

A decorative graphic on the right side of the page. It features three blue circles of different sizes, each composed of concentric circles in varying shades of blue. Two thin, light blue diagonal lines intersect the circles, creating a geometric design.

Home Accounts

User Guide

A basic guide to using Home Accounts software.

EZPZ Software Limited
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Conventions

This chapter summarises the controls and features that are common to all parts of the software. Please take a few minutes to read this chapter and familiarise yourself with its contents.

Common Controls

Grids

Grid controls are widely used throughout the system to display lists of records and for data entry. A grid looks very similar to a spreadsheet in its layout; it is made up of rows and columns and the box where a row and column intersect is referred to as a “cell”.

At the top of each column in the grid is the *column heading*, which contains text telling you what information is displayed in that column. Many of the grids in the software have their column headings programmed to change the order of the records in the list when the column heading is clicked on.

You will recognise such grids by the presence of an arrowhead in one of the column headings. The arrowhead indicates which column the grid is currently sorted on and also the direction of the sort. An arrowhead pointing downwards indicates that the column is sorted from lowest value at the top to highest value at the bottom. In terms of a column containing text this means sorted from “A” at the top to “Z” at the bottom. If you click again on the column heading containing the arrowhead the direction of the sort is reversed, so that the highest value is at the top and the lowest value is at the bottom, and the arrowhead points upwards.

Code ▼	Account name ↓	Nominal Sub-category
0010	Freehold Property	
0011	Leasehold Property	

This change in the ordering of records in the grid is only temporary: once you close the screen and reopen it, the grid assumes its default order again.

You can also use the column headings of a grid to widen or narrow the columns in order that the data in the grid is easier for you to read.

If you move your mouse pointer over the divider line between two column headings the mouse pointer will change shape to become a double-headed arrow. Whilst in this position if you click and hold down your left mouse button you can drag right or left to make the column wider or narrower as required. When you close the screen the new column widths will be “remembered” and used again the next time that screen is opened.

Nominal Sub-category	Debit
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Use the divider line between the column headings to widen or narrow the columns.

A third use of the column headings is to change the order in which the columns are displayed.

Move your mouse pointer over the centre of a column heading then click and hold down your left mouse button. You should see the column heading turn black whilst the rest of the grid becomes faint or “ghosted out”. Keep the mouse button held down and drag the column to where you want it to appear. When you close the screen the new column order will be “remembered” and use again the next time that screen is opened.

Nominal Sub-category	Account name
Freehold Property	Property
Leasehold Property	Property

Changing the order of the columns in a grid using the column heading.

Buttons

Many of the buttons seen on various screens throughout the software have similar uses.

The <New> button is used to create a new record. You will see it on many of the screens and toolbars in the software. Clicking on the button will usually open another screen with a blank record ready for you to complete.

The <Edit> button is used to open an existing record, or document, for editing. When used on the toolbar of a list of records, you can open the record by clicking once on the record in the list with your left mouse button to select it and then clicking on the <Edit> button. You can also open a record from a list by double-clicking on it with your left mouse button. You will then see another screen appear with the details from the record ready for editing.

The <Delete> button is used to delete an existing record. Deleting a record is an irreversible action that cannot be undone. Whether a record can be deleted or not will sometimes depend on whether the record is referenced in another data table.

The <Save> button is used to save the changes you have made to a record. When you edit the details in a record the changes you make do not become permanent until you save them.

Printing Reports

There are a multitude of reports in the software that you can print. When printing a report you have 3 Output options:

- **Preview** – shows you on screen what the printed results will look like. The toolbar that appears with the preview allows you to move through the pages of the report, zoom in and out of the display, and send a single copy of the whole report to the printer using the current printer settings.
- **Print** – sends the report to the printer. When this option is selected you will be presented with a screen where you can select the page range and number of copies and can set printer options.
- **File** – converts the output and saves it to a file. When the report is run, and this option has been selected, a 'Save as' window will appear enabling you to select the file type, location and file name for the output file. If the 'open file' checkbox is ticked the relevant software application will be opened when the output file has been created.

The following file types are supported:

- PDF - Adobe Acrobat Document
- DOC - Microsoft Word document
- XLS - Microsoft Excel spreadsheet
- HTML - standard HTML file
- RTF - rich-text format file
- TXT - standard text file

Please note: all the above file formats are generated by converting the native report output to the chosen file format. Not all reports are suitable for conversion and the resulting file, when displayed, may not always match the look of the native report file.



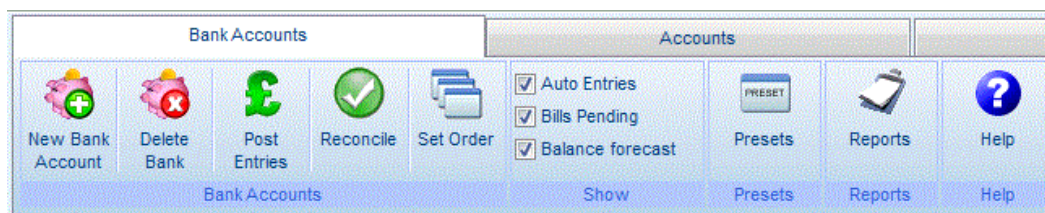
The <Print> button is used to print a report or document. When you see this button on a list screen it will enable you to print the current list.



The <Reports> button opens the reports screen with the reports pertinent to the area of the software you are currently in.

Bank Accounts

The Bank Accounts screen will automatically open when Home Accounts is started. The Bank Accounts screen is brought to the front whenever the "Bank Accounts" tab of the main toolbar is clicked on.



The Bank Accounts tab

Viewing your Bank Accounts

The front page of the Bank Accounts screen is the **Bank Accounts** page where your bank accounts, and their balances, are summarised. When the **Bank Accounts** page is at the front the <Bank Accounts> button will appear green in colour.

For each bank account in the list the following information is shown:

Account	The name of the bank account.
Limit	The credit limit for the bank account. Figures in the Balance column will show in red where an account's balance is over its credit limit.
Balance	The actual balance of the bank account based on all transactions dated up to, and including, the "as at" date shown at the top right of the list.
Reconciled	The balance of the bank account based on reconciled transactions only dated up to, and including, the "as at" date shown at the top right of the list.

The buttons to the right of the <Bank Accounts> button will be labelled with the name of up to four of the bank accounts listed. If you click on one of these buttons, the display will change to show the transaction history for the selected bank account and to enable you to enter new transactions for the bank account. For more details see "Entering transactions".

If you have more than four bank accounts listed, you can use the arrow buttons to move to the bank accounts not currently displayed.

Changing the "balances as at" date

When the Bank Accounts screen first opens the balances in the list are calculated based on today's date and will only include transactions that are dated up to and including that date.

If you have entered bank transactions with a date later than today's date you can include these in the balances by changing the "balances as at" date shown at the top right of the list.

Setting the order of your bank accounts

You can change the order in which the bank accounts on the **Bank Accounts** page are listed.

Click on the <Set Order> button on the main toolbar to open the **Set bank account order** screen. Use the buttons in the left-hand column to drag an account into a new order. Click on the <OK> button to save the new account order.

The banks list will be refreshed to show the new account order and the bank account buttons will be updated to reflect the new account order.

Adding a new bank account

To add a new bank account, select the Bank Accounts tab, on the main toolbar, and click on the <New Bank Account> button. This will start the New Bank Account wizard.

Account name

Enter a *Name* for the new account in the field provided. Each account name must be unique, that is to say you cannot have two accounts with the same name.

Tick the *auto-reconcile* box if transactions for this account are to be automatically reconciled. Transactions usually involve two accounts and reconciliation of the transaction for each of the accounts can be performed individually. Transactions involving accounts that are set as auto-reconcile will become reconciled for both accounts when the opposing account is reconciled.

Physical account details

Additional information can be entered, on the Physical account details page, as required. With the exception of the Credit Limit these details are for your information purposes only. We recommend that you only enter these if your data is not going to be viewed by other people.

If you have a credit or overdraft limit for this account, enter it in the *Credit Limit* field.

If you wish to, you can enter the address and contact details for the bank where this account is held on the Address and Contact details pages.

Notes

Enter any optional notes on the Notes page.

Click on the <Finish> button to create the new bank account.

Editing a bank account

To open a bank account record for editing select the "Bank Accounts" tab, on the main toolbar, and then double-click on the bank account in the list. You can also right-click on the bank account and select the "Edit" option from the menu that appears.

History tab

The History tab becomes available once the new account record has been saved.

The History tab shows a history of the transactions through the account.

Graph tab

The Graph tab becomes available once the new account record has been saved.

The graph displays the daily balance of the bank account during the selected period. To view the graph for a different period, change the period dates then click on the <Refresh> button.

For details on changing the settings for the graph see the section on "Graphs and Charts".

Editing Bank Account - First Direct Current Account

Account details | Contact details | History | Graph

Name: First Direct Current Account

Category: Bank Accounts

☐ auto-reconcile

☐ dormant account

Physical account details

Sort Code: 40-47-80

A/c Name: J & M SMITH

A/c Number: 12345678

Credit Limit: 50.00

Notes

Save Close

Deleting a bank account

To delete a bank account select the "Bank Accounts" tab on the main toolbar. Select the account you wish to delete and then click on the <Delete Bank> button. You can also right-click on the bank account and select the "Delete" option from the menu that appears.

An account can only be deleted if it is not referenced anywhere on the system, in transactions, automated entries or preset entries.

Bank account status

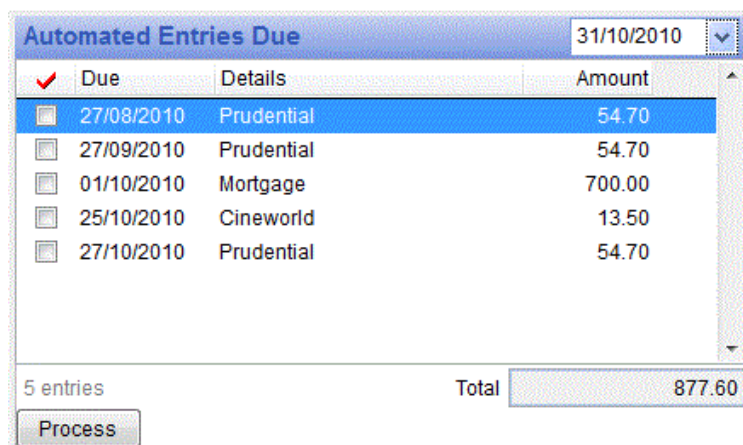
The status of a bank account can be either 'active' or 'dormant'. Bank accounts whose status is 'dormant' will only appear on the Bank Accounts page if the 'show dormant' tickbox, at the bottom right of the bank accounts list, is ticked. A bank account page (see below) will only be included for active bank accounts unless the 'show dormant' tickbox is ticked. All bank accounts are included in the 'Assets & Liabilities' list on the Accounts tab irrespective of their status.

The status of a bank account can be changed on the Account Details page of the bank account record.

The Automated Entries Due list

The "Automated Entries Due" list appears on the Bank Accounts page if the "Auto Entries" box, in the "Show" section of the Bank Accounts tab of the main toolbar, is ticked.

The list shows automated entries due up to and including the date shown. The date can be changed to view entries due up to a different date.



<input checked="" type="checkbox"/>	Due	Details	Amount
<input type="checkbox"/>	27/08/2010	Prudential	54.70
<input type="checkbox"/>	27/09/2010	Prudential	54.70
<input type="checkbox"/>	01/10/2010	Mortgage	700.00
<input type="checkbox"/>	25/10/2010	Cineworld	13.50
<input type="checkbox"/>	27/10/2010	Prudential	54.70

5 entries Total 877.60

Process

The <Process> button is used to post the currently selected entries to the transactions table. To select an entry for processing tick the box in the first column or click on the red tick, at the top of the first column, to select all entries in the list. Once posted, the entries will be removed from the list.

Note: where the list contains multiple items for the same automated entry record, you must process the items in date order.

Double-click on an entry in the list to edit the underlying automated entry record.

For details on how to add, edit and remove automated entries see "Automated Entries".

The Bills Pending list

The "Bills Pending" list appears on the Bank Accounts page if the "Bills Pending" box, in the "Show" section of the Bank Accounts tab of the main toolbar, is ticked.

The list shows any pending bills currently held on file and enables you to add, remove and process pending bills.

The <Process> button is used to post the currently selected entries to the transactions table. To select an entry for processing tick the box in the first column or click on the red tick, at the top of the first column, to select all entries in the list. Once posted, the entries will be removed from the list.

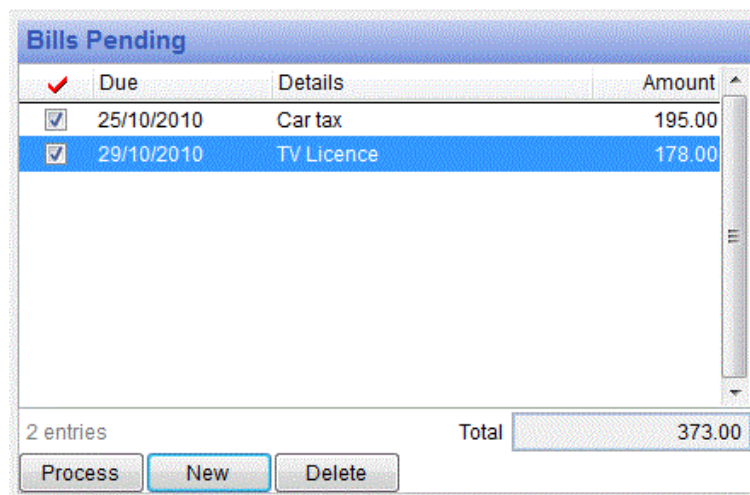
Adding a new pending bill

To add a new pending bill to the list, click on the <New> button.

In the screen that appears enter details of the bill as required then click on the <Save> button to add the new bill to the list.

Removing a pending bill

To remove a pending bill from the list highlight it and click the <Delete> button.



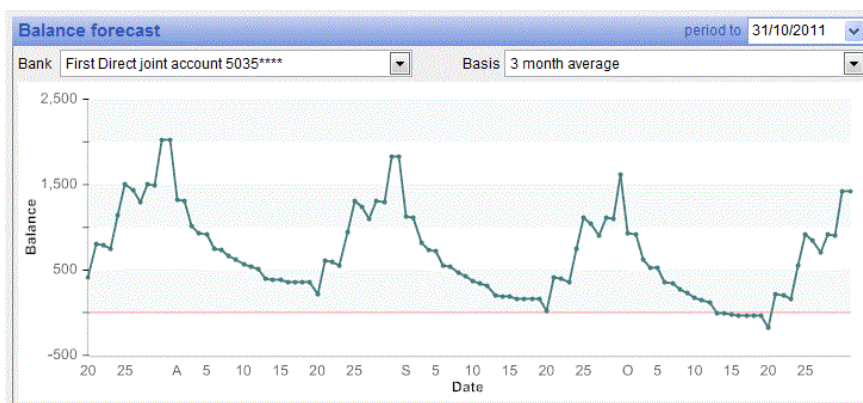
✓	Due	Details	Amount
<input checked="" type="checkbox"/>	25/10/2010	Car tax	195.00
<input checked="" type="checkbox"/>	29/10/2010	TV Licence	178.00

2 entries Total 373.00

The Balance forecast

The "Balance forecast" window appears on the Bank Accounts page if the "Balance forecast" box, in the "Show" section of the Bank Accounts tab of the main toolbar, is ticked.

The graph shows the predicted daily balance for the selected bank account using the basis selected. The date range covered can be changed by changing the "period to" date, at the top right of the window. The date range is from tomorrow up to and including the date entered.



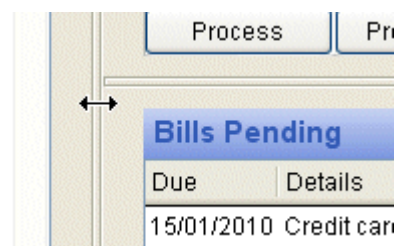
Resizing the lists

The relative sizes of the Bank Accounts list, the Automated Entries Due list, the Bills Pending list and the Balance Forecast window can be changed using the vertical and horizontal resizing bars in between the lists.

The horizontal resizing bar is visible when both the Automated Entries Due and Bills Pending lists are visible on screen.

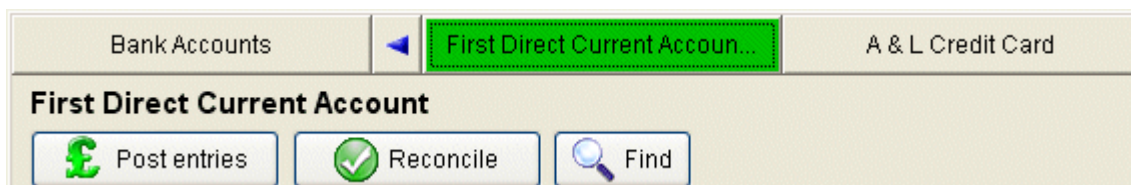
When the mouse is moved over a bar the mouse cursor will change to a double-headed arrow. Click and hold down the left mouse button and drag the bar to its new position. Release the mouse button over an empty part of the screen to resize the lists.

The screen has internal boundaries set so that the lists cannot be less than 30% or more than 70% of the screen width.



Viewing a bank account page

The buttons to the right of the <Bank Accounts> button can be used to view the transaction history for a particular bank account, to post new transactions to the bank account and to carry out account reconciliation.



When you click on a bank account button the button will become green in colour and the display will change to show the transaction history for the selected bank account. Transactions in the list are shown in date order.

Where the transaction is a split transaction the words "<Split transaction>" will show in the Account column. To view the details of the split transaction right-click on the entry and select the "Expand" option from the menu that appears. The split transaction will be expanded to show the individual accounts and amounts that make up the split transaction batch. If you wish to collapse the batch, right-click on any of the transactions that make up the split transaction batch and select the "Collapse" option from the menu that appears.

When a transaction is edited, or new transactions are posted, the list is rebuilt and any split transactions will be returned to their initial collapsed state.

Posting new transactions

You can add new transactions for the selected bank account using the <Post entries> button. For more details see "Entering transactions".

Reconciling an account

You can reconcile the selected bank account using the <Reconcile> button. For more details see "Reconciling accounts".

Transactions that have already been reconciled appear in the list with a coloured background.

Transactions that have been reconciled for the selected (or left-hand) bank account appear with a coloured background in the first four columns. Where a transaction has been reconciled for the other account that the transaction affects (right-hand), the transaction will have a coloured background in the three columns on the right. Where a transaction has been reconciled for both accounts, the whole row of the grid will be coloured.

You can select the colours used for the coloured backgrounds using the "My Settings" option on the "Settings" tab of the main toolbar.

Editing a transaction

You can edit a transaction in the list by double-clicking on it. This will open the transaction editing screen where you can change the details of the transaction as required. Where the transaction is part of a split transaction, all transactions in the batch will be displayed for editing.

Once you have made your changes click on the <Save> button, on the transaction editing screen, to save them. If you decide you don't want to save the changes you have made click on <Close> to close the screen without saving.

Deleting a transaction

You can delete the transaction using the <Delete> button on the transaction editing screen. Deleting a transaction will permanently remove it from the transactions list and update the relevant account balances. This action cannot be undone.

Finding a transaction

You can search through the list of transactions for those that contain particular details, using the <Find> button at the top of the page. When you click on this button, a window will appear in which you can enter the detail you want to find.

Tick the "case-sensitive" option to find exact matches for the detail you enter.

Click on the <Find next> button to move to the next entry in the list that contains the detail.

Click on the <Find all> button to list all the entries that contain the detail you entered. Click on any of the entries listed to move to that entry in the list.

Other Accounts

Home Accounts uses account records to enable you to record where your money comes from and where it goes to.

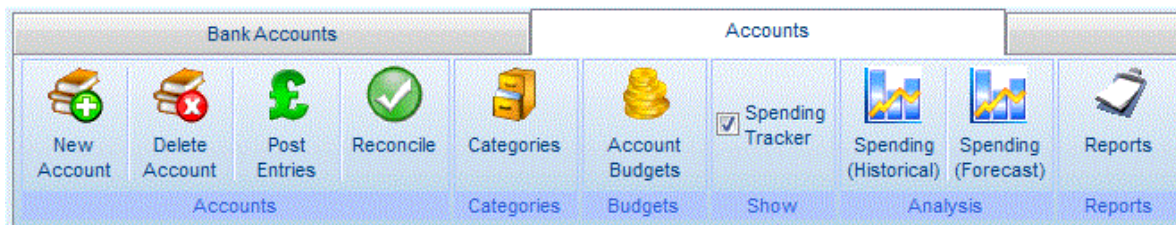
Using a simple form of double-entry bookkeeping each transaction you post will usually affect two accounts, a "From" account and a "To" account.

Each account belongs in a *category*. A category can contain more than one account. For example, we might have an expense category named "Leisure Activities". Within this category we could have accounts named "Eating out", "Cinema" and "Sports activities".

The way an account functions will depend on the type of the category it belongs to. For example, an account that belongs to an expense category will behave as an expense account.

Viewing your Accounts

Select the "Accounts" tab, on the main toolbar, to bring the Accounts screen to the front. Accounts are displayed in the two grids at the left of the screen.



The **Income & Expenditure Accounts** grid lists those accounts that belong to categories of type "Income" and "Expense". The category that the account belongs to is shown in the *Category* column. The totals in the *Income* and *Expenditure* columns represent the totals of the transactions posted to that account.

The **Assets & Liabilities Accounts** grid lists those accounts that belong to categories of type "Asset", "Bank" and "Liability". The category that the account belongs to is shown in the *Category* column. The totals in the *Assets* and *Liabilities* columns represent the totals of the transactions posted to that account.

The *Period* dropdown, at the top of the Accounts screen, lets you change the date range of the transactions included in the grid totals. Thus, if you select "This month..." from the Period dropdown, the figures in the grids will only include those transactions dated during the current month.

Adding a new account

To add a new account, select the Accounts tab, on the main toolbar, and click on the <New Account> button. This will start the New Account wizard.

Account name

Enter a *Name* for the new account in the field provided. Each account name must be unique, that is to say you cannot have two accounts with the same name.

Select the *Category* for the account.

Tick the *auto-reconcile* box if transactions for this account are to be automatically reconciled. Transactions usually involve two accounts and reconciliation of the transaction for each of the accounts can be performed individually. Transactions involving accounts that are set as auto-reconcile will become reconciled for both accounts when the opposing account is reconciled.

If you wish to, you can enter the address and contact details for the bank where this account is held on the Address and Contact details pages.

Notes

Enter any optional notes on the Notes page.

Click on the <Finish> button to create the new account.

Editing an account

To open an account record for editing, select the Accounts tab, on the main toolbar, and then double-click on the account in the grid. You can also right-click on the account and select the "Edit" option from the menu that appears.

History tab

The History tab becomes available once the new account record has been saved.

The History tab shows a history of the transactions through the account.

Graph tab

The Graph tab becomes available once the new account record has been saved.

The graph displays 3 data series, all of which are based on the account transactions and budgets:

- This year - the monthly totals for the 12 months ending on the last day of the current month
- Last year - the monthly totals for the 12 months prior to that
- Budgets - the monthly budget totals for the 12 months ending on the last day of the current month

For details on changing the settings for the graph see the section on "Graphs and Charts".

Budgets tab

The Budgets tab is used to enter budgets for the account. Budgets cannot be set for Bank Accounts. For more details on entering budgets see "Entering Budgets".

Deleting an account

To delete an account, select the "Accounts" tab, on the main toolbar, and then click on the <Delete Account> button. A window will appear containing a list of the accounts on the system. Select the account you wish to delete and click the <Proceed> button. You can also right-click on the account in the grid and select the "Delete" option from the menu that appears.

An account can only be deleted if it is not referenced anywhere on the system, in transactions, automated entries or preset entries.

Posting transactions

You can add new transactions for an account by clicking on the <Post Entries> button on the "Accounts" tab of the main toolbar. A window will appear containing a list of the accounts on the

system. Select the account you wish to post entries for and click the <Proceed> button. For more details see **Entering transactions**.

Reconciling an account

You can reconcile transactions for a non-bank account using the <Reconcile> button on the "Accounts" tab of the main toolbar. For more details see "Reconciling accounts".

The Spending Tracker

The **Spending Tracker** is a useful visual representation of your spending against a budget. The Spending Tracker appears at the right-hand side of the Accounts screen if the "Spending Tracker" box is ticked on the "Accounts" tab of the main toolbar.

The Tracker can be used to track multiple expense categories/accounts.

The period being tracked can be changed using the *Period* dropdown at the top of the Tracker.

The figure in each of the coloured bars is the total amount spent during the period for that category or account. In the example shown, the total amount spent on Groceries in the period was £703. The coloured bar gives a graphical representation of the amount spent compared with the budget for the account. The coloured bar moves further to the right as spending gets nearer to the budget set.

The budget amounts, shown in the *Budget* column, are the total budgets for the categories/accounts in the selected period. In the example screen shown, the budget set for the Groceries account is £500 per month, so the total budget for the 12 month period selected is 12x£500 or £6000.

Where the amount spent is less than or equal to the budget the bar is coloured green. If spending is more than the budget amount the bar turns red in colour!



Adding items to the Tracker

New items can be added to the Tracker by first clicking on the relevant tab, Categories or Accounts, to bring it to the front and then clicking on the <Add> button (+).

The new item will be added with the initial caption "Pick Category" or "Pick Account", depending on which tab you are adding the item to.

Click on the underlined caption "Pick Category" (or "Pick Account") and then select the item you want to track from the list that appears.

Changing tracked items

You can change the category or account being tracked by clicking on the underlined caption then selecting the new account you want to track from the list that appears.

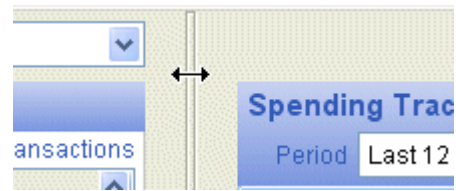
Removing items

You can reduce the number of items being tracked by clicking on the <Remove last> button (X). The bottom item on that tab will be removed from the Tracker.

Resizing the Tracker

The width of the Tracker in relation to the two accounts lists can be changed using the vertical bar in between the accounts lists and the Tracker.

When the mouse is moved over the bar the mouse cursor will change to a double-headed arrow. Click and hold down the left mouse button and drag the bar to its new position. Release the mouse button over an empty part of the screen to resize the accounts lists and the Tracker.



The screen has internal boundaries set so that the Tracker cannot be less than 30% or more than 70% of the screen width.

Categories

Home Accounts uses *Categories* to identify your income and expenditure, and assets and liabilities.

Each category has a type. The type can be one of the following:

Income	An income category is one which represents money coming into the system
Expense	An expense category is one which represents money leaving the system
Bank	A bank category is a special type of asset that represents one or more physical bank accounts or credit cards
Asset	An asset category is one which represents something that has value or worth to you
Liability	A liability category is one which represents something you owe

Each category can contain one or more *Accounts*. For example, we might have a category named "Leisure Activities". Within this category we could have accounts named "Eating out", "Cinema" and "Sports activities".

Viewing your Categories

Select the "Accounts" tab on the main toolbar to bring that tab to the front.

Click on the <Categories> button to display the categories list.

Adding a new category

Click on the <New> button to add a new category. This will open a **New Category** record for you to complete.

Enter a *Name* for the new category in the field provided. Each category name must be unique, that is to say you cannot have two categories with the same name.

Select the *Type* for the category.

Some typical examples of category types are shown below:

Category	Type	Category	Type
Wages & Salaries	Income	Bank Accounts	Bank
Bank Interest	Income	Property	Asset
Bank Charges	Expense	Bank Loans	Liability
Motor	Expense	Credit Cards	Bank
Groceries	Expense	Mortgage	Liability

Click on the <Save> button to save the new record.

Once a category has been saved the "Add account" and "Move account" buttons become available. The buttons can be used to add and remove accounts for the current category.

Editing a category

To open a category record for editing, select the entry in the Categories list then click on the <Edit> button.

You can also open a category record by double-clicking on the entry in the list, or by right-clicking on the entry and selecting the "Edit" option from the menu that appears.

Deleting a category

To delete a category, select the entry in the Categories list then click on the <Delete> button. You can also delete an entry by right-clicking on the entry and selecting the "Delete" option from the menu that appears.

A category can only be deleted if it does not contain any accounts. If the category does contain accounts, you must first move the accounts to a different category before the category can be deleted.

Entering Transactions

A word about double-entry bookkeeping

Transactions are the means of recording the amount and type of your income and expenditure.

Home Accounts uses traditional double-entry bookkeeping methods, so each transaction will usually affect two accounts. These are termed the "from" account and the "to" account.

For example, say we had an account named "Bank Account #1" and an account named "Groceries" and we wanted to record the fact that we had spent £50 on groceries. We could do this by opening the Transaction Entry screen for Bank Account #1 and entering our transaction by selecting "Groceries" as the account and entering 50.00 in the Payments column.

The resulting transaction would have recorded "Bank Account #1" as the "from" account and "Groceries" as the "to" account, reflecting the direction of the flow of money between the two accounts. Here we are making a payment from "Bank Account #1" and the amount is treated as being received by the "Groceries" account.

We could get the same result by opening the Transaction Entry screen for the Groceries account, and entering our transaction by selecting "Bank Account #1" as the account and entering 50.00 in the Receipts column. Although this may seem a "backwards" way round of processing the transaction, the resulting transaction will still treat "Bank Account #1" as the from account and "Groceries" as the to account because, this time, we entered the amount in the Receipts column.

Note: not all transactions will affect two accounts. For example, you could enter an opening balance transaction that only affects one account.

Entering transactions

The Transaction Entry screen is where you record your transactions.

Select the "Bank Accounts" tab, on the main toolbar, to bring it to the front. Select the account you want to post entries for from the Bank Accounts list. Click on the <Post Entries> button to open the Transaction Entry screen and post entries for the selected account.

Date	Preset	Account	Reference	Details	Payments Receivable
15/06/2011		Groceries		TESCO	49.56
16/06/2011		DVDs		Play.com	14.99
16/06/2011					

☒ Preset column

You can also open the Transaction Entry screen by right-clicking on a bank account and selecting the "Enter transactions" option from the menu that appears or by using the <Post entries> button on a bank account page.

The columns of the grid are used to record the following information:

Date The date of the transaction.

Preset This column lets you select from a list of *Preset* entries. You can select a preset entry by typing the preset entry code. The code will be filled in for you, as you type, with the code of the first entry that matches what you type. If the code you enter cannot

be found, you will be asked if you want to add that value to the list and create a new preset entry.

When you select a preset entry, whatever information is stored in the preset entry record will be used to complete the fields for the current transaction. These fields can then be edited as required.

If you don't wish to use the Preset column, it can be hidden by un-ticking the "Preset column" tick box at the bottom left of the Transaction Entry screen.

Account This is the account the transaction is being recorded for. You can select an account by typing the account name. The name will be filled in for you, as you type, with the name of the first account that matches what you type. If the account you enter cannot be found, you will be asked if you want to add that value to the list and create a new account.

A transaction does not have to have an account, for example an opening balance transaction.

Reference You can give a transaction an optional *Reference*. This could be a cheque number or 'SO' for standing order or 'DD' for direct debit and so on.

Details You can enter optional *Details* for a transaction to help you remember what it was for. If you have predictive text switched on, the details will be completed for you, as you type, based on previous entries. Predictive text can be switched on or off in the "My Settings" screen.

Payments Enter the amount of the transaction in this column where money is being paid out of this account. You cannot enter an amount in this column if you have already entered an amount in the *Receipts* column.

Receipts Enter the amount of the transaction in this column where money is being received into this account. You cannot enter an amount in this column if you have already entered an amount in the *Payments* column.

Balance The running balance of all transactions in the list.

As you complete each entry, a new row will be added to the grid ready for completion.

You can use Function Key <F6> to copy the contents of the cell directly above into the current cell.

Saving your entries

Save the new entries you have added by clicking on the <Save> button. If you want to discard the entries, click on the <Close> button.

When transactions are saved, the relevant account balances will be updated.

Deleting an Entry

If you realise you have made a mistake when entering a transaction in the grid, you can delete the entry, prior to saving it, using the <Delete> button. The entry will appear crossed out and the amount will not be included in the balance column. You can undo the deletion by clicking on the <Delete> button again.

When you save your transactions, entries marked for deletion will not be saved.

Entering a split transaction

Let's say you want to enter a payment you made to Tesco for £129.55. However, this payment was not all for Groceries; some of it was for Household and some was for Clothing. We can enter this

using a split transaction, which will allow us to analyse amounts to the separate accounts but still show the total as a single entry for the bank account.

The screen below shows an example:

Account	Payments	Receipts
Groceries	89.56	
Household	14.99	
Clothing	25.00	

Total 129.55

Delete Save Close

The split transaction screen will allow you to enter a mix of payments and receipts to cover eventualities such as refunds. Once saved the entries will show as a single entry with the words "<Split transaction>" shown in the Account column and the net total of the individual entries shown as one amount in either the Payments or Receipts column accordingly.

Note that when entering details of a split transaction, using the screen shown above, the amount shown in the Total field must be non-zero or you will not be able to save the split transaction batch.

Entering an Opening Balance

It is most probable that, when you start using the system, you will already have a balance in your bank accounts.

In order to give an accurate representation of your finances, these balances need to be entered on the system as *opening balances*.

Opening balances are entered on the system in the same way that any other transaction is entered, using the **Transaction Entry** window.

Typically, you would decide on a date from which you going to record transactions and enter your opening balances dated the day before that.

For example, if you had decided to begin entering transactions dated on or after 1st January 2008, you might enter your opening balance with a date of 31st December 2007 as in the screenshot below:

Date	Preset	Account	Reference	Details	Payments	Receipts
31/12/2007			OBAL	Opening Balance	247.50	
31/12/2007						

☒ Preset column

The difference between an opening balance and any other type of transaction is that an opening balance transaction does not have to have an *Account* selected for it.

Creating an account “on-the-fly”

As you enter transactions, especially when you first start to use the system, it is possible that the account you want to use for your transaction does not already exist, in other words you have not yet created it.

You can add a new account to the system using the *Account* column of the **Transaction Entry** window.

For example, say we wanted to post a payment for water rates, and we want to keep a record of these payments in a separate account, but we have not created this account yet.

In the *Account* column, type the words “Water Rates” and press <Enter> or <Tab> on your keyboard.

Date	Preset	Account	Reference
04/11/2009		Water Rates	▼

The system will check if this account already exists. When it finds that it does not already exist, you will be asked if you want to add it to the table.

Click <Yes> to indicate that you want to add the account.

Value not found

?

This value was not found in the table.
Do you want to add it to the table?

The New Account wizard will appear with the *Account Name* field already filled in with the name you entered in the *Account* column.

We can then select “Rates & Water Rates” as the *Category* for this account.

Enter the rest of the details as required and then click on the <Finish> button to add the new account to the system.

You will then be returned to the **Transaction Entry** window with your cursor in the *Reference* column.

Predictive Text

When entering transactions there will be details you enter that are used time and time again. In order to save you time having to type the same transaction details each time, Home Accounts has a "predictive text" feature that fills in transaction details for you as you begin to type based on details you have previously entered.

Each time you post a transaction, from the Transaction Entry window, the software checks to see if the transaction details you have entered are in its table of previously used transaction details and if it doesn't find them they are added to the table.

You can manage the entries in the predictive text table, editing or deleting previous entries.

You can view the list of predictive text entries stored on the system by clicking the Settings tab on the main toolbar and then clicking the <Predictive Text> button.

The predictive text feature can be switched on or off using the My Settings window.

Editing an entry

Open the Predictive text list.

Double-click on the entry in the list you wish to edit. In the Edit Value window that appears, edit the text as required then click <OK> to update the entry.

Deleting entries

Open the Predictive text list.

Mark the entries you want to delete by ticking the boxes provided. Click on the <Delete> button to permanently remove the selected entries.

Deleting an entry will not affect any transactions that have already been posted.

Changing the case of an entry

You can change the case of one or more entries in the list.

Mark the entries whose case you want to change by ticking the boxes provided.

Use the <select case> button to view the dropdown of options. The available options are "Proper", "lower" and "UPPER". Once you have selected an option, the label on the <change case> button will change to reflect your selection.

Click on the <change case> button to update the selected entries.

Note: if the list is sorted on the "Details" column (default) the updated entries will be sorted and appear in the list in the new order.

Reconciling Accounts

The account reconciliation process involves checking the transactions you have entered for an account against an external source, typically a bank statement, to make sure that they match up. Using this process can show up errors in data entry where, for example, you may have mistyped an amount.

Home Accounts uses traditional double-entry bookkeeping methods, so each transaction will usually affect two accounts. These are termed the "from" account and the "to" account.

When you reconcile a transaction for a selected account, only one "side" of the transaction, relating to the account you have selected, will be reconciled. To reconcile the other "side" of the transaction, select the other account that the transaction affects and carry out reconciliation for that account. Where the account involved in the other "side" of the transaction is flagged as "auto-reconcile" it will automatically be reconciled.

Reconciling a Bank Account

Select the "Bank Accounts" tab of the main toolbar to bring the tab to the front.

Highlight the account you want to reconcile in the Bank Accounts list then click on the <Reconcile> button on the "Bank Accounts" tab.

You can also reconcile a bank account by right-clicking on the account in the Bank Accounts list and selecting "Reconcile" from the menu that appears.

You can also reconcile a bank account by going to the bank account page for the bank account and clicking on the <Reconcile> button at the top of that page.

Reconciling other accounts

In addition to the bank accounts on the system there may be non-bank accounts you wish to reconcile.

Select the "Accounts" tab of the main toolbar to bring the tab to the front and click on the <Reconcile> button. Select the account you wish to reconcile from the list that appears.

Note: all accounts, including bank accounts, that are not flagged as "auto-reconcile" will appear in the list.

You can also reconcile any account by right-clicking on the account in either of the grids on Accounts screen and selecting "Reconcile" from the menu that appears.

The account reconciliation window

The account reconciliation window contains two grids.

The upper grid, labelled "Items not yet reconciled", lists the transactions that have not yet been reconciled for this account.

The lower grid, labelled "Items on this statement", is used to move transactions into, where the transactions appear on the statement being reconciled.

Enter the date of the statement you are reconciling to in the *Statement date* field. This will update the "Items not yet reconciled" grid such that it contains only transactions dated on or before the Statement date that have not been reconciled. The "Items on this statement" grid will be reset when the Statement date is changed.

Reconciling: First Direct Current Account

Statement date: 26/07/2011 End balance: 15,019.46

Items not yet reconciled				
Date	Reference	Details	Receipts	Payments
22/07/2010		ASDA SUPERSTORE DONCASTER		37.05
22/07/2010		CINEWORLD CINEMAS		13.50
23/07/2010		DONCASTER ROYAL	1,603.80	
26/07/2010		B and Q DEARNE VAL DN		12.98

Move item Move all Remove item Remove all Adjustment Edit item

Items on this statement				
Date	Reference	Details	Receipts	Payments
03/02/2010		Last reconciled balance	3,926.61	

Reconciled: 3,926.61 less End Balance: 15,019.46 equals Difference: -11,092.85

Reconcile Save Print ? Close

Enter the closing balance, of the statement you are reconciling to, in the *End balance* field. This will update the calculation, at the bottom of the Account Reconciliation window, which shows the difference between the last reconciled balance and the end balance of the statement being reconciled. This difference will be equal to the total of the transactions that appear on the statement and that need to be selected on screen to enable the reconciled balance to agree with the statement end balance.

Carrying out the reconciliation

The suggested procedure for carrying out reconciliation, using a bank statement, is as follows:

1. Before beginning to reconcile your bank statement, ensure that the *Reconciled* balance shown on the screen is the same as the opening balance on the bank statement. If the two amounts do not agree, you should leave the reconciliation and try to find out why there is a discrepancy before continuing.
2. For each entry on your bank statement locate the corresponding entry in the "Items not yet reconciled" grid. Click on the entry to select it then click on the <Move item> button to move the entry into the lower grid. When you move an entry from one grid to the other the *Reconciled* and *Difference* amounts will be updated. If you move an entry into the "Items on this statement" grid in error you can move it back by selecting the entry and clicking on the <Remove item> button. You can also move an entry, from one grid to the other, by double-clicking on it.
3. Continue in this way until the "Items on this statement" grid contains all the transactions that appear on your bank statement. At this point, the *Reconciled* balance on screen should equal the closing balance on your bank statement. If this is the case, click on the <Reconcile> button to mark the selected transactions as reconciled. When you next open the Account Reconciliation window, those transactions will no longer appear.

Automatically reconciled transactions

When you reconcile transactions, the "side" of the transaction relating to the account you have selected will be reconciled. If the account for the other "side" of the transaction is flagged as "auto-reconcile", in the account record, the other "side" of the transaction will also be reconciled.

Saving your current position

If you are unable to complete the reconciliation for any reason you can save your current position using the <Save> button. This will record the items in the "Items on this statement" grid so that they can be reloaded next time you carry out reconciliation of this account.

Editing a transaction

If you find that you have entered a transaction incorrectly you can edit the transaction by selecting it in the "Items not yet reconciled" grid then clicking on the <Edit item> button. This will open a transaction editing window. Make the changes required then save the transaction by clicking on the <Save> button in the transaction editing window.

Posting adjustments

If there are transactions on your bank statement that do not appear in the Account Reconciliation window, because they have not yet been entered on the system, you can enter the transaction using the <Adjustment> button.

When you click on the <Adjustment> button the "Post adjustment" window will open. Enter the details of the adjustment as required and enter the amount of the adjustment in either the *Payment* or *Receipt* field. Once saved, the adjustment transaction will appear in the "Items on this statement" grid of the Account Reconciliation window.

Un-reconciling transactions

If you find that you have reconciled a transaction in error, you can correct this by editing the transaction and blanking the transaction's reconciled date. A transaction can be edited via the Transaction Entry window or the History tab of the relevant Account record.

Entering Budgets

Budgets are used to help you plan ahead by enabling you to forecast under or overspending.

Budgets can be entered via the Account Budgets screen or via an individual account record.

Entering budgets using the Account Budgets screen

You can use the **Account Budgets** screen to view and enter budgets for all your accounts at the same time.

Select the "Accounts" tab on the main toolbar to bring this screen to the front. Click on the <Account Budgets> button on the "Accounts" tab to open the **Account Budgets** screen.



Use the month and year dropdown near the top of the tab to select the start month then click the <Refresh> button to view budgets for the selected period.

Budget values can be entered individually, using the cells in the grid, or you can use the controls at the bottom of the screen to fill in the budget fields for the account on the currently selected row of the grid.

Replace each month with the same amount

Enter an amount in the "This amount" section then click on <Replace> to fill the budget fields with the amount entered.

Tip: if your budget is the same for all months with the exception of one or two, initialise all budget fields with the same value and then edit the values for those months whose budget will be different.

Use previous year totals

You can use historical figures for spending as your budget values. Actual figures can be increased/decreased by entering a percentage in the spinner control. Click on <Replace> to fill the budget fields based on historical figures.

Use previous year budgets

You can use budgets from the previous year as your new budget values. Figures can be increased/decreased by entering a percentage in the spinner control. Click on <Replace> to fill the budget fields based on the previous year's budgets.

Click on <Save> to save the changes to your budgets.

Entering budgets via an account record

Budgets for an individual account can be entered via its account record.

Select the "Accounts" tab on the main toolbar to bring the Accounts screen to the front.

Double-click on the account in the grid to open the account record. You can also right-click on the account in the grid and select the "Edit" option from the menu that appears.

When the account record opens click on the **Budgets** tab.

Use the month and year dropdown near the top of the tab to select the start month. The 12 budget fields relate to the twelve month period that commences with the selected month and year. The value entered in the field to the right of a month is the budget for that month.

Budget values can be entered individually, for each month, or you can use the controls at the right of the tab to fill in all the budget fields.

Replace each month with the same amount

Enter an amount in the "This amount" section then click on <Replace> to fill the budget fields with the amount entered.

Tip: if your budget is the same for all months with the exception of one or two, initialise all budget fields with the same value and then edit the values for those months whose budget will be different.

Use previous year totals

You can use historical figures for spending as your budget values. Actual figures can be increased/decreased by entering a percentage in the spinner control. Click on <Replace> to fill the budget fields based on historical figures.

Use previous year budgets

You can use budgets from the previous year as your new budget values. Figures can be increased/decreased by entering a percentage in the spinner control. Click on <Replace> to fill the budget fields based on the previous year's budgets.

Click on <Save Changes to Budgets> to update your budget figures with the amounts entered.

Accounts Analysis

The Income and Spending Analysis option gives you an overview of your spending trends and enables you to plan for the future using budget forecasting.

Spending (Historical)

Select the "Accounts" tab on the main toolbar, to bring it to the front, and then click on the <Spending (Historical)> button in the Analysis section.

This screen shows the monthly totals, for each month of a 12 month period, for your income and expense accounts. The last row in the grid shows the difference: an "underspend", where the figure is positive, or an "overspend", where the figure is negative, for that month.

Months where the spending exceeded the account budget for the month are highlighted in yellow.

To view a different period, use the month and year dropdowns, at the top of the screen, to select a different start month and then click the <Refresh> button.

You can view a graphical representation of these figures on the Graph tab.

Spending (Forecast)

Select the "Accounts" tab on the main toolbar, to bring it to the front, and then click on the <Spending (Forecast)> button in the Analysis section.

This screen shows the budgets, for each month of a 12 month period, for your income and expense accounts. The last row in the grid shows the difference: an "underspend", where the figure is positive, or an "overspend", where the figure is negative, for that month.

To view a different period, use the month and year dropdowns, at the top of the screen, to select a different start month and then click the <Refresh> button.

You can view a graphical representation of these figures on the Graph tab.

For details on how to enter budgets see the section on "Entering Budgets".

Graphs and Charts

Home Accounts uses a graphing utility called “FoxCharts” to produce accurate and attractive graphs from your data.

Some sample outputs, along with a brief explanation of settings, are shown below.

Controls



Use the *Type* dropdown to switch between different chart types. Not all chart types may be available depending on the data being plotted.



Use the Legend button to switch the chart legend on or off. The legend tells you which data is represented by which colour and is very useful when printing your graph.



The Colour/Mono button is used to switch between a coloured and monochrome chart. The monochrome setting is useful when you are printing graphs and don't have a colour printer.



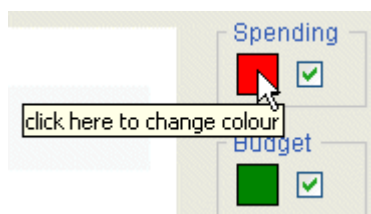
Use the 3D button to toggle between a 2-dimensional chart and a 3-dimensional one. Push in the button to get a 3-dimensional chart.



When displaying a 3-dimensional chart you can use the 3D depth spinner to increase or decrease the depth of the chart.



These buttons are used to switch background lines on and off. Background lines can make it easier for you to identify the data values.

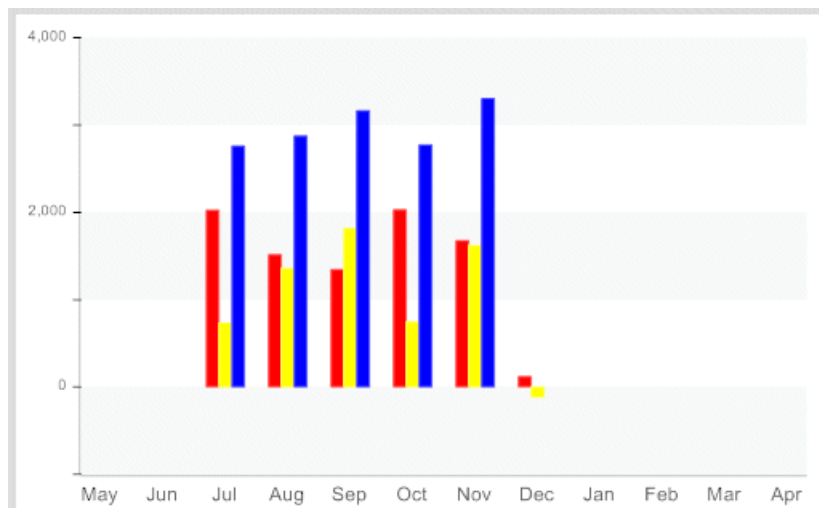


Click on the colour swatch to change the colour used for a particular data series.

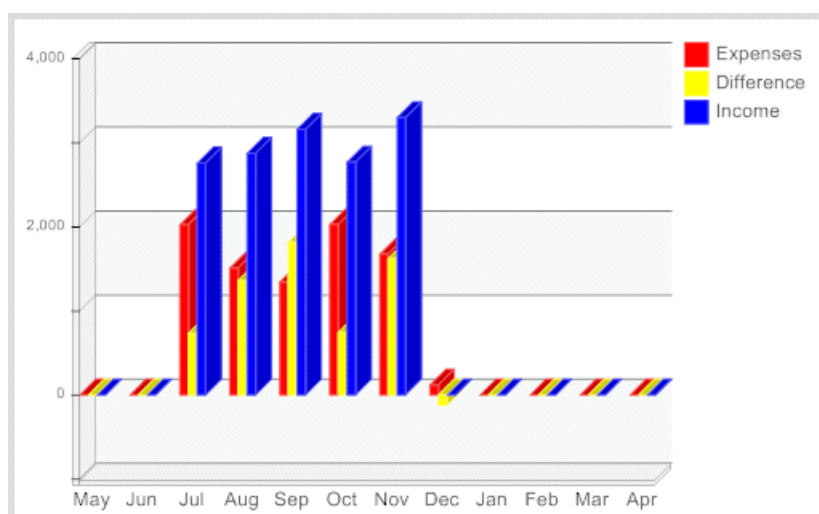
Use the tick box to switch a data series on or off.

Multiple bars

The multiple bars chart plots all the data series on one chart using a different colour for each data series. The chart shown has the 3D button out to produce a 2-dimensional chart.



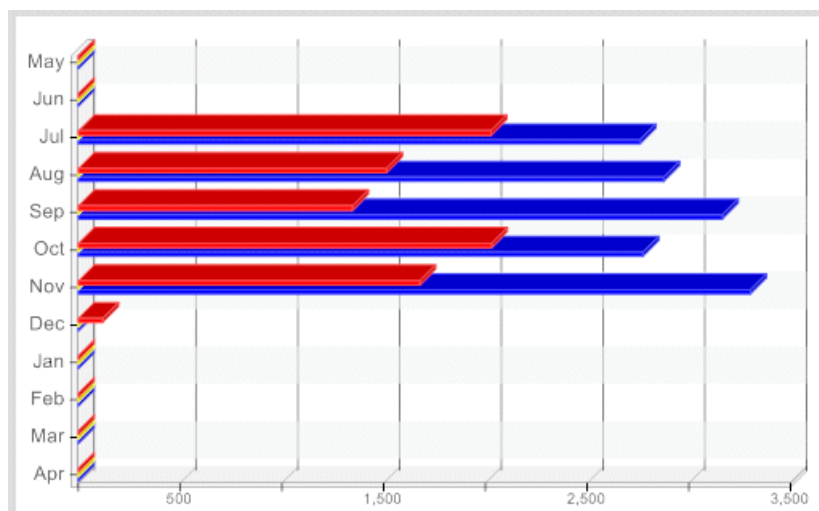
This chart shows the same data in a 3-dimensional chart with the legend switched on and with horizontal background lines.



Horizontal multiple bars

The horizontal multiple bars chart is similar to the multiple bars chart but is rotated through 90 degrees.

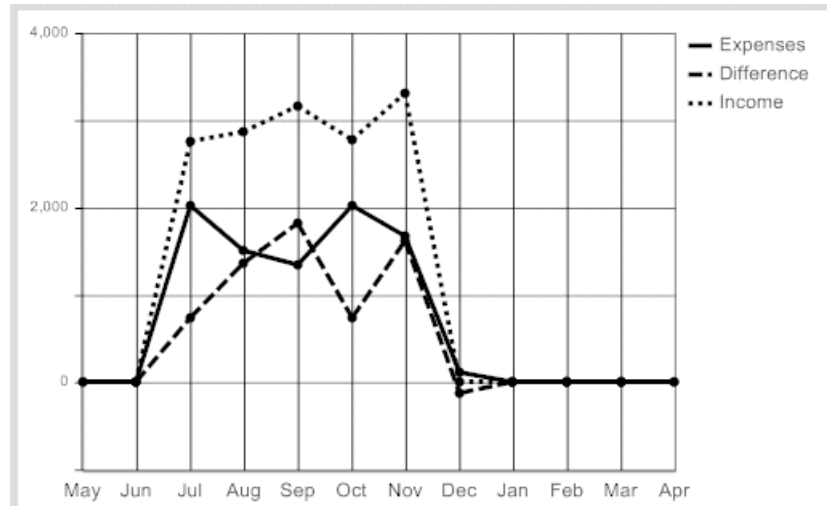
In the example shown you will notice that the x- and y-axis have changed places.



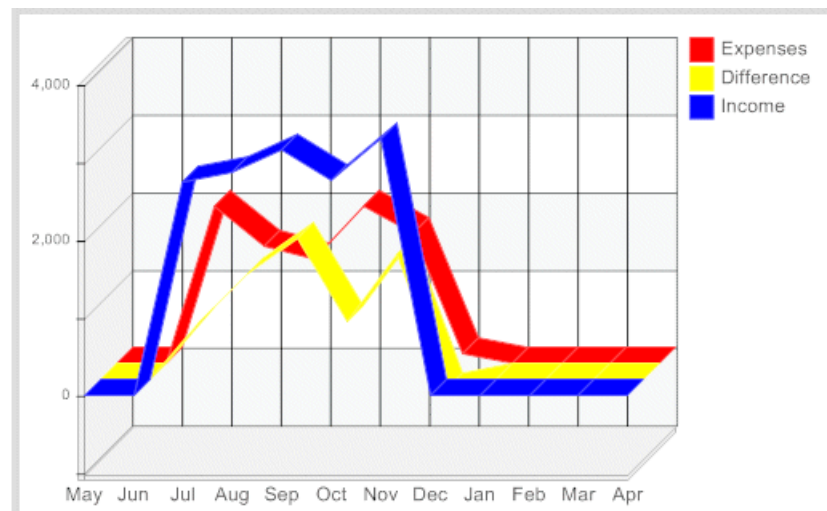
Lines

The line chart plots all the data series on one chart using a different colour for each data series.

The chart shown has the 3D button out to produce a 2-dimensional chart. It also has the Colour/Mono button pushed in to produce a monochrome chart and has both horizontal and vertical background lines.



This chart shows the same data as the one above but in a 3-dimensional chart.



Importing transactions

The "Import transactions" option on the File menu can be used to import transactions from a suitable file directly into your transactions table thus making it possible to add transactions very quickly without having to enter them manually.

Various banks and other financial institutions allow their customers to download transactions from their on-line banking site and save them using several file options.

Once you have downloaded and saved the file to your computer, it can be used to add the transactions to your transactions table.

Note: In case of possible duplication of entries or unpredictable results, we suggest you always make a backup of your data before carrying out this process.

Step 1

Select the type of file you want to import transactions from using the dropdown provided.

Use the <Pick File> button to select the file you want to import transactions from. The file can be anywhere on your computer.

Click <Next>.

Step 2

The contents of the selected file are shown at the left-hand side of the window. A typical QIF (or Microsoft Money) file looks something like this:

```
!Type:Bank
D16-02-09
PW M MORRISON PLC BRAMPTON
T-5.30
^
D16-02-09
PTHE COMPANY SHOP L TANKERSLEY
T-22.78
^
D16-02-09
PWESTFIELD
T83.00
^
```

The file represents the downloaded transactions with each line representing a field.

- A line beginning with the letter "D" indicates a date. Pay particular attention to how the date is formatted as different banks use different date formats.
- A line beginning with the letter "P" indicates the payee. This information is used for the transaction detail.
- A line beginning with the letter "N" indicates the reference, for example the cheque number. This information is not included in all file downloads.
- A line beginning with the letter "T" indicates the amount. A negative amount indicates a payment, a positive amount indicates a receipt.
- A line with the carat character "^" indicates the end of a transaction.

Select the account, which the transactions are to be imported to, using the dropdown. This will typically be a bank account.

Select the date format used in the downloaded file using the dropdown. If you select the wrong date format, the transactions shown on the next page will often include some with blank dates, indicating the date was invalid.

Using the example data shown above, the date format used here appears to be British of type “dd-mm-yy”. If we were to select the date format “mm/dd/yy” (American) from the dropdown, the resulting transactions would have blank dates as there is no 16th month as in “16-02-09”. If you find there are transactions with blank dates on the next page, simply click the <Back> button to return to page 2 and select a different date format.

Where the file being used is a CSV file, use the control provided to indicate the order that the fields listed appear in the data. The CSV file must contain at least the four fields specified and they must appear as the first four fields on each line.

Click <Next>.

Step 3

The software will create a table of transactions based on the selected file and display them in the grid on Page 3.

You now need to select the account each transaction is to be analysed to using dropdown in the "Account" column.

When you select an account, a scan will be made of all other transactions in the grid and any that are found with the same transaction detail will be updated with the selected account. This can be changed if required.

<input checked="" type="checkbox"/>	Date	Reference	Details	Payment	Receipt	Account	Matches
<input type="checkbox"/>	15/10/2010	100271		99.64		Home & Contents Insurance	▼ no match
<input type="checkbox"/>	15/10/2010		BIBIT INTERNET PAY		1425.99	Salary	▼ no match
<input type="checkbox"/>	14/10/2010	100272		47.00			▼ no match
<input type="checkbox"/>	13/10/2010		ROTHERHAM CHAMBE	58.45			▼ no match

Account Mappings

Where previous file imports have been carried out, the software will have created “account mappings” based on the transaction detail and account used. In subsequent file imports, these mappings are used to set the account for any transactions that have exactly the same transaction details found in previous file imports.

Duplicate Entries

To avoid duplication, any entries that are similar to existing transactions will be highlighted.

Where an existing transaction is found that has the same date, amount, reference and account as a transaction being imported you will see the word “matched” in the “Matches” column.

Where an existing transaction is found that has only the same date and amount as a transaction being imported you will see the word “possible” in the “Matches” column.

You can click on the text in the “Matches” column to view the existing transaction.

Importing the transactions

To import a transaction listed in the grid you must tick the box in the first column at the left. Any transactions not ticked will be ignored when the import is carried out.

You can use the <Swap> and <Clear> buttons to select/deselect multiple transactions. Transactions having the words “matched” or “possible” in the “Matches” column will not be selected if you click on the <Swap> button, these must be selected individually by ticking their box.

Click the <Finish> button to begin importing the transactions. The software will check for entries with missing information such as blank dates and accounts. If no errors are found in the transactions they will be added to your transactions table.

Automated Entries

Automated entries make it easier for you to process transactions that are repeated on a regular basis, for example, weekly or calendar monthly. This is an ideal way of dealing with standing orders and direct debits from a bank account.

Once the details have been set up, a repeat transaction can be posted at the click of a button with the transaction date calculated by the software.

Adding a new automated entry

Select the "Automated Entries" tab on the main toolbar, to view the Automated Entries list.

Click on the <New Entry> button, on the "Automated Entries" tab, or right-click on the Automated Entries list and select the "New" option from the menu that appears. This will open an editing screen with a blank record ready for completion.

Select the appropriate *From* and *To* accounts using the dropdown lists.

Enter *Details* for the automated entry as you wish them to appear in the transaction each time one is posted.

Enter a suitable *Reference* as required.

Enter the *Start date*. This is the date that will be used when the first transaction is posted.

If the amount of the first payment will be different to the remainder of the payments, enter the amount of the *First payment* in the field provided.

Enter the regular payment amount, in the *then pay* field, and the frequency of the payment.

Select the *number to post* option, if there are a fixed number of payments to be made for this entry, and enter their number.

Select the *until further notice* option if you want the payments to continue until you stop them.

The screenshot to the left shows an example of an automated entry created for a monthly TV licence direct debit payment.

Payments are going from the bank account to the "Household" account.

Each transaction, when posted, will be dated on the 1st of each month, unless this falls on a weekend, starting on the 1st July 2007.

This automated entry is set up to continue until further notice.

The *Last posted* date and *Posted* value will be blank until the first posting is made. The first posting will be made with the *Start date* as its date. Subsequent postings will be made in line with the frequency selected.

The tick box labelled "adjust date if it falls on a weekend" is used to tell the software to adjust the date of a posting if it falls on a Saturday or Sunday or on an English Bank Holiday. The new posting date will be the next business day, in line with normal banking practice.

Click the <Save> button, to save the new entry.

Editing an automated entry

Select the "Automated Entries" tab on the main toolbar, to view the Automated Entries list.

Double-click on the entry in the list to open the editing screen. Alternatively, right-click on the entry in the list and then select the "Edit" option from the menu that appears.

You can use the *Next due* date field to control the date of the next posting. This can be used to miss out postings, by entering a later date than that scheduled, or to repeat a posting, by resetting the date to an earlier one. The *Next due* date cannot be earlier than the *Start date* for the automated entry.

Ending an "until further notice" automated entry

If you want to stop an automated entry, which is set as "until further notice", from making any further postings you can do so by selecting the *number to post* option. This will update the number to post value with the number of payments already posted and no further postings will be made.

Deleting an automated entry

Select the "Automated Entries" tab on the main toolbar, to view the Automated Entries list.

Highlight the entry you want to delete in the list and click on the <Delete Entry> button on the "Automated Entries" tab. You can also right-click on the entry and select the "Delete" option from the menu that appears.

The entry will be deleted from the list and no further postings will be made. Deleting an entry will not affect any transactions that have already been posted.

Processing automated entries

Entries can be posted, this is the term used for creating a transaction, at any time by clicking on the <Process Entries> button on the "Automated Entries" tab of the main toolbar. This will open the **Process automated entries** screen showing a list of entries due to be posted as at the date shown. Changing the date will rebuild the list and show postings due for the new date.

The values in the *Due date* and *Amount* columns can be edited, if required, prior to posting the entries.

Tick the boxes in the left-hand column for those entries you wish to post or click on the red tick at the top of the first column to select all entries.

Automated entries can also be posted from the "Automated Entries Due" list on the Bank Accounts screen. For more details see "Bank Accounts".

Preset Entries

Preset entries make it easier for you to quickly enter transactions, which you regularly post, in the Transaction Entry screen.

For example, if you regularly buy groceries from Tesco and pay for them by Switch, you might have an expense account named "Groceries" and could create a preset with the following details:

Code	TES
Details	Tesco
From account	Bank current account
To account	Groceries
Reference	SWITCH
Amount	0.00

We have left the *Amount* as zero as we will be entering a different amount each time we use this preset.

Adding a new preset entry

Click on the Bank Accounts tab to bring it to the front.

Click on the <Presets> button, on the Bank Accounts tab, to open the Presets list. Click on the <New> button to open an editing screen with a blank record ready for completion.

Enter a *Code* for the new entry. The Code can be up to 3 characters long and must be unique. That is to say, you cannot have two preset entries with the same code.

The rest of the details are optional: whatever values you enter will be used when this preset is selected in the **Transaction Entry** screen.

Enter *Details* as you wish them to appear in the transaction.

Select the appropriate *From* and *To* accounts, as required, using the dropdown lists.

Enter a suitable *Reference* as required.

Enter the *Amount* of the entry as required.

Click on the <Save> button to save the new entry.

Editing a preset entry

Click on the <Presets> button, on the Bank Accounts tab, to open the Presets list.

Double-click on the entry in the list to open the editing screen.

Deleting a preset entry

Click on the <Presets> button, on the Bank Accounts tab, to open the Presets list.

Highlight the entry you want to delete in the list and click on the <Delete> button.

Deleting an entry will not affect any transactions that have already been posted.

Contacts

You can record details of your contacts using *Contact* records. Contact records are not involved in any of the accounting functions of the software, they are provided purely for personal information management.

Examples of contacts are banks, plumbers and solicitors although you are not limited to recording details of just these types of contacts.

A list of contact records currently held on file can be displayed by selecting the “Contacts” tab on the main toolbar.

Adding a new Contact

Select the “Contacts” tab, on the main toolbar, to view the **Contacts** list.

Click on the <New Contact> button or right-click on the Contacts list and select 'New' from the shortcut menu. The **New Contact Wizard** will open.

Name details page

Enter the name details as required. The Name (display) is how the contact will appear in the Contacts list. Change using the dropdown or by typing in a value not in the list.

Address details page

Enter the address details as required.

Contact details page

Enter the details as required. You can store up to 4 telephone numbers for a contact and use the dropdowns to denote what type of telephone number, such as 'Business' or 'Mobile', each telephone number is.

Defaults page

Select the *Contact type* to categorise this contact. Where the contact type is 'Bank' you can use the field provided to record the bank sort code.

Click on the <Finish> button and confirm that you want to save the new record.

Editing an existing Contact

Select the “Contacts” tab, on the main toolbar, to view the **Contacts** list.

Double-click on the entry in the list to open the editing screen. Alternatively, right-click on the entry and then select the “Edit” option from the menu that appears.

Deleting a Contact

Select the “Contacts” tab, on the main toolbar, to view the **Contacts** list.

Highlight the entry you want to delete in the list and click on the <Delete Contact > button on the “Contacts” tab. You can also right-click on the entry and select the “Delete” option from the menu that appears.

Reminders

Reminders are used in the system to remind you of something that needs doing in the future.

Each time you run the program, a check is done to see if any reminders have reached their due date and, if they have, you will be advised.

A reminder has a *Status* field, which is used to indicate whether the reminder has been acted upon or not. When a new reminder is created it will have a status of "pending" by default. When you have actioned a reminder, you can either delete it, to remove it altogether, or you can change its status to "completed" if you want to retain the reminder as a record that the action has been carried out.

Where user records have been created in the system, a reminder can be allocated a user code.

Each time the software is started, a check is made for reminders whose due date is on or before today's date and whose status is "pending". If any are found the total is displayed, for the user logging on, on the **Things To Do** list.

The Reminders list

Click on the "Reminders" tab, on the main toolbar, to display the **Reminders** list.

The reminders that are displayed in the **Reminders** list are controlled using the dropdowns and date box at the top of the list. When the list is first opened, today's date is used as the due date and reminders whose due date is on or before this date are displayed. To view reminders set for a date in the future, change this date to a suitable future date.

Adding a New Reminder

Click on the "Reminders" tab, on the main toolbar, to display the **Reminders** list.

Click on the <New Reminder> button, on the "Reminders" tab, to add a new reminder.

Enter the date on which you want to be reminded of the event in the *Due date* field.

Enter the date on which the action needs to be taken in the *Action date* field. This is an optional user value and is not used by the software.

If the reminder is to be allocated to a particular user, select the *User* from the dropdown list. The User dropdown will only be visible if user records have been created on the system.

Select the type of reminder in the *Reminder type* section.

Optional *Notes* can be entered as required.

Click on the <Save> button to save the new reminder.

Repeating reminders

There may be occasions when you want to be reminded to do something every year, or every month. You can set a reminder to repeat itself so that you don't have to remember to create a reminder each time.

On the **Repeat reminder** tab of the reminder record choose how often you want the reminder to repeat by selecting the frequency in the *Repeat every* section.

Fill in a date in the *Until* field if you want reminders to stop after that date, otherwise leave the field blank.

When a reminder becomes due, the system will check if the reminder is set to repeat. If it is, the date that the next reminder should appear is calculated from the frequency and a new reminder record is created.

Stopping a repeating reminder

In the case of a repeat reminder, the next reminder record is created when the due date of the first reminder is reached.

Thus if you create a reminder with a due date of 18th August, set to repeat monthly, when the 18th August is reached the first reminder is displayed and a new reminder, with the same details, is created for 18th September.

This is a very simple system and works quite well, but to stop a reminder from repeating you have to do the following:

1. Open the Reminders list.
2. Change the due date to one sufficiently far in the future to show all future reminders in the list.
3. Edit each of the reminders in the repeating sequence blanking the value in the "Repeat every" section to stop them repeating.

Deleting a reminder

To delete a reminder, highlight the entry in the list then click on the <Delete> button.

Pending reminder records are retained on the system for a set number of days after their due date. You can change the number of days reminders are kept for by clicking on the <Reminder Defaults> button on the "Reminders" tab. Reminders that are older than this number of days, and whose status is "pending", will be removed from the system at start-up.

Keeping Reminders after acting on them

You may want to keep a reminder, after you have acted on it, as a record that a task has been carried out. This can be achieved by changing the status of the reminder from "pending" to "completed". Reminders whose status is "completed" will not be removed by the system and you will not be notified of them. To view completed reminders, select the "completed" or "all" option from the *Status* dropdown on the **Reminders** list.

Disabling Reminders

If you want the system to stop notifying you of due reminders at start-up, proceed as follows:

1. Click on the "Settings" tab on the main toolbar.
2. Click on the <My Settings> button on the "Settings" tab.
3. When the My Settings screen opens, click on the Start-up tab.
4. Un-tick the option labelled "Check for Reminders".
5. Click on the <OK> button to save the new settings.

The next time you start the software, the system will not check for due reminders.

Reminder Types

Reminders are used in the system to remind you of something that needs doing in the future.

When you create a reminder you select a *reminder type* for it. The reminder type can be used when viewing, or printing, a list of reminders so that only those of a selected reminder type are displayed.

Adding a reminder type

Click on the "Reminders" tab, on the main toolbar, to display the **Reminders** list.

Click on the <Reminder Types> button on the "Reminders" tab to open the **Reminder types** window.

Click on the <New> button to open a **New Reminder Type** window.

Select “General” as the *Object type* and enter details for the new reminder type in the field provided.

Click on <Save> to save the new record.

If the reminder type does not already exist, it will be added to the list and will be available when you next create a reminder.

Deleting a reminder type

Click on the “Reminders” tab, on the main toolbar, to display the **Reminders** list.

Click on the <Reminder Types> button on the “Reminders” tab to open the **Reminder types** window.

Highlight the reminder type you want to delete in the list and then click on the <Delete> button.

Utilities

Rebuild Data

This option can be used to rebuild your data files after, for example, you have suffered a power cut and your data has become damaged.

You can also run this utility on a regular basis to compact your data files, so that they take up less space on your hard drive.

Brought forward balances

Every now and again, when you have accumulated a lot of transactions, you may want to get rid of old transactions that you no longer wish to keep.

The “Brought forward balances” option removes old transactions, replacing them with brought forward balances. The brought forward balance for an account will be the net total of all the transactions being removed for that account.

Click on the “Utilities” tab on the main toolbar.

Click on the <B/fwd Balances> button, on the “Utilities” tab, to run the “Brought forward balances” option.

Transactions will only be removed if they are dated on or before the date you enter and have been reconciled, on both sides of the transaction, with a date on or before the date you enter.

Clear transactions

The "Clear Transactions" option will remove all of the transactions you have entered so that you can start over.

Use with extreme caution as this process cannot be reversed!

Click on the “Utilities” tab on the main toolbar.

Click on the <Clear Transactions> button, on the “Utilities” tab, to run the "Clear Transactions" option.

Your account and category records, automated entry and preset records will not be affected by this process.

View error log

In the event that an error occurs in the program, a screen will usually appear showing details of the error and asking if you want to log it.

Click on the <Yes> button on this screen to record details of the error in a log file that can be emailed to us. Reporting errors in this way helps us to correct them and improve on the software. Clicking on <No> will not log the error.

In the next screen that appears, click on <OK> to continue with the program.

Note: depending on what stage the program is at, further error messages may occur. Keep repeating the process until the program is able to continue normally.

The error log can be inspected by clicking the <View Error Log> button on the “Utilities” tab.

You will be viewing one log entry at a time. The date/time value at the top right of the screen shows when the error was logged. The up/down arrows to the right of this box let you scroll through the logged errors.

Clicking on the **User Notes on Errors** tab lets you enter your own comments about a particular error.

Click on the email button to send a copy of the log file to us as an email attachment. This information can then be put to good use in correcting the error.

Managing multiple datasets

The software lets you manage multiple sets of data called *datasets*. Each dataset is stored in its own folder and has its own set of database tables that are maintained independently of any other dataset on your computer.

When you first install and run the program the **Select Dataset** screen will appear to enable you to add your first dataset.

Subsequently when you start the program the **Select Dataset** window will appear with your dataset listed. You can add further datasets, or remove datasets that you no longer use, using the controls provided in the **Select Dataset** window.

To open a dataset from the list, click on it to select it and then click the <Open> button. Alternatively, double-click on the dataset in the list. The selected dataset will be opened and will become the current dataset.

Adding a new dataset

To add a new dataset select the "New dataset" option from the software's File menu.

Note: if the **Select Dataset** window is already open you can add a new dataset by clicking on the <New> button on that screen.

In the **New dataset** window that opens, select/enter a location on your system where you want your new dataset to be created.

Your new dataset will be created in its own folder at the location you selected. Enter the name for the new folder that will be created, for example "My Data". The folder name cannot contain the characters \ / * ? or a full stop.

Click on <Proceed> to continue.

Once the new dataset has been created the **Add accounts** window will appear. This window contains a list of example accounts that you can use if you wish to. Tick the individual accounts you want to use, or use the <Swap> and <Clear> buttons at the bottom of this window, and then click <OK> to continue.

Selecting a location for your new dataset

It is very important that you select a location on your system that has full access rights for all users in order that your data can be updated. If you are running the software on a single PC the suggested locations are as follows:

Windows XP

C:\Documents and Settings\All Users\Documents\EZPZ Software\EZPZ program name\Datasets

Windows Vista

C:\Users\Public\Documents\EZPZ Software\EZPZ program name\Datasets

Windows 7

C:\Users\Public\EZPZ Software\EZPZ program name\Datasets

Removing a dataset

If you have multiple datasets and there is one that you no longer wish to keep, a dataset can be removed in the following way.

Start the software in the usual way. When the **Select Dataset** window appears, highlight the dataset you wish to remove from the list and click the <Delete> button.

You will be asked to choose whether to:

- remove the entry from the list but without deleting any data files. If you choose this option, the data files will be left intact on your system and can be added back to the list at a later date if required.
- delete the dataset from your system including all the data files that make up the dataset.

Note: if you choose to delete the data files, you cannot recover them! Use with extreme care!

Adding a dataset back to the list

If a dataset has previously been removed from the list but the data files have not been deleted (see above) you can add the dataset back to the list using the <Browse> button in the **Select Dataset** window. In the **Locate dataset** window, which then opens, select/enter the location of the dataset and click <Proceed> (Note: this is the folder containing the BUSDATA.DBC file). The dataset will be added back to the list.

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