

PearlXP Xpress Accounting Software

Easy to use
Powerful

User's Guide

COMPANY INFORMATION

Create a company: The very first time you start PearlXP, you would require to 'create' a company. 'Create Company' simply means giving basic information about the company whose books of accounts PearlXP is maintain for you. PearlXP is smart, but it does need an introduction to your company

Firm Name: Give the name of the company whose books are being opened. It is typically your company. If you are a professional accountant and are maintaining the books of your clients, give the Client Company's name.

(Of course, you would maintain your firm's books on PearlXP too! in that case, give your firm's name).

Mailing Name and address (Not compulsory - can be left blank): The mailing name could be different from Company Name. What is its use? The mailing name and address is picked up for inclusion in any report which needs the company name and address at the top, e.g., Balance Sheets, Statement of Accounts, etc. You do not need full name and address in each report; hence the option. Let's say you have branches in say, Madras, Bombay and London.

Each branch may begin the branch books by giving the company name as 'Hindustan'. However, its mailing name is comprehensive with full details:

**Hindustan Private Limited
Madras Branch
A-542, ASalai
MGNagar, MADRAS - 600053**

The mailing name and address would be available for financial statements and statements of accounts that may need to be given outside the company.

Books Starting From (Financial Year): To specify the Financial Year for this company. PearlXP considers 12 months from the date you give here as the Financial Year. The books are closed exactly 12 months after this date. For example, you may give 1 April 2001 as the date. Your FY will be April to March in this case, ending with 31st March of every year.

Borrow Books From: At the time of Creating a New Company you can specify the chart of accounts you need by selecting the Standard or Typical Chart of Accounts. Pearl also gives an option to borrow the chart of accounts of an Existing Company if needed. You can even create a copy of an Existing Company.



Select a company: When the company is created it gets loaded automatically the first time. However, you must select the company to load it. (PearlXP can be configured to automatically load one company by default by checking the 'Set as Default' Setting.)

Alter a company: You can modify, at any time, any information given whilst creating the company Info Except Financial Year.

Voucher Setup: Configure different features of your voucher entry screen and Voucher Printing. You can configure numbering of vouchers as Auto or Manual and can give separate Prefix for Payment, Receipt and Journal Vouchers. You can also Enable or Disable the Voucher Printing by checking the appropriate check box.

Print after saving voucher? : If you want to print every voucher after entering it, select the Print Voucher Option. This is

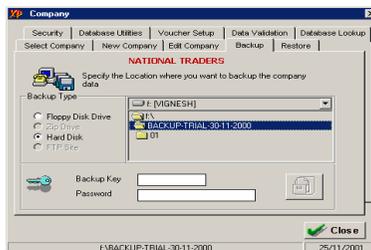
suitable for an online environment where you use the PearlXP printed voucher as the formal voucher. Remember, however, that the transaction is already recorded and posted and should you wish to make corrections to the printed voucher, you must alter the PearlXP voucher online and print it out again.

Voucher Numbering: Automatic: This method is both flexible and exhaustive. Use it carefully to give you your desired numbering system. Select this option to let Pearl XP number the vouchers automatically for you. You must give the Starting number: Give the number for the first voucher. Usually it is 1. You can set it to any number you want.

Security Control Security levels – types of security: PearlXP has a very customizable security system. You can set up authority levels and users who are placed at these levels. The authority levels or Types of Security decide the rights of the users – what they can or cannot do when using PearlXP. PearlXP has two security types already set up. One is Owner and the other Data Entry. Owner has full access and rights to all parts of PearlXP. Data Entry has restricted rights. You are allowed to create other security types based on these predefined types and allow more or less rights as required.

Users and Passwords: You would need to create different users who belong to one or more different security levels or types of security. Select the option at the Security control menu to define users, give their passwords and their security levels. Only the administrator can assign users and their passwords.

Backup and Restore: The Backup and restore process are protected with Passwords for security. You may also backup to a Hard Disk or Network Disk by specifying the appropriate path (e.g. C:\BACKUP)



Database Lookup: Through this module you can checkup the PearlXP Backup of a company without restoring the data. I.e. you can take or even pass/Alter entries in the Backup Data without altering the original database. If you are a professional Accountant /Auditor you can check the backup of your clients at your office and can make necessary alterations in accounts if needed and can return the backup data for restoration in the clients computer. (For checking the database the client has to provide the Backup Key he has given at the time of taking the backup)



ACCOUNTS INFORMATION

Groups (Classification of Account-heads)

PearlXP follows the 'Single Ledger' concept of accounting, which is the modern way of managing accounts. This is in direct contrast to Subsidiary Ledger Accounting. Thus, all financial entries are performed using ledgers or account heads. Ledger account heads are created to identify transactions. The single ledger concept does away with the need for sub-ledgers and corresponding control accounts in General Ledger. Ledger balances by themselves do not convey much without some form of classification. PearlXP, therefore, gives you a powerful way to group ledger information, which is meaningful in reports and compliant with laws. Groups, in PearlXP, serve to both classify and identify account heads according to their nature and enable presentation of summarized information.

Traditionally, grouping of accounts is a post-accounting activity that is done only when reports are needed. This has an inherent drawback of delayed reports that

are not available at hand when required. PearlXP gives you great flexibility in setting up your chart of accounts. It allows you to group your ledger accounts right at time of creating your accounts chart. Your reports and statements will reflect the desired classification at all times. Further, PearlXP permits you to re-group your ledgers anytime (with some minimal restrictions), should re-classification be necessary. We acknowledge that re-grouping is always possible and would, in practice, be resorted to, when there are changes in the nature of information. However, re-grouping can be done only by a user account that has requisite authority under the access control list. At the highest level of grouping, accounts are classified into capital or revenue - more specifically into assets, liabilities, income and expenditure. Based on mercantile accounting principles, PearlXP provides a set of **reserved groups** and allows you to modify their names or create sub-groups.



The concept of sub-groups

Groups have a hierarchical organization. At the top of the hierarchy are Primary Groups. These are the main asset, liability, income or expenditure groups of accounts that determine the entire accounting and their presentation, i.e., whether a ledger affects Profit & Loss Account (as a revenue item) or goes into the Balance Sheet. The Reserved Primary Groups and subgroups (shown indented) are: Aliases for the groups are given in square brackets [].

Primary Groups of capital nature

1. Capital Account
 - Reserves and Surplus [Retained Earnings]
2. Current Assets
 - Bank Accounts
 - Cash-in hand
 - Deposits (Asset)
 - Loans & Advances (Asset)

- Stock-in-hand
- Sundry Debtors
- 3. Current Liabilities
 - Duties and Taxes
 - Provisions
 - Sundry Creditors
- 4. Fixed Assets
- 5. Investments
- 6. Loans (Liability)
 - Bank OD Accounts [Bank OCC Accounts]
 - Secured Loans
 - Unsecured Loans
- 7. Suspense Account
- 8. Miscellaneous Expenses (Asset)
- 9. Branch/Divisions
- Revenue Primary Groups**
- 10. Sales Account
- 11. Purchase Account
- 12. Direct Income [Income Direct]
- 13. Indirect Income [Income Indirect]
- 14. Direct Expenses [Expenses Direct]
- 15. Indirect Expenses [Expenses Indirect]

A discussion on each of the reserved groups:

1. Capital Account	This holds the Capital and Reserves of the company. Examples of ledgers that may be opened under this group are Share Capital, Partners' Capital A/c, Proprietor's Capital Account. Reserves and Surplus [Retained Earnings] Open ledgers like Capital Reserve, General Reserve, Reserve for Depreciation, etc.
2. Current Assets	<p>Directly under Current Assets, you may find place for assets that do not fall under the following sub-groups:</p> <p>Bank Accounts - For Current, savings, short term deposit accounts, etc.</p> <p>Cash-in hand - PearlXP automatically opens one Cash A/c under this group. You are permitted to open more cash accounts, if necessary.</p> <p>Note: An account under Cash-in-hand group or Bank Accounts/Bank OCC A/c group is printed as separate Cash Book in the traditional Cash Book format and does not form part of the Ledger.</p> <p>Deposits (Asset) - In essence, a place for Fixed Deposits, Security Deposits, or any deposit made by the company (not received by the company, which is a liability).</p> <p>Loans & Advances (Asset) - For all loans given by the company and</p>

	<p>advances of a non-trading nature, e.g., advance against salaries, or even for purchase of Fixed Assets. We do not recommend you to open Advances to Suppliers account under this group. Doing so gives rise to the difficulty in ascertaining advance position of a particular supplier and to adjust future bills against such advances. For further details, please refer to the section on Common Errors.</p> <p>Stock-in-hand - This is a special group. You may wish to open accounts like Raw Materials, Work-in-Progress and Finished Goods. How the balances are controlled depends on whether you opted to maintain an integrated account-cum-inventory system in the company features. (refer to Company creation section for more details) Let's consider the options: Integrated Accounts-cum-Inventory : You are allowed transactions in Inventory records and the account balances are automatically reflected in the Balance Sheet as Closing Stock. You are not allowed to directly change the closing balance of an account under this group. Non-integrated Accounts-cum-Inventory: Accounts that fall under this group are not permitted any transactions. It allows you to hold opening and closing balances only. Since no vouchers can be passed for these accounts, they are the only accounts for which the closing Balances can be directly altered (by an authorized user only)</p> <p>Sundry Debtors- For your customer accounts. Do not open them under the Sales Account group, which is a revenue account. For more information on common and possible errors in grouping of accounts, please refer below to the separate paragraph on the topic.</p>
<p>3. Current Liabilities</p>	<p>You may open accounts like Outstanding Liabilities, Statutory Liabilities and other minor liabilities directly under this group. Sub-groups under Current Liabilities are Duties and Taxes, Provisions and Sundry Creditors Duties and Taxes For all tax accounts like VAT, MODVAT, Excise, Sales and other trade taxes. A convenient place to find the total liability (or asset in case of advances paid), as well as the break-up of individual items.</p> <p>Provisions- For provision accounts like Provision for Taxation, Provision for Depreciation, etc.</p> <p>Sundry Creditors - For trade creditors of the company. Do not open your supplier accounts under the Purchases Account group, which is a revenue account. For more information on common and possible errors in grouping of accounts, please refer below to the separate paragraph on the topic.</p>
<p>5. Investments</p>	<p>To group your investment accounts like Investment in Shares, Bonds, Govt. securities, long term Bank deposit accounts, etc. A convenient place to view the total investments made by the company.</p>
	<p>For loans, typically long term, taken by the company.</p>

6. Loans (Liability)	<p>Bank OD Accounts [Bank OCC Accounts] - PearlXP gives two distinct types of Bank Accounts, The Bank OCC A/c is meant to record the company's overdraft accounts with banks. e.g., Bill Discounted A/cs, Hypothecation A/cs etc.</p> <p>Note: An account under Bank OCC A/c group is printed as separate Cash Book in the traditional Cash Book format and does not form part of the Ledger.</p> <p>Secured Loans- For term loans and other long/medium term loans that have been obtained against security of some asset. PearlXP does not verify the existence of the security. Typical accounts would be Debentures, Term Loans, etc.</p> <p>Unsecured Loans - For loans obtained without any security. E.g., Loans from Directors/partners or outside parties.</p>
7. Suspense Account	<p>Theoretically speaking, this group should not exist. However, in modern accounting, many large corporations use a Suspense Ledger to track moneys paid or recovered, the nature of which is not yet known. The most common example is money paid for Traveling Advance whose details would be known only upon submission of the TA bill. Some companies may prefer to open such accounts under Loans and Advances (Asset) group. Please note that Suspense Account is a Balance Sheet item. Any expense account even if it has 'suspense' in its name, should be opened under a Revenue group like Indirect Expenses and not under Suspense Account group.</p>
8. Miscellaneous Expenses (Asset)	<p>This group is typically used more for legal disclosure requirements, like Schedule VI of the Indian Companies Act. It should hold incorporation and pre-operative expenses. Companies would write off a permissible portion of the account every year. A balance would remain to the extent not written off in Profit & Loss Account. PearlXP does not, however, show a loss, carried forward in the Profit & Loss Account, under this group. The Profit & Loss Account balance is shown separately in the Balance Sheet.</p>
9. Branch/Divisions	<p>This group is provided to keep the ledger accounts of all companies that are your company's branches, divisions, affiliates, sister concerns, subsidiaries, etc. This is a group of convenience. You may not wish to utilize it in this manner. Note that PearlXP permits Sales and Purchase transactions to take place with accounts opened here. Remember, these are their accounts in your books and not their books of accounts. Just treat them as you would any party account. If you wish to maintain the books of that branch/division on you computer, you must open a separate company. (PearlXP allows maintenance of multiple company accounts).</p>
Revenue Primary Groups	
10. Sales	- For different sales accounts. The natural segregation of your sales

Account	<p>accounts could be based on Tax slabs or type of sales. This also becomes a simple mechanism for preparation of Tax returns. An example of such classification may be helpful: Classify under Sales Accounts the following sub-groups Domestic Sales Export Sales Now under Domestic Sales open the following ledgers:</p> <p>Sales (10%) Sales (5%) Sales (exempt)</p> <p>You may even open an account Sales Returns under the group Domestic Sales to view your net sales after returns (or the returns may be directly passed through journal against the specific sales account). Please do not open customer accounts under this group. For more details on possible errors in this regard, please refer to the paragraph given below.</p>
11. Purchase Account	This is similar to sales accounts, except for the purpose of the transaction.
12. Direct Income [Income Direct]	For non-trade income accounts that affect Gross Profit. All trade income accounts would naturally fall under Sales Accounts. You may wish to use this group for accounts like Servicing Contract Charges that follow sales of equipment. If yours is a professional services company, you may not use the Sales Account group at all. Instead, open accounts like Professional Fees under this group.
13. Indirect Income [Income Indirect]	For miscellaneous non-sale income accounts, e.g., Rent Received and Interest Received.
14. Direct Expenses [Expenses Direct]	For manufacturing or direct trading expenses. These accounts determine the Gross Profit of the company.
15. Indirect Expenses [Expenses Indirect]	For all other administrative, selling or non-direct expenses. PearlXP automatically opens the Profit & Loss Account which is a reserved primary account. You may use this account to pass adjustment entries through journal vouchers .e.g., transfer of profit or loss to Capital or Reserve account.

Simply adhering to the reserved groups may be sufficient for many organizations. For greater diversity, PearlXP allows you to create your own groups, either as sub-groups or primary groups. Groups can be sub-classified, to give a virtual accounting tree. At the lowest level, of course, would be the ledger account. An example of sub-groups would help illustrate the power of this facility:-The group Indirect Expenses can be sub-classified as under (Ledgers given in italics):

Indirect Expenses**Administrative Expenses**

- Interest Paid
- Interest paid to banks
- Interest paid to others

Marketing Expenses

- Selling and distribution expenses
- Packing expenses
- Transportation
- Sales Promotion expenses
- Advertising expenses
- Direct Promotion expenses

Remember, that during voucher entry, only the ledger accounts are used, - and the grouping structure remains transparent, irrespective of the use of sub-classification. You may create, alter, or display a single Group or multiple Groups. Single group option is useful when you wish to work on one group at a time. Multiple is a time and labour saving option in a list format and is useful when working on many sub-groups at a time. Once a sub-group is created, it behaves exactly like a group. Any reference to group would deem to include a sub-group.

Creating a group / Super Group

If you are creating groups for the first time, it is advisable to configure them before you proceed: You may configure your groups to enable/disable advanced mode.

Name of Group

Enter the name of the desired group or sub-group.
(e.g., Administrative expenses).

Under

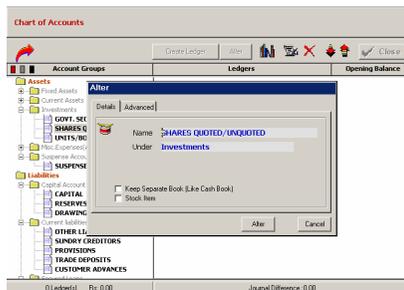
Specify under which existing (Parent) group the sub-classification is needed. You may create a new Parent Group by

Deleting a group

The Delete function is performed through the single alteration mode. You cannot delete groups from the multiple alteration mode.

Ledgers Introduction

In the previous chapter, the concept of groups, as implemented in PearlXP, was explained. You were also given a number of examples of grouping ledger accounts. You will now learn how PearlXP is used to work with ledgers. A Ledger is the actual account head to which you identify a transaction. You pass all accounting voucher entries using ledgers. However, as mentioned in the introduction to Groups, all ledgers have to be classified into groups. Hence, a thorough understanding of account classification is important for working with ledgers. We have reproduced certain portions from the groups chapter here.



Creation of a ledger account

The information required for creation of ledgers depends on the features opted by you. If the setting of the Accounting Features creation screen would need minimal information. It should be noted that PearlXP automatically creates two ledger accounts, viz., Cash (under Cash-in-hand) and Profit & Loss Account. It does not make any other presumptions. You must create all other account heads. There are no restrictions in ledger creation except that you cannot create another Profit & Loss A/c (actually an account that behaves like one). You may create any number of Cash accounts (by another name like "Petty Cash").

You will, now, be guided to create a ledger account with minimal information. For discussions on additional features, please refer to 'Advanced Usage'.

Name

Feel free to give the full name of the account. Press <enter> to move to the next field. PearlXP does not allow duplicate names. The uniqueness check is made here itself instead of after you have entered all other information. You will find that punctuation and other non-relevant information are ignored by PearlXP in its recognition of a name, Thus, CST, C.S.T. and C. S.

T. are all considered identical. We have already given you the philosophy of PearlXP in the first few pages of this manual. You will now actually experience the small conveniences, which you would soon take for granted. You notice that PearlXP converts the first letter of all relevant words to upper case, which helps you, speed up your data entry. You need not bother about changing the case every time it is a different word.

Group

All accounts must be classified in their appropriate groups. (You should go through the Chapter on Groups now if you not already done so). You must specify which group the ledger falls under. The method of selecting an item from a popup list has been explained in the chapter on the Philosophy of PearlXP. A Group is not important by itself, but because it controls the usage of ledger accounts. A wrong classification would affect the treatment of the ledger account in final statements and during voucher entry. You can, of course, alter a ledger account to change its group classification at any time.

Common and possible errors in Grouping and account classification

Debtor/Creditor classification

1. Placing individual party accounts under Sales or Purchase Accounts groups:

Accounts of parties with whom your company has trade relationship must be opened under any of the following groups (or sub-groups under them) only:

- Sundry Debtors
- Sundry
- Creditors
- Branch/Divisions

Sales and Purchase account groups are meant for revenue accounts and would be reflected in the Profit & Loss Account. If you open party accounts under these groups, you will find it difficult to pass sales or purchase voucher transactions. For example, in a sales voucher transaction entry, you must debit an account which is a sundry debtor, branch/division or even a sundry creditor (why a creditor? -it will be explained soon). Moreover, other facilities like bill-wise allocation and tracking would not become available unless the accounts belong to one of

these groups.

2. Opening two accounts of the same party:

PearlXP has separately classified debtors, creditors and branch/divisions only for convenience. There is no operational distinction except for the purpose of keeping the accounts of a particular group together during displays and analysis. Thus you can pass both sales and purchase entries for a party account placed under Sundry Debtors. We recommend that you use the classification depending on the most natural group for the party. For example, parties from whom you buy more frequently than you sell to, could be placed under Sundry Creditors, as that would be the natural place for you to look for his account. PearlXP does not restrict the accounts from having obverse balances. Thus, a Sundry Debtor can have a credit balance depending on the state of his account. You would, therefore, note that you need not open two accounts of the same party - one under Sundry Debtors and another under Sundry Creditors. Remember, PearlXP restricts you from opening two identical ledger accounts. Of course, you may decide to circumvent by marking one account as "A & Co - S/Dr" and another "A & Co - S/Cr". Doing this would allow you to have two accounts of the same party under two groups, but you would lose the advantage of analyzing his net position in one place. We recommend that you maintain a single account to obtain best benefits.

3. Placing expenditure items under a Liabilities group, e.g., the expenditure item 'Rates & Taxes' under the group 'Duties and Taxes'.

The group Duties and Taxes is specifically meant to handle taxation liabilities of your company. Rates & Taxes and other statutory expenses should be placed under Indirect Expenses.

Opening Balance (As on date of beginning of books)

If yours is an existing company whose books you are putting onto PearlXP, this would be applicable in the following circumstances:

If the ledger is an asset or a liability and if it has a balance in the account as on the date of beginning of books in PearlXP. PearlXP recognizes normal accounting principles of debit balances for Assets and credit balances for Liabilities. Of course, it accepts the reverse for obverse balances.

Revenue accounts normally do not have balances. PearlXP, however, permits you to give balances even for such accounts - You may be transferring your books on to PearlXP in the middle of the year and may not have closed them in your earlier system. Hence, you may specify whether the balance is Debit or Credit. Simply D or C would suffice.

Display or alter a ledger account

Information in display and alter is the same, hence only alter is discussed. Display option does not permit any modification. Alter option is accessible only to authorized users.

Deleting a ledger account

You can delete a ledger from the alteration mode by Clicking the Delete Icon . PearlXP does not allow deletion of accounts that have transactions. Therefore, should you wish to delete an account, which has transactions, you must first delete all its voucher entries.

Position index in Reports

Position index is the primary key for sorting groups and ledgers for reports; the group name being the secondary key. It determines the position of the group in relation to other groups in a report. It is the default sorting method in most reports. You can change the Group-index by changing the priority in the group list.



Specifying closing stock values

Closing stock values have to be specified when accounts and inventory are not integrated. PearlXP allows you to specify closing stock values even if your books are integrated. It would simply ignore the specified figure so long as you maintain the integration. If and when you select to separate the books, the specified values would automatically be considered. To enter the closing stock as on a specific date, you must alter the ledger account. Simply select the General Ledger Module and the appropriate Ledger Account. Assuming that you had a ledger account 'Stock ' under the group 'Stock-in-hand' the information would be as follows:

The screenshot shows the 'GENERAL LEDGER' window for the account 'STOCK OF FINISHED GOODS' under the group 'STOCK-IN-HAND'. The 'Opening Stock (01/04/1999)' is set to 624,275.00. A 'Closing Stock' table is displayed with a date of 31/03/2000 and a stock value of 457,000.00. The table includes a calendar for March 2000 and a grid for recording transactions.

Date	Stock (Rs)
31/03/2000	457,000.00

You are allowed to alter the opening balance as well as specify/alter closing balances on different dates. You would typically specify Balance Sheet dates so that the Balance Sheet reflects the amount of that date. Hence, your Balance Sheet of 30th April 2001 (or of any date up to 30 May 2001) would report Closing Stock worth 587000. The Balance Sheet as on 31st March 2002 (or any day between 1st July 2001 to 31st March 2002) would report the stock value of 457000

Voucher Types (Introduction)

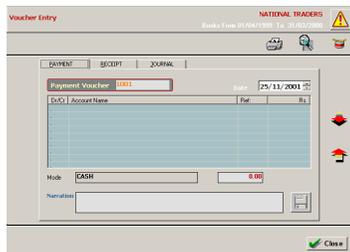
A voucher is the primary online document for recording transactions. Transaction recording and analysis are greatly facilitated by having specific formats for different types of transactions. PearlXP provides some predefined voucher formats or what it calls predefined types of vouchers. These are used for recording various transactions. A payment voucher is used for all types of payments, a receipt voucher for all types of money receipts, a sales voucher for recording sales transactions, and soon. These predefined vouchers fulfill your normal transaction needs.

Voucher Entry

A voucher is the basic recording document. To input any data into PearlXP, you must use a voucher. Inputting data through the voucher entry mode may be called creating a voucher or voucher entry. You may create a voucher on-line on PearlXP and print it for hard copy and authentication.

The voucher entry screen

Simple Voucher entry: The main voucher entry area - This is where you enter your transactions This screen contains fields for date, ledger name



and amount as well as additional pop-up screens that are dependent upon your voucher configuration.

Advanced Voucher entry Mode: Through this mode you can pass entries directly to Cashbook or other respective Ledgers. If you are a professional accountant and are maintaining the books of your clients, this mode is very useful.



You can view, insert, alter or delete any vouchers through this mode. PearlXP restricted this mode for advanced users and Administrators through Passwords.

Types of vouchers

PearlXP is pre-programmed with a variety of accounting vouchers, each designed to perform a different job. The standard vouchers are:

- Payment voucher
- Receipt voucher
- Contra voucher
- Sales voucher
- Purchase voucher
- Journal voucher

Voucher Setup

Configure different features of your voucher entry screen and Voucher Printing. You can configure numbering of vouchers as Auto or Manual and can give separate Prefix for Payment, Receipt and Journal Vouchers. You can also Enable or Disable the Voucher Printing by checking the appropriate check box.

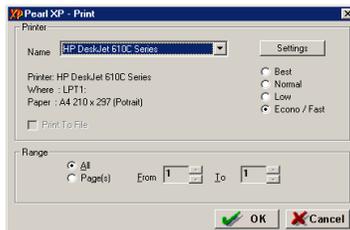
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Voucher Numbering: Automatic: This method is both flexible and exhaustive. Use it carefully to give you your desired numbering system. Select this option to let PearlXP number the vouchers automatically for you. You must give the Starting

number: Give the number for the first voucher. Usually it is 1.
You can set it to any number you want.

Printing

You can obtain a printed version of the Reports you are currently Viewing by selecting **Print icon** from the button bar menu. This brings up new Print options form there you can select different printers installed in your computer for a neat report printing. If you are selecting the default MS-Dos Express Printer you can take the reports in Draft mode. By this default printer you can take all reports in **80 Col Dot Matrix Printer**.



PearlXP recommends Inkjet or Laser Printers for a neat report print.
You Can Configure PearlXP to print all reports in Draft or in Neat Format using the default printer setup.

PearlXP Provides the Facility to Direct the output to a Print-File (Draft Mode 80Col DMPs)

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