Below the top level menu bar are the Centre level menu icons:



The Operations menu gives access to features of RM Accounts.

Change Password

Current user can change password



Additional USER login – if another USER in your school wishes to Login to RM Accounts as a new USER on your PC – click the OPEN door ICON

2 3 Personal Menu



Calendar

Calendar



Tasks

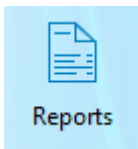
Tasks

2 4 Navigation Menu

This area allows you to access the different modules of RM Accounts.



Click the Switch Module icon to choose an RM Accounts module. You will be using this frequently, to access different modules in the system, e.g. to change from the Nominal Ledger to the Purchase Ledger. When you select a module, the buttons in the sections below will change, to show the Routines and Registers for the module you have selected.



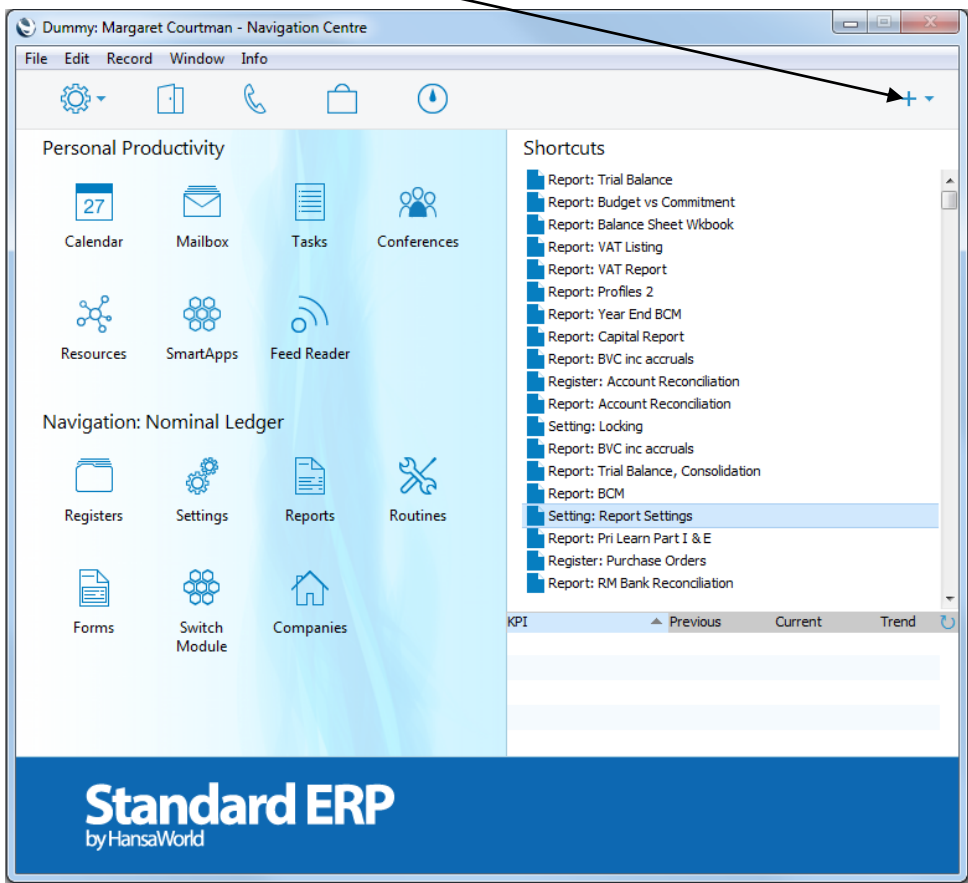
Click the Reports icon to choose and run applicable reports for the selected module. You can generate them in various formats: printer, screen, PDF, HTML and Excel.

Separate registers are used for the different types of information stored in and used by the module. When you click on a register, a browse window is displayed, listing all the records contained in that register.

You will **create** new transactions, such as orders, invoices and payments, within the appropriate register. The displayed options vary depending on the module that is currently selected.



In the top right hand corner is a + button where you can access menus to **add new items quickly**. The menu will change depending which module you are in. The example below is from the Nominal Ledger.



2.5 Personal desktop - Shortcuts

Apart from being able to add files, notes or records to any record in RM Finance they may also be attached to your 'Personal Desktop'. This is the area on the right of the Navigation Centre panel.



Reports, documents and registers may also be listed within the Personal Desktop; it can be configured to give immediate access to the areas of RM Finance that are most important to you and it removes the need to change modules, find records in browse windows and find reports in list windows.

To add a shortcut on the Personal Desktop to a register or report from a module, go to the module and menu option until you can see the item you would like on your personal desktop. Then just **click and drag** that item to the personal desktop area.

There is a hierarchy of the order of certain items. Archives will be added at the top, then external files, registers, reports and finally notes.

To remove an item from the personal desktop, highlight it and go to the menu at the top of the screen, click **Record > Delete**.

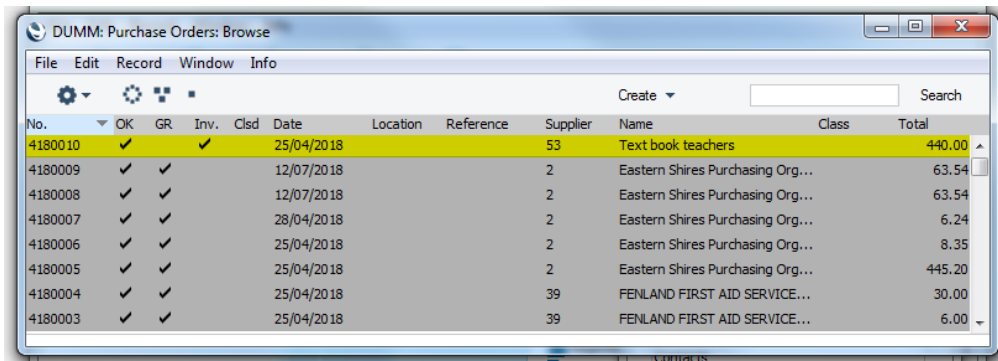
The contents of your Personal Desktop **cannot** be viewed by another user. So if another USER logs in to RM Finance on your machine using the [Login] icon,



your Personal Desktop will disappear, to be replaced with their own.

3. Personalising RM Accounts Windows

All windows in RM Accounts can be personalized, in terms of size and position.



No.	OK	GR	Inv.	Clsd	Date	Location	Reference	Supplier	Name	Class	Total
4180010	✓	✓	✓		25/04/2018			53	Text book teachers		440.00
4180009	✓	✓			12/07/2018			2	Eastern Shires Purchasing Org...		63.54
4180008	✓	✓			12/07/2018			2	Eastern Shires Purchasing Org...		63.54
4180007	✓	✓			28/04/2018			2	Eastern Shires Purchasing Org...		6.24
4180006	✓	✓			25/04/2018			2	Eastern Shires Purchasing Org...		8.35
4180005	✓	✓			25/04/2018			2	Eastern Shires Purchasing Org...		445.20
4180004	✓	✓			25/04/2018			39	FENLAND FIRST AID SERVICE...		30.00
4180003	✓	✓			25/04/2018			39	FENLAND FIRST AID SERVICE...		6.00

To select the sort order of items within a column, click on the heading, an arrow is displayed in the heading to indicate the column the data is sorted by – in the example above this is on **“No”**.

The position, size and sort order of the window can be saved by going to the main menu at the top and clicking **“Window > Save Position”** at any time and this will save the current position of the window that you are looking at.

Its worthwhile taking some time to personalise your windows as this will save time overall. Saving the sort order is a great time saver as this will enable you to search on the item you have sorted on. You can search by simply typing; you don't have to click in the search field. **Press ‘Enter’ for RM Accounts to find your search.**

4. Shortcuts and Conventions

Throughout RM Accounts, certain shortcuts are used. The most frequently used is:

Paste Special – this is used to call up a lookup table from with RM Accounts. It may be simply a list of suppliers or a list of Nominal accounts. This is used throughout RM Accounts and is the single most important shortcut in RM Accounts.

Windows = Ctrl Enter

Mac OS X = Apple Enter

Tip: After using Paste-Special, you can type the first few letters or numbers of the item you are looking for and this will appear in the search box, press enter and RM Accounts will take you to that item. This saves time as you won't need to scroll down the list.

Other useful shortcuts:

Function	Description	Windows	Mac OS X
Master Control	To retrieve this window if you close it by mistake.	Ctrl M	Apple M
Edit – Copy	To Copy the highlighted area	Ctrl C	Apple C
Edit – Paste	To Paste the previously copied selection	Ctrl V	Apple V
Record – Next	To go to the next record	PgDn	PgDn
Record – Previous	To go to the Previous record	PgUp	PgUp
Record - Drilldown	To drill down onto a record from a data entry screen such as an invoice or contact, click on field for invoice or contact	F2	F2