File Management Techniques

Financial Navigator is designed to make users more productive. Like any tool, it can best increase productivity when the user is knowledgeable about the system's capabilities. The following 2 docuemnts describe some of the lesser-known system capabilities that reduce time spent entering and formatting your data. This section focuses on organizing and accessing data files and efficient data entry.

This document consists of 2 parts:

- File Management Techniques (this document)
- Data Entry Tips

Organizing Folders and Data Files

There is no one best technique for organizing data files. Because Windows is so flexible, you can decide which form of file organization works best for you. In deciding on the method of organization, consider the following:

- How many different entities do you have?
- How many years of data do you have for each entity?
- How often do you access past years of data?
- How do you back up your data files?
  - One folder at a time onto diskettes
  - Tape backup off of a network drive
  - Another means
- Are you using icons with command line information set up to access commonly used files?
- How much do you want to learn and use the advanced capabilities in Windows for file management?
- What procedures has your network administrator established for organizing files on the network file server?

If you are familiar with FNI reference and training materials, you are probably familiar with the standard FN drive and folder organization. This organization, which is created during a default installation, has the FN folder (with FN and its program files) at the root level on the hard drive.

The folders for data files are subdirectories of the FN folder. The pathname for the Smith data files would be:

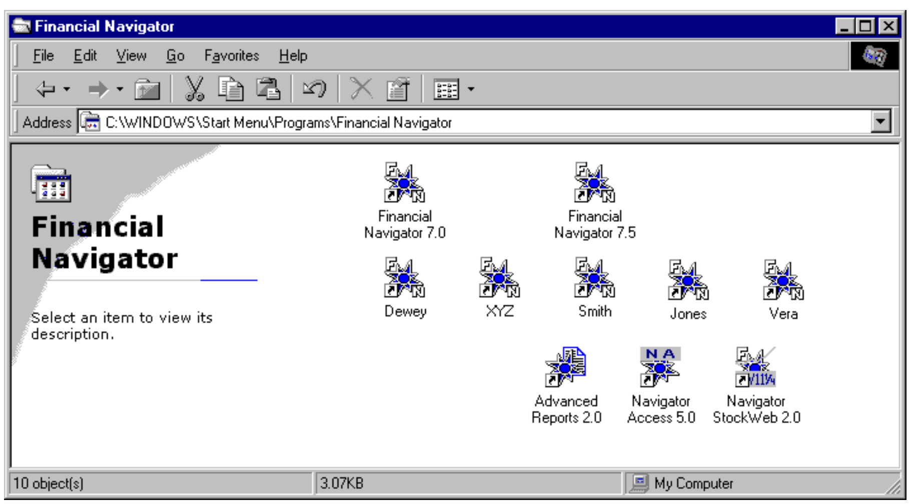
C:\Fn\Smith

When naming directories, it is suggested that the current year's files are the name of the client and only prior year's files have the digits of the year as part of the folder name. For example, the folder **C:\Fn\Smith** is the current year's (2000) files and **C:\Fn\Smith.99** is used for 1999 files. This structure makes starting a new year very easy to understand, because the name of the "current" year's data never changes.

An alternative is to organize data files by year. Experience has shown that in complex situations, with many entities and years, it is safer to have a separate set of data files for each year and each client. Thus, the current year's files would be **C:\Fn\2000\Smith** and the prior year's files would be **C:\Fn\1999\Smith.99.** Not only is this organization easier for users to understand, it also allows you to quickly back up an entire year's data.

Using Windows Shortcuts for Data Files

Some users like the ability to go straight into a particular set of data files from an icon. This is useful in a multi-user environment with many entities. In the following screen various sets of data files and programs can be accessed from the FN group.

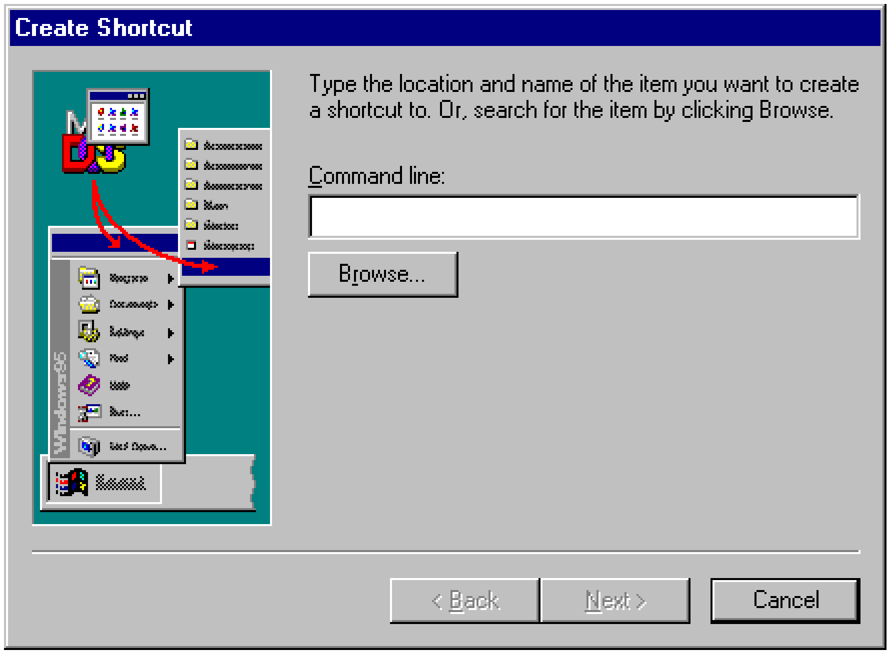


Shortcut icons can be placed almost anywhere in your Windows directories: on the desktop, in the Start Menu folder, or other directories.

Creating a Shortcut Icon on the Desktop

To open a set data files with a shortcut icon:

1. Right-click anywhere on the desktop.
2. Select **New | Shortcut**. Windows opens the Shortcut Wizard.



3. Type in the complete path where the Financial Navigator program files are located. If you want this desktop shortcut to access a particular set of files, include that path as well. For example, if the program files are located in the **Fn** folder and the Smith client's data files are in the **Fndata** folder, then you would type the following into the Command line field:

   C:\Fnwin\Fnwin80.exe C:\Fndata\Smith

   Note: *In the command entered above, there is a space between **Fnwin80.exe** and **C:|Fndata|Smith**. Do not insert a " | " or other character there. The space tells the system there is an additional piece of information to be used by the program already indicated in the command line.*

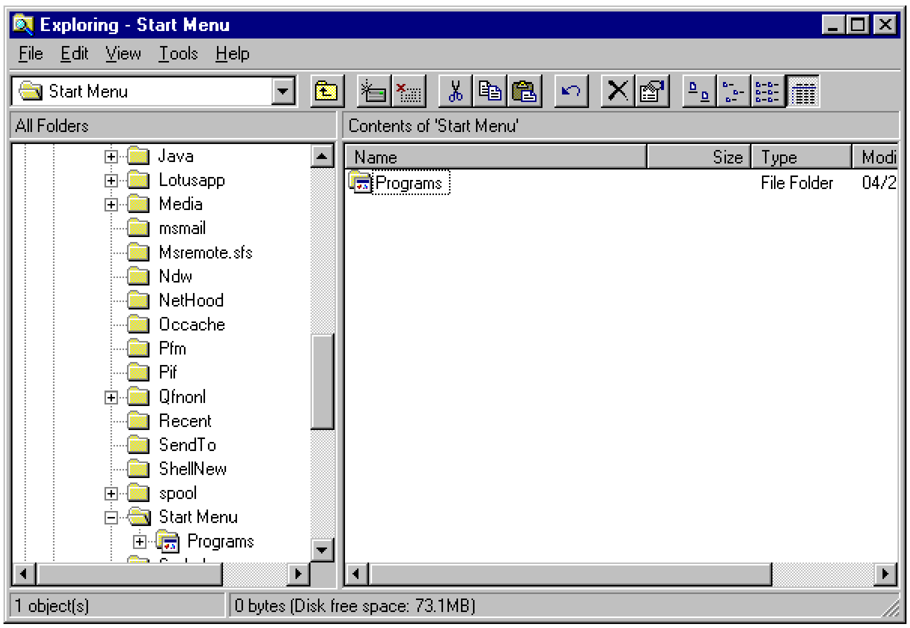
4. Select **Next**. The Wizard then asks you for the name of the shortcut icon.
5. Type the name that you want to appear on the desktop. For example, type **FN Smith 2000**.
6. Select **Finish** to place the shortcut icon on the desktop. When you open this icon, FN starts and automatically loads the data files you indicated.

Start Menu for Data Files

Another way to provide easy access to multiple data files is through the Windows 95/98 Start Menu. It is possible to set up multiple entries on the Start menu for various sets of data files.

To set up a new item on the Start Menu:

1. Right-click the **Start** button (usually found at the lower left corner of the screen). Select **Explore** from the menu. Windows Explorer appears, displaying the contents on the Start Menu folder. For example:



2. In the left pane, click on the plus symbol next to Programs, and the next level of the Programs menu displays. Note that the Start Menu on your computer will be different, depending upon what programs you have installed in your computer.
3. Select the **Financial Navigator for Windows** folder.
4. Select **File | New | Shortcut**. Windows opens the Shortcut Wizard. Just like in the previous section, type in the command line for the set of data files for which you want to create a shortcut. Please refer to the previous section for more information on the command line.

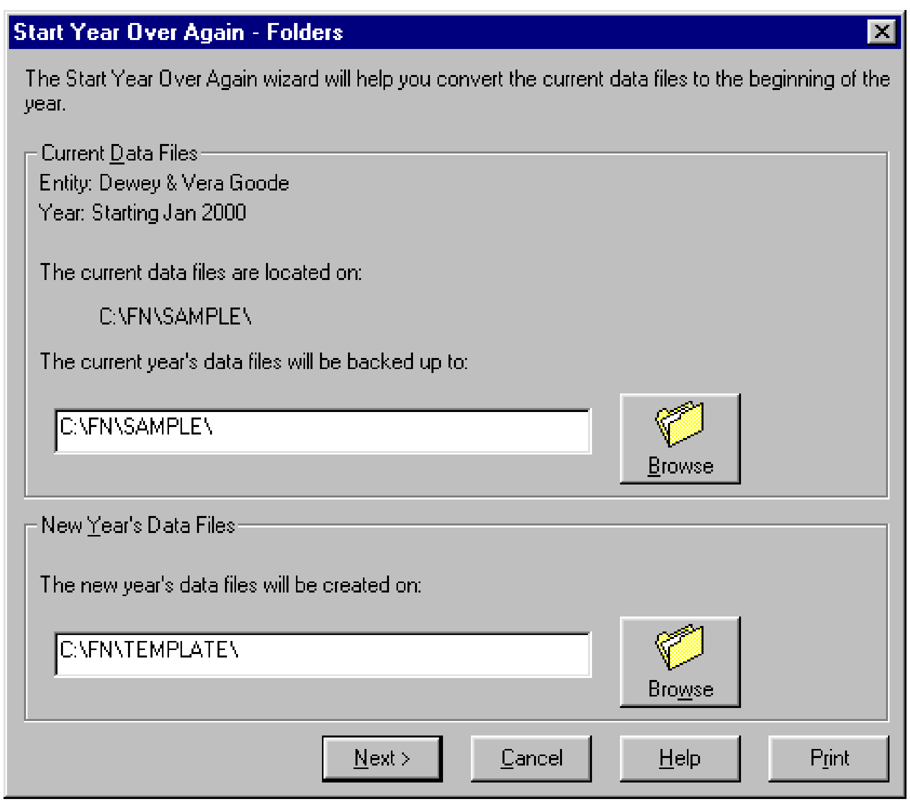
Creating Data File Templates

Often users need to set up entities that are similar or want to establish standard Charts of Accounts. Once an entity has been established as a typical example, it can be copied and used to set up another entity. If this is done after the template entity has some data entered, the following procedure should be followed:

> ***Note:*** *This procedure uses up one entity.*

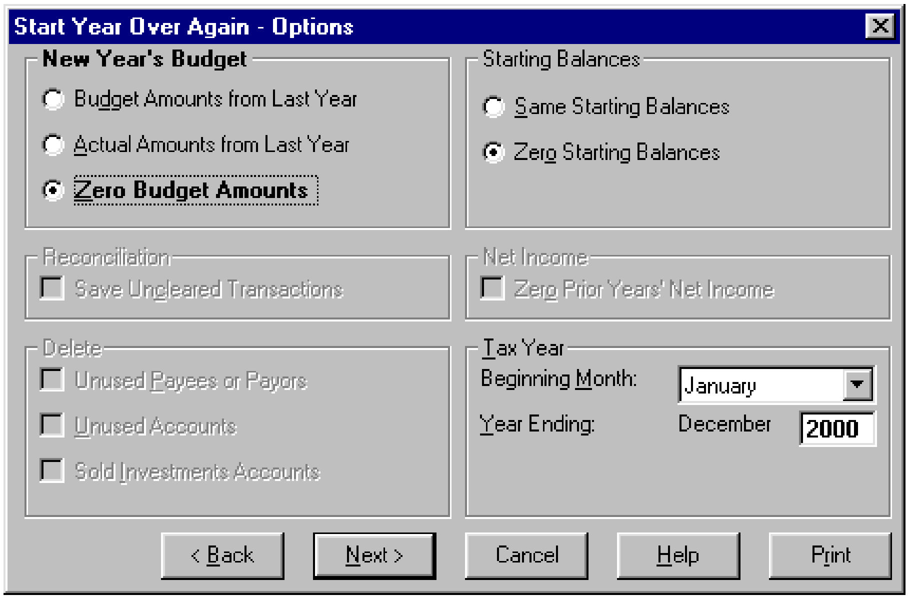
To create template data files:

5. Select **File | Open** and select the **Sample** data files.
6. Select **Utilities | Start Year Over Again**. The Start Year Over Again - Folders screen appears.
7. In the Current Data Files frame, save the data files as **Sample**.
8. In the New Year's Data Files frame, save the new data files as **Template**. The screen should appear as follows:



9. Select **Next** to continue. The Start Year Over Again - Options screen appears.

10. Select the following options:



Note: *The template entity's fiscal year can also be a non-calendar year if you choose.*

11. Select **Next** to continue.
12. Select **Yes** at the confirmation.
13. Select **OK** when the system has finished.
14. Select **File | Change Entity Name**. The Select Type of Finances screen appears.
15. Select the appropriate type of entity for this template. Select **OK** to continue. The Individual, Trust, or Estate screen appears.
16. Enter template names. For example, enter **Client** in the First Name field and **Template** in the Last Name field. Select **OK** to continue. The Change Entity Name screen appears.
17. Change the entity name and report message to reflect the purpose of these data files. For example, enter **Client Template** in the Entity Name field and **FN Template Data** in the Message field. Select **OK** to apply all changes and return to the FN desktop.

The template files are now ready to use. The new entity's Chart of Accounts has no balances or current or prior year activity.

To use the template data files:

1. Start FN and open the Template data files.
2. Select **File | Save As**. Enter a drive and folder name for the entity you want to create. FN creates a new data files folder and opens the new files.

3. Select **File | Change Entity Name**. The Select Type of Finances screen appears.
4. If necessary, select the appropriate type of entity. Select **OK** to continue. The Individual, Trust, or Estate screen appears.
5. Enter individual names. Select **OK** to continue. The Change Entity Name screen appears.
6. Enter the entity name and report message. Select **OK** to apply all changes and return to the FN desktop.

The new data files are ready to use.

> ***Warning:*** *When using this technique, exercise extreme caution to prevent the irretrievable destruction of data. Always back up your data files before performing this type of procedure.*

An alternative method would be to create a template entity with only a Chart of Accounts. In Windows Explorer, copy the data files into a new folder, and then rename the new entity in Financial Navigator.

FINANCIAL NAVIGATOR

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