How to Set Up De Office

Once the Omnis Studio has been loaded on to the computers you must install the Omnis Library. However before this happens you must establish a native data file for Omnis Studio. You must decide on a location for the data file. Because most systems have multiple users the data file is established on a server type system. Once the application has been run it will try and establish a folder location.

When the application first starts it needs to be established what the location is of the folder that holds the data files. Because De Office can run multiple business' using the same application file, the folder location is established as being adjacent to Omnis exe file on the computer. The application will read the data file available in the folder. These files have the title ending in .df1. When the application is set up the program will read the excel data file and log in screen to check that the data file relates to the company.
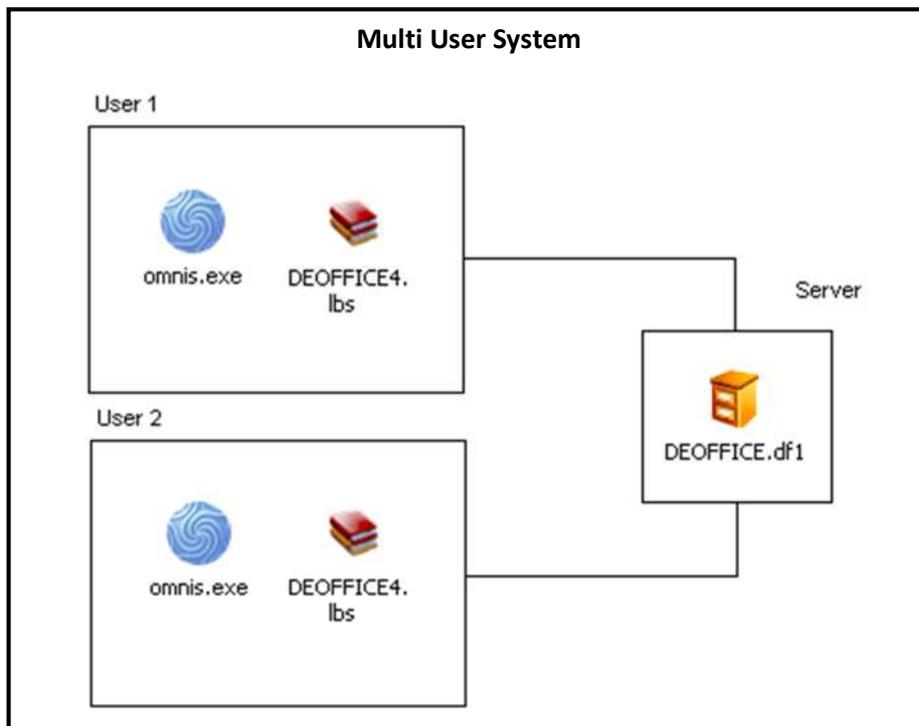
Login Window Module

This window is the login window and is the first window to appear when using De Office.

Module

How to Use

To login click on the project name in the left table. Then click on the user name and enter password. If the user name and password are correct at the top of the screen it will say OK- Password Correct, click on logon it will then take you to the navigation screen. The project name is the name of the company entered into the Trading Name (Business Name) field in the company details window explained on page 124. The client name is the client name from the Client name field in the company details window.

 To cancel login

 To submit

 Login

Navigation Window

Module

The "De Office" Navigation screen displays modules for specific functions. These modules allow you to move around the program in an easy to use format.
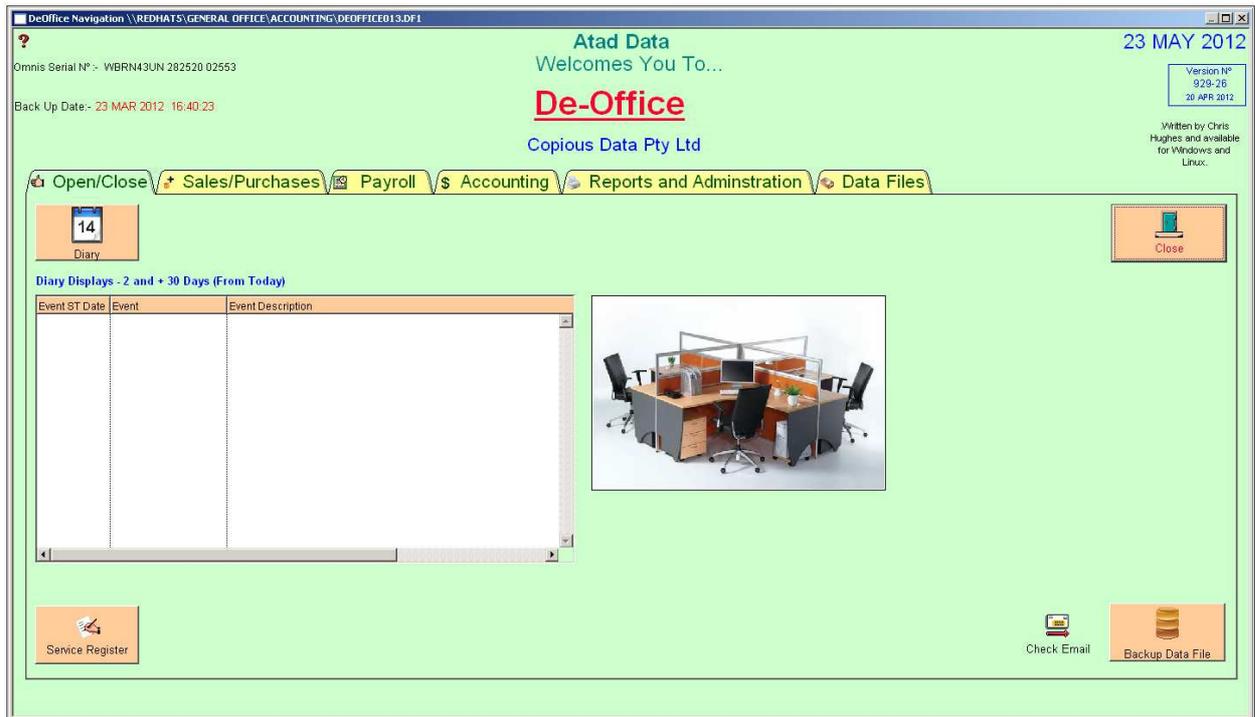
To locate the Navigation Window, click on the "System De Office" menu and then "Navigation Window".

The Omnis Serial Number refers to the serial number given to each customer when they purchase the De office program. It also shows the date of the last time the program had a back up done.

When a customer purchases the De Office system they are able t enter their company name into the Company Details window and entering the company name into the Company Name ASX field

Module

The box to the left shows the current days date, the version number being used and who the program was written by.

There are two ways of using the De Office system. The first is to use the drop down menus as displayed in Tips and Tricks or to use the tabs in the navigation window. It is the choice of the user as to how they use the program.

DeOffice Flow Diagram

Purchasing	Reimbursement
Tax Payments	Cash Transactions
	Card Transactions
	Bank Charges

Transaction Expenses

Cost Centres → Invoicing

Wages

Clear Invoicing

BAS

Depreciation

TAX

Shares

Remittance

Interest
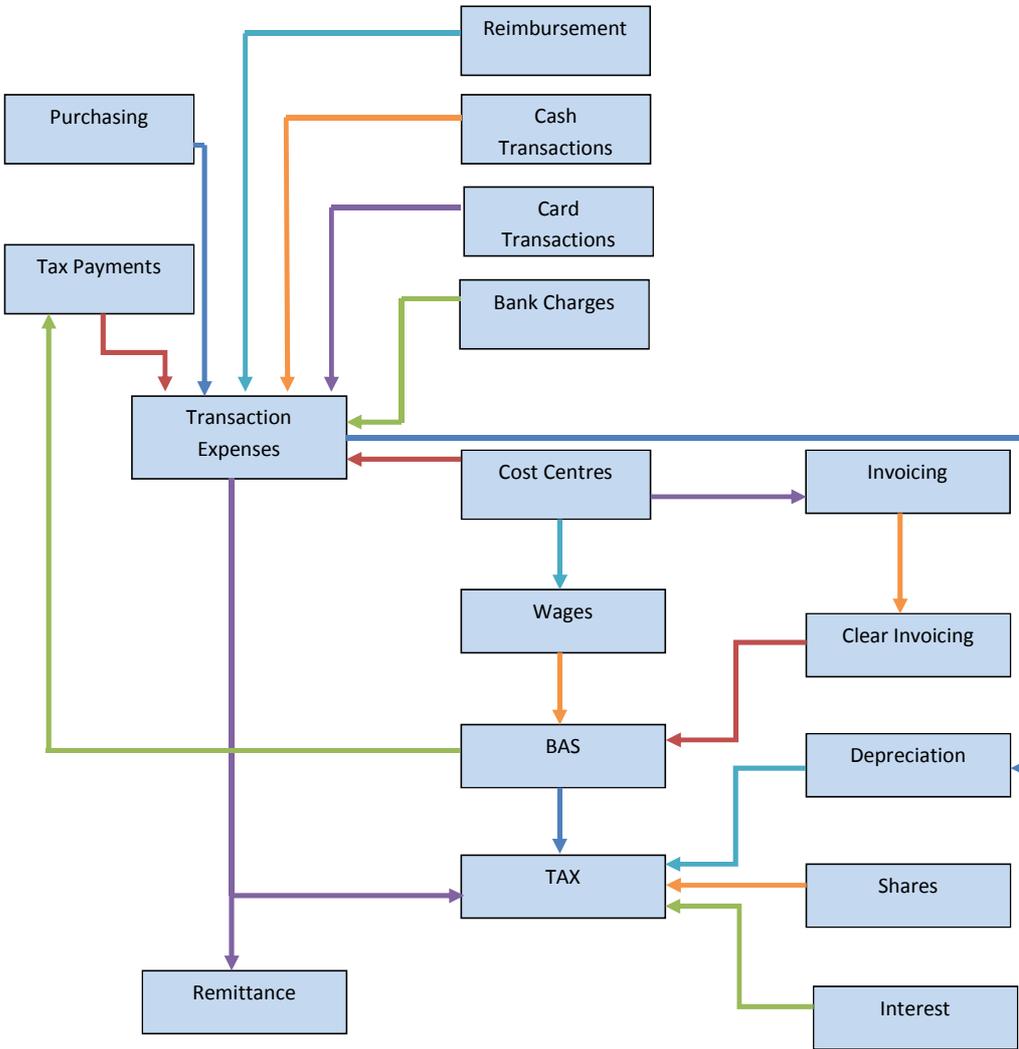
Tips and Tricks
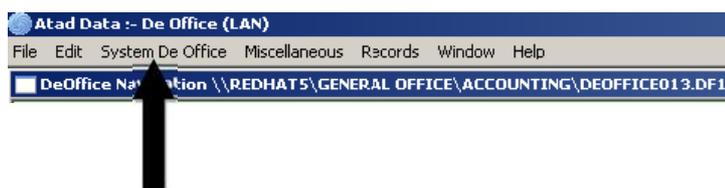
System De Office

In the top left corner of the window there are several menus. One is System De Office. This button has a number of functions as shown below. The button must be pressed in the navigation window or the menu will not appear.

The first function is Transactions this takes you to Transactions Direct.

The second is Cheques/Money Inwards; this takes you to Cheques or Cash Inwards.

The third is Purchase Order Items which takes you to Purchase Orders Multiple Lines.

The fourth is Purchase Orders Description which takes you to Purchase Orders Single Record.

The fifth is Import>Accounts, this takes you to Bank Clearance.

The sixth is Invoices Received Suppliers which takes you to Invoices Received.

The seventh is Customer Invoicing which takes you to Invoice Descriptive.

The eight is Company Diary which takes you to the company diary.

Last is the navigation window which takes you to the navigation window.
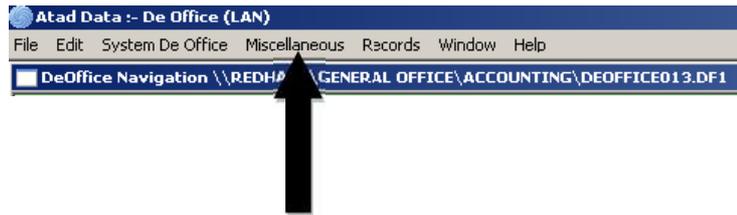
Miscellaneous

The first function takes you to the Asset Register

.The second function

The third function takes you to Customer Serial Number.

The fourth function takes you to

The fifth function takes you to Bank Reconciliation.

The sixth function takes you to Potential Customers.

The seventh function takes you to
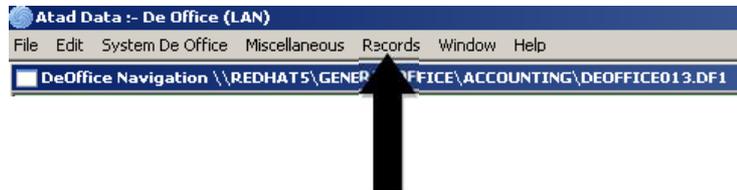
Records

Cost Centres	→ Found on page
Suppliers Info	→ Found on page 114
Customers Info	→ Found on page 112
Company Report	→ Found on page
Company Preferences	→ Found on page
Staff Details	→ Found on page 34
Pay Sheets	→ Found on page 38
Time Cards	→ Found on page 36
Post Codes	→ Found on page 110
Network - Back Up File	→ Found on page 12
Address Book	→ Found on page 107
BAS Statement	→ Found on page 68

The first function takes you to

The second function takes you to Suppliers Information.

The third function takes you to Customer Details.

The fourth function takes you to

The fifth function takes you to Staff Details.

The sixth function takes you to Wages.

The seventh function takes you to Time Sheets.

The eighth function takes you to Post Codes.

The ninth function takes you to Back up Data File.

The tenth function takes you to Address Book.

The last function takes you to BAS Statement.

As seen on all the De Office menus, the blue line at the bottom shows the location of the file. De Office 01 is the most current file. If you are in this file than that will be the number at the end of the pathway in the blue line.

Tip 1. In the Transactions Direct, Asset Register, Shares and Bank Statements windows a right click on the printer button will send the information to an excel spreadsheet.

Tip 2. In some windows double clicking a line will allow the user to edit the line without having to select the line and click the edit button.

Tip 3. In windows that have an A in the new button, pressing control a will allow the user to create a new entry without clicking the new button. It also allows the user to edit a line if there is an E in the edit button. Simply select the line and press control e.

Tip 4. Pressing enter on the keyboard is the same function as clicking the ok button.

Tip 5. The button turns on the tool tips which give hints about the function of the buttons in the program. This feature is in every window and located in the top left corner of the screen most of the time.

Tip 6. Instead of clicking in each field using the mouse, most windows allow you to tab between the fields where the information can sometimes be entered without the user doing so.

Tip 7. Many of the windows have a right click menu. This menu sometimes allows you to leave your current window to view another.