

Account and Settings



Company	Accounting	First month of financial year	January	
Billing & Subscription		First month of tax year	Same as financial year	
Sales		Accounting method	Accrual	
Expenses		Close the books	Off	
		Default tax rate selection	Exclusive of Tax	
Advanced	Company type	Tax form	Nonprofit organisation	
	Chart of accounts	Enable account numbers	Off	
		Billable expense income account	Billable Expense Income	
	Categories	Track classes	Off	
		Track locations	Off	
	Automation	Pre-fill forms with previously entered content	On	
		Automatically invoice unbilled activity	Off	
		Automatically apply bill payments	Off	
	Projects	Organise all job-related activity in one place	On	
	Time tracking	Add Service field to timesheets	Off	
		Make Single-Time Activity Billable to Donor	On	
	Language	Language	English	
	Currency	Home Currency	Euro	

Activate Windows
Go to Settings to activate Windows.

