# UltraAccounts

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# Contents

# Chapter 1

# UltraAccounts

## 1.1 main

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                    Ultra Accounts 4.7
                 Home accounts made easy!

       Designed by Richard Smedley & Andy Eskelson
              Programmed by Richard Smedley

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        http://www.cix.co.uk/~rsmedley/ultra4.html

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## 1.2 Overview

TITLE

UltraAccounts 4.6

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DESCRIPTION

UltraAccounts is one of the leading home accounts packages for the Amiga, with a powerful but easy-to-use user interface that has been specially designed to be suitable for beginners as well as experts. It contains all the features you need, and none you don't need - and is all presented from a GUI which is so easy to set up and use that even people with no experience of computers or accounts will be able to get it up and running in no time.

Features include:

- Supplied in 8 languages: English, Français, Deutsch, Nederlands, Italiano, Polski, Svenska, Magyar.

- Easy-to-use user interface. All windows are font sensitive and fully resizable, and all windows are multitasking (you can open and use several windows at the same time).

- Supports up to 100 separate accounts, each with its own opening balance and minimum & maximum amounts. Money can be easily transferred from one account to another.

- Create up to 100 transaction tags for grouping your transactions into categories. Supports hierarchical tags. Each tag can have its own budget settings.

- Full payslip support, including multiple wage configurations. Find out how much tax has been deducted from your wages ar the touch of a button!

- Standing orders and timed transfers are automatically entered into your accounts for you. Supports debit & credit standing orders, together with optional end dates for all timed events. Transactions entered from these timed events can be edited or erased *without* duplicate entries being created.

- Easily predefine the details of commonly-used transactions and transfers, such as doing the shopping or paying the gas bill. You no longer have to keep retyping all the details whenever you enter one of these transactions.

- Basic share handling facilities.

- Full graph facilities. Produce pie, bar or line graphs, with optional future projections. Very useful for seeing trends, or looking for odd peaks of income/expenditure.

- Reminders. Make sure you don't miss important events, such as birthdays/anniversaries or bills that need paying.

- Full printout facilities. Accounts & transactions lists can be easily printed, or saved as an ASCII file. Graphs can also be printed.

- Flexible search facilities, to help you find those elusive transactions!

- Check VAT registration codes (UK only), to make sure that the people charging you VAT are genuinely registered to charge it.

- All data files are encrypted and optionally password protected, to protect your data.

- Fully configurable export formats.

NEW FEATURES

- Now includes basic support for hierarchical tags, allowing you to group related tags like "Petrol", "Repairs" etc under a single "Car expenses" tag.

- You can now set default display options for all of your accounts and tags.

- In the Show/Account and Show/Tag windows, setting the end date to a future date will display all of your timed events that are due to occur during that period.

- Tags can now be used in Timed Transfers.

- Bug fix: Finally fixed the bugs which made the Show/Account window crash on certain systems (eg. 68000/68010 processors)

SPECIAL REQUIREMENTS

- Minimum requirements: AmigaOS 2.0, 3 meg ram, hard drive.

- Recommended: AmigaOS 3.0, 68030 processor.

AVAILABILITY

UltraAccounts can be downloaded from the following sites:

http://www.cix.co.uk/~rsmedley/ultra4.html
ftp://wuarchive.wustl.edu/pub/aminet/biz/misc/ultra4.lha

PRICE

Standard registration fee is 10 Pounds Sterling (or equivalent), with poverty registrations accepted at reduced amounts.

DISTRIBUTABILITY

Shareware, unregistered copies are freely distributable.
Registered versions (and/or keyfiles) must not be distributed.



## 1.3 Requirements & HD installation

REQUIREMENTS & HARD DRIVE INSTALLATION
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Minimum requirements: Kickstart 2.0, 2 meg memory, hard drive.

Recommended: Kickstart 3.0, 3 meg memory, 68030 processor.

Hard drive installation is pretty-much essential. To install this program your hard drive, all you have to do is drag the full UltraAccounts drawer to an appropriate place on your HD. Registered users need to make sure that their keyfile is in the same directory as the program itself, otherwise UltraAccounts won't be able to find it.

*DON'T* try to install UltraAccounts on any partitions which use Disk Expander-type software to automatically compress all the files that are installed on your hard drive. UltraAccounts is incompatible with Disk Expander-type software, and won't work properly from this type of partition.

UltraAccounts uses two special libraries: Triton.library by Stefan Zeiger, and reqtools.library by Nico François & Magnus Holmgren.

If you haven't already installed triton onto your system, then you'll need to install it before you can use UltraAccounts: Simply go into the Triton drawer and click on the Install icon, this will install the required files for you.

## 1.4 Tooltypes

TOOLTYPES
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If you click the mouse *once* on the UltraAccounts icon, and then select "Icons/Information" from the menus on the Workbench screen, a window will appear where you can enter various tooltypes for the program:

LANGUAGE=<language_file.ual>
Even though the default language is English, you can also use the program in a number of foreign languages. Look in the Languages drawer to find out what languages are available, and then use this tooltype to select which one you want to use. For example, if you wanted to use German then you'd enter "Languages/Deutsch.ual"

DEFAULTFILE=<filename.uac>
If you always use exactly the same accounts file every time you use UltraAccounts, then selecting this tooltype will automatically load that file for you whenever you use the program. You'll still have to enter your password, but it'll save you from having to manually load your file each time you use the program. Remember to include the ".uac" filename extension.

KEEPLASTSAVED
If this option is selected, then UltraAccounts will keep a copy of your previously-saved file when you save your accounts, to make sure that you've got a recent backup just in case something goes

wrong and corrupts your data. The backup file will be given a ".uac.old" filename extension. This option can be used at the same time as the SAVETWICE option, and it might be worth using *both* options for the maximum protection of your data.

SAVETWICE

Selecting this option will make UltraAccounts automatically save *two* copies of your file when you save your file to disk. The second copy will have a ".uac.bak" filename extension, and will use exactly the same password settings as your main file. Again, this is very good way of protecting yourself against anything going wrong, because it means that you'll always have a backup copy of your data. This option can be used at the same time as the KEEPLASTSAVED option.

BACKUPPATH=<path where backup file is to be saved>

This lets you select the drive and/or directory where you want your backup file to be saved, when using the SAVETWICE tooltype. So for example, if you wanted UltraAccounts to automatically save a backup copy of your accounts file onto a floppy disk in drive DF1, then you would turn on the SAVETWICE tooltype and then set this tooltype to BACKUPPATH=DF1: (obviously, if you are going to save your backup file to a different drive, then you need to make sure that there is a disk in that drive *before* you try to save your file!)

DONTASKDATE

Every time you load UltraAccounts, the first thing that happens is that it asks you to enter the current date. If you've got a battery backup clock installed, then the date will always be set correctly anyway - so you can set this to prevent the program from asking you for the current date.

PREDICTGRAPHS

The graph functions contain an option to make future projections based upon the transactions that have already been entered into your accounts. Normally, these projections are turned off by default, forcing you to turn them on manually. Selecting this tooltype will turn the projections on by default.

LOCKACCOUNT

Each time you enter a new transaction, you have to keep entering the account & tag details for each individual transaction. Turning this on will make the program remember the account & tag used by the last transaction that you entered, so you can enter several transactions in the same account without having to keep entering the same account details for each separate entry.

DONTSAVEWINDOWS

When you quit UltraAccounts, it automatically saves the current size & position of all the windows. If, for any reason, you want to *prevent* it from saving the window positions, then selecting this tooltype will stop it from doing this.

MULTIPLEENTRIES

If you need to enter quite a few new transactions or transfers into your accounts, then you'd normally need to keep pressing the "New transaction" button to open a new transaction window after entering each new transaction. Selecting this on will make UltraAccounts automatically open a new transaction window for you after you've entered each new transaction.

NODECIMALS

In some countries (such as Italy) everyday amounts can run into millions of Lire, but never have any decimal amounts. By turning this on the decimal places are removed from the program, allowing you to enter numbers that are 100 times larger than what you can normally enter. Numbers will also be displayed with commas to make them easier to read, eg. "10,575,000" instead of "10575000".

## 1.5 Foreign languages

FOREIGN LANGUAGES
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The tooltype "LANGUAGE=<language.ual>" is used for selecting which language you want UltraAccounts to use.

English — To use this program in English, set the following tooltype in the UltraAccounts icon:
LANGUAGE=Languages/English.ual

Français — Pour utiliser ce programme en français, changez le tooltype LANGUAGE dans l'icône d'UltraAccounts:
LANGUAGE=Languages/Francais.ual

Deutsch — Um dieses Programm in Deutsch zu benutzen, ändern Sie bitte den LANGUAGE Tooltype im Ultraccountspiktogramm in:
LANGUAGE=Languages/Deutsch.ual

Italiano — Per usare questo programma in Italiano, modificate il seguente tooltype nell'icona di UltraAccounts:
LANGUAGE=Languages/Italiano.ual

Nederlands — Om dit programma in het Nederlands te gebruiken, verander het volgende tooltype in het UltraAccounts icoon in:
LANGUAGE=Languages/Nederlands.ual

Polski — Aby uûywaê ten program po polsku, ustaw nastëpujâce parametry w ikonce UltraAccounts:
LANGUAGE=Languages/Polski.ual

Svenska — För att använda detta program på svenska,sätt följande tooltype i UltraAccounts icon till:
LANGUAGE=Languages/Svenska.ual

Magyar — A magyar nyelvû használathoz a következõ tooltype-ot kell beállítani az UltraAccounts ikonban:
LANGUAGE=Languages/Magyar.ual

TRANSLATIONS
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If you want to translate UltraAccounts into a language that isn't listed above, then all you have to do is load the "Languages/English.ual" file into a text editor and then translate all the text messages into the new language.

As well as translating the language file, could you also do a translation of the above statement so that it can be added to a readme file, to tell users what tooltype they need to enter to use the translated file. I've supplied the English equivalent of what you need to say, ie. "To use this program in XXXXX, set the following tooltype..."

The filenames of all language files are simply the name of that language together with a ".ual" filename extension (hence "Francais.ual" etc).

As you can see, the language files are just plain ASCII text files, but there are a few things that you need to be aware of when translating them into other languages:

(1) Each message must be on its own line, starting the "MSGxxxx:" (where xxxx is a 4-digit number).

(2) Some lines are longer than 80-characters in length. DO NOT ATTEMPT TO SPLIT OR WORD WRAP THESE MESSAGES ONTO SEPARATE LINES. It's essential that you use a text editor which can save files containing lines that are longer than 80 characters.

(3) If you need to put any comments into the translated file then you can add them by starting those lines with a ";" character. Lines starting with a semi-colon are ignored, like in AmigaDos scripts etc.

(4) A "|" character is used to start a new line for any messages that are displayed in requesters.

(5) A "_" (underscore) character is used to mark where keyboard shortcuts should appear in buttons, text labels, etc. For example "T_est" would make "e" the keyboard shortcut for that label.

(6) Keyboard shortcuts for menu items are in the format "K_Text" to give that menu item the keyboard shortcut "K".

(7) NEVER TRY TO ADD KEYBOARD SHORTCUTS TO ANYTHING WHICH DOESN'T ALREADY HAVE A SHORTCUT IN THE ORIGINAL ENGLISH FILE!

## 1.6 Getting started

GETTING STARTED
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Just double-click on the UltraAccounts icon to load the program, and the main UltraAccounts window will appear.

As soon as UltraAccounts has loaded, the first it will do is ask you to enter the current date. If you've got a battery-backup clock installed then you can use a tooltype to prevent UltraAccounts from doing this - see the

Tooltypes
section for more info about this.

The UltraAccounts window simply contains some buttons which are used for entering new transactions and so forth, together with a number of pull down menus that are used for viewing & editing transactions, and accessing all the other parts of the program. It might look complicated at first, but everything has been arranged in a sensible and easy-to-use manner.

Creating new accounts

Using tags and budgets

Entering transactions

Transferring money between accounts

Viewing & editing transactions

Common transactions & transfers

Standing orders & timed events

Menu functions

## 1.7 Creating & editing accounts

CREATING & EDITING ACCOUNTS
---------------------------

An account is simply a place where you physically keep your money. For example, any money that you keep in cash in your house is quite literally in your "Cash" account - other accounts that you've probably got as well will almost certainly include things like current accounts, savings accounts, credit card accounts, and so forth. They're all simply places where your money is stored.

In comparison with that, tags are used for grouping related transactions into various categories - food, motoring expenses, the electricity bill, and so on. More about
tags
later...

If you hold down the right mouse button, you'll see a number of pull-down menus appear at the top of the screen. Move the mouse up to the "Edit" menu and select the "Accounts" item.

You'll see a window appear which contains an empty box with two buttons underneath it. The empty box normally lists the names of all the accounts that you've created. To create a new account, just press the button marked "Create" - a second window will appear...

The is what we call the "Account Details" window, and is where you can enter all the various details for the new account. You'll notice that there are boxes for the account name, the opening balance, the minimum amount, and the maximum amount. You won't need to use all of these options for every single account that you create.

Here is what each box is for:

> ACCOUNT NAME - Enter the name of this account, e.g. "TSB Current Acc" or "Cash".
>
> OPENING BALANCE - This is where you enter the starting amount for this account. So, if this is a bank account, then you'd use this to enter the current balance of your account. Or if you were creating a cash account, then you'd enter how much cash you've currently got.
>
> MINIMUM AMOUNT - Quite often, it can be very useful to know when the balance of an account has fallen below a particular amount. Some banks will charge you if your balance ever goes below a certain level, for example. Using this to enter a minimum amount will make UltraAccounts warn you if the balance for this account ever falls any lower than that amount - so you'll know if you're at risk of getting bank charges etc.
>
> MAXIMUM AMOUNT - Again, it is sometimes also useful to know when the balance of one of your accounts has increased above a particular level. For example, you could use this to enter the maximum credit limit of your credit card, so that UltraAccounts will warn you if you ever exceed that limit.

You will notice that near the bottom of the window there is a "Default display options" button. When you are displaying all of the transactions that are in a particular account, there are various options that you can set to tell the program how you want those transactions to be displayed. Pressing this button will display a second window where you can enter the default options that you want to use for this account, such as how many transactions you want to be displayed or how you want them to be sorted. You do not need to worry too much about setting up the display options at the moment, but this is something that you will find *extremely* useful when you become more familiar with the program.

Anyway, after you've entered everything, press the "OK" button at the bottom of the window, and the account will be created for you.

You'll now return to the previous window, where you'll see that the name of the new account has appeared in the list. If you use the mouse to click on its name in the list, then the Account Details window will be displayed again - where you'll then be able to change the name of the account, edit the minimum or maximum limits, or even completely erase that account.

As you create more accounts, you'll notice that they are always listed in alphabetical order in the list. If you ever want to force a particular account to always appear at the top of the list, then it's possible to do this by slightly renaming the name of that account to something like ".Cash" or "-Cash" instead of just "Cash". That account will then always appear at the very top of the list, above all your other accounts. If you ever want to force an account to always appear at the very bottom of the list, then you can do it by changing the name to "_Cash" instead.

```
ADJUSTING THE BALANCE OF AN ACCOUNT
-----------------------------------

Sometimes you may find yourself in a position where you need to adjust the
balance of one of your accounts, perhaps because you have counted all your
cash and found a discrepency between the amount of cash that you have got
and the balance of your Cash account.

To adjust the balance of any of your account, simply select "Edit/Adjust
balance" from the menus in the main UltraAccounts window. A window will
appear where you can select which account you want to adjust, and enter the
new balance.

The current balance of that account will then be changed to the new value.
```

## 1.8 Tags & budgets

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TAGS & BUDGETS
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Tags are extremely useful for keeping track of exactly what your money is
being spent on. Basically they're a bit like accounts, except that instead
of recording *where* the money came from, they record *what* you spent it
on.

The easiest way of picturing this is to use an example...

Lets suppose that you had to enter the following transactions into your
accounts:

    Date: 01/01/1997
    Account: Cheque a/c
    Description: Car repairs
    Amount: 49.50

    Date: 03/01/1997
    Account: Cash
    Description: Petrol for the car
    Amount: 10.00

    Date: 10/01/1997
    Account: Visa credit card
    Description: Petrol for the car
    Amount: 15.00

All of these transactions are for various types of motoring expenses, and
as you can see they would all have to be entered into completely different
accounts because you paid for them using different methods (one was paid
for in cash, another was a cheque, etc).

This makes it very difficult for you to keep track of how much money you've
been spending on your motoring expenses. The solution to this is to give
each of your transactions a "tag" which tells you what that money was spent
```

on. So, in the above example, we'd create a "Motoring expenses" tag and then use it to mark each of those transactions as being a "Motoring expenses" transaction - making it extremely easy to keep track of how much money your motoring expenses are costing.

You can create tags for literally anything at all - the electricity bill, the gas bill, household expenses, computer equipment, and so on - and then you'll easily be able to keep track of how much money you're spending in each of those categories.

You can also give each tag a budget, to make sure that you don't spend any more than what you can afford. For example, if you can only afford to spend $50 per month on your motoring expenses, then you could enter a $50 budget for that tag - UltraAccounts will then warn you if you ever spend more on your motoring expenses than what you can afford.

To create a new tag, select the "Edit/Tags & budgets" menu item from the pull down menu in the UltraAccounts window. The familiar list-window will appear, listing the names of all the tags that you've created. Press the "Create" button to create a new tag.

The "Tag" window will then appear, where you can enter all of the details for the new tag. You'll see that there are boxes for the name of the tag, its abbreviation, and the budget details.

NAME - The name of this tag, e.g. "Computer equipment"

ABBREVIATION - A three-letter abbreviation for the name of this tag, which is used when you display the transactions that you've entered into your accounts (there isn't enough room to display the full name of the tag, so the abbreviation is displayed instead). You might give a Computer Equipment tag an abbreviation of "CPU", for example.

BUDGET MONTH & AMOUNT - These two gadgets are for entering any budget details that you might need for this tag. Each month of the year can have a different budget, which could be useful for things like heating expenses where you'd need to spend more in the winter and less in the summer. Use the cycle-gadget to select which month you want to enter a budget for, and then enter the amount for that month into the amount gadget. If you set the cycle-gadget to "All months", then you can enter the same budget for all 12 months simultaneously.

Like in the Account Details window, you will again see that there is a "Default display options" near the bottom of the window. Pressing this will display a second window where you can enter all the default options that you want to use for displaying this tag, including things like such as how many transactions you want to be displayed and how you want them to be sorted. Again, you don't need to worry too much about this at the moment, but it is something that you will find *extremely* useful when you become more familiar with the program.

After you've entered everything, press the "OK" button and the tag will be created for you.

HIERARCHICAL TAGS

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You will sometimes find that you get certain types of bills or expenses which fall into separate tags but are still related to each other. Using hierarchical tags allows you to group your tags together.

For example, you might have a Travel Expenses tag which consists of all of the following:

```
    Public transport
    Car maintanence
    Petrol
    Road tax
    (etc)
```

Using hierarchical tags, you can create a Travel Expenses tag, and then create sub-tags for each of those categories. When you display the Travel Expenses tag, all of the transactions in your sub-tags are also displayed at the same time as any entries under that main tag! Very useful.

To create a sub-tag for a particular tag, simply press the "Create sub-tag" button in the Tag Details window. A new Tag Details window will appear for youto enter all the details for that sub-tag. These sub-tags now work in exactly the same way as your normal tags, the only thing that you can't do (yet) is sub-divide things even further by creating sub-sub-tags...

## 1.9 Entering a new transaction

ENTERING A NEW TRANSACTION
--------------------------

Whenever you need to enter a new transaction into your accounts, all you have to do is press the "New transaction" button in the main UltraAccounts window.

The "Transaction" window will appear on the screen, for you to enter all the various details for the new transaction. As you can see, there are boxes for the date, account, tag, comment, chq/inv details, and of course the amount.

DATE - The date of the transaction. You can either type the date into the string gadget, or press the selection-button to display a calendar where you can enter the date using the mouse.

ACCOUNT - Which account this transaction falls in, for example cash, bank, credit card, etc. Again, you can either type in the name of the appropriate account, or you can use the selection-button to display the familiar list-window of all your accounts - where you can either click on the name of an existing account or create a new account.

More info about accounts

TAG - The tag for this transaction, e.g. motoring expenses, ↩ computer equipment, etc. Like before, you can either type the name/abbreviation of the required tag into the box, or you can use the selection-button to display the familiar list-window showing all of your tags - where you can then either select an existing tag by clicking on it with the mouse, or create a new tag.

More info about tags

COMMENT - Here, you can enter a brief comment about the transaction to describe what it was. For example you could enter "Paid the electricity bill" or "Bought a new dress".

CHQ/INV - This box can be used for a couple of things, depending upon your needs. One of the most common uses is to use it for recording the transaction-method, for example CASH, CHEQUE, SWITCH, etc. Quite a few people instead use it for recording any cheque numbers or invoice codes associated with this transaction. Try to *only* use it for one or the other, you'll get mixed up if you use it for both!

AMOUNT - The amount of the transaction, e.g. "50.00"

ENTER TRANSACTION AS DEBIT/CREDIT - This is used to select whether you want this to be a debit transaction or a credit transaction. Debits are money that is being spent, and are deducted from your accounts. Credits are money that is being received, and are added to your accounts.

Once you've finished entering everything, press the "OK" button to enter the new transaction into your accounts.

Transferring money between accounts

Viewing & editing transactions

## 1.10 Checking VAT registration codes (UK only)

VAT REGISTRATION CODES
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NOTE: *THIS IS FOR UK USERS ONLY!*

Have you ever received an invoice from your electrician, only to find that a hefty 17.5% has been added to it in "VAT"? Or are you worried that a plumbers bill scrawled in pencil on the back of a cigarette packet might not be genuine?

If so, then this could put your mind at ease...

By law, all companies in the UK are legally required to supply their VAT registration number on all official paperwork, including bills, receipts and invoices. UltraAccounts can be used to check whether or not these VAT registration codes are genuinely valid - if you ever get an invalid code, then you will instantly know that that person/company is *not* registered to charge VAT, and is actually breaking the law by trying to make you pay VAT for their services.

HOW TO CHECK A VAT REGISTRATION CODE
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The main UltraAccounts window and the Transaction window have both got some pull down menus that appear when you press the right-hand mouse button.

Look for the Tools menu in either of these windows, and then select the "Check VAT code (UK)" item from that menu. It might be worth getting used to doing this from the Transaction window, because you'll then be able to check the VAT code at the same time as entering that transation into your accounts.

A window will appear where you can enter the VAT registration code that you want to check. Type the 9-digit VAT registration code into the box, and a message will be instantly displayed telling you whether or not this is a valid VAT registration code.

Press the "Exit" button at the bottom of the window, or the close-gadget, to close the window and return to what you were doing.

## 1.11 Transferring money from one account to another

TRANSFERRING MONEY FROM ONE ACCOUNT TO ANOTHER
----------------------------------------------

Inevitably, sooner or later, you're going to find yourself needing to enter a transaction which involves transferring some money from one account to another. One of the most common examples of this is withdrawing money from the bank, where you're actually transferring money from your bank account to your cash account...

When you need to enter a transfer, press the "New transfer" button in the UltraAccounts window.

You'll see that the "Transfer" window has appeared, for you to enter all the details about the transfer. There are boxes where you can enter the date, the "from" account, the "to" account, the tag, a cheque/invoice number, and the amount.

DATE - The date of the transfer, e.g. "01/01/1997". As always, you can either type the date into the box, or you can use the selection-button to display the calendar where you can enter the date with the mouse.

FROM ACCOUNT - The account that the money is being taken out of. As you'd expect, you can either type the name of the relevant account, or use the selection-button to display the familiar list-window displaying the names of all of your accounts.

TO ACCOUNT - The account that the money is being moved to. Again, you can either type in the account name, or use the selection-button to display the list-window listing all of your accounts.

TAG - The tag for this transfer, e.g. motoring expenses, computer equipment, etc. Most people probably won't need to use a tag at all.

More info about tags
CHQ/INV - For you to enter any cheque/invoice codes associated ↩
with
this transfer. This is the same as the Chq/Inv box in the Transaction window. (Most people probably won't need to use this!)

AMOUNT - The amount of money to be transferred.

After you've entered everything, press the "OK" button to transfer the money from one account to the other.

Two transactions will then be created - a debit to the "from" account, and a credit of equal value to the "to" account.

Viewing & editing transactions

## 1.12 Standing orders & timed events

STANDING ORDERS & TIMED EVENTS
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Timed events are simply transactions (or transfers) that are automatically entered into your accounts on a regular basis. Standing orders are a very common example of this, allowing you to pay for virtually anything using equal instalments. You can also use timed events for money that's being received as well as spent, which can also be extremely useful in certain situations.

Timed transfers are simply used to automatically transfer money from one account to another on a regular basis. One of the most common examples of this is when you use a standing order to automatically transfer money from your current account to your savings account.

TIMED TRANSACTIONS
------------------

To create a new timed transaction, select "Edit/Timed transactions" from the pull down menus in the UltraAccounts window. The list-window will appear showing the names of all your timed transactions, to create a new one simply select the "Create" button.

The "Timed transaction" window will then appear, where you can enter the details for the new timed transaction. There are boxes where you can enter the name of this timed transaction, the starting date, end date, account, tag, how often you want it to be repeated, and the amount.

NAME - The name of this timed transaction.

STARTING DATE - The date when the timed transaction started. Pressing the selection-button will display a calendar to let you enter the date using the mouse.

END DATE - Many standing orders only require you to make a certain number of payments before the standing order expires. If you know the date when the last payment will be made, you can enter that date here and the program will then automatically erase this timed transaction for you after the final payment has been made. If the standing order doesn't have an end date, then just leave this box blank.

ACCOUNT - The account that this timed transaction falls in, eg. "Cash". You can either type the name of the account into the box, or use the selection-button to display the list-window listing the names of all of your accounts.

More info about accounts

TAG - The tag used by this timed transaction, eg. "Household bills".

Again, either type in the name/abbreviation of the required tag, or use the selection-button to display a list of all of your tags.

More info about tags

REPEAT EVERY - How often the timed transaction occurs, you can use the cycle-gadget to change between weeks and months. Most standing orders occur every month, so you would enter a "1" into the box and set the cycle-gadget to "Months".

AMOUNT - The amount of the timed transaction.

ENTER TRANSACTION AS DEBIT/CREDIT - Select whether this will be a debit or credit timed transaction. Most are ususally debit - debits are for money that is being spent (deducted from your account), and credits are for money that is being received (added to your account).

When you've entered everything, press the "OK" button to create the new timed transaction.

Each time that this timed transaction occurs, it will then be automatically entered into your accounts for you. The name of the timed transaction will be used as the transaction comment, with a "(T)" after it to show that this transaction was entered from a timed transaction.

Here's an example: You've just bought a brand new television, and are paying for it in monthly instalments. The first payment is for $100 and is due on Jan 15th, and this is followed by 12 monthly instalments of $20 per month to be paid on Feb 15th, March 15th, etc. How would you enter this as a timed transaction?

Easy! All you'd have to do is enter both of the following...

```
New transaction
~~~~~~~~~~~~~~~
Date: 15/01/1997
Account: Bank
Tag: Household appliances
Comment: Downpayment for new television
Chq/Inv: <leave blank>
Amount: 100
Enter transaction as: Debit
```

```
    Timed transaction
    ~~~~~~~~~~~~~~~~~
    Name: Television payments
    Starting date: 15/02/1997
    End date: 15/02/1998
    Account: Bank
    Tag: Household appliances
    Repeat every: 1 Months
    Amount: 20
    Enter transaction as: Debit
```

Et voila! I know it looks complicated when you read it here, but it’s all very straight forward when you actually come to doing it.

TIMED TRANSFERS
---------------

To create a new timed transfer, select "Edit/Timed transfers" from the pull down menus in the UltraAccounts window. The familiarlist-window will appear displaying the names of all your timed transfers, press the "Create" button to create a new timed transfer.

The "Timed transfer" window will then appear, where you can enter all the details for the new timed transfer. There are boxes where you can enter the name of this timed transfer, the starting date, the end date, the "from" account, the "to" account, how often you want it to be repeated, and the amount.

NAME - The name of this timed transfer.

STARTING DATE - The date when the timed transfer started. Pressing the selection-button will display a calendar so that you can enter the date using the mouse.

END DATE - The date of the last transfer to be made, if applicable. Again, UltraAccounts will automatically erase the timed transfer for you once the last transfer has been made. For timed transfers which haven’t got an end date, just leave this box blank.

FROM ACCOUNT - The account that the money is being taken out of. As you’d expect, you can either type the name of the relevant account, or use the selection-button to display the familiar list-window displaying the names of all of your accounts.

TO ACCOUNT - The account that the money is being moved to. Again, you can either type in the account name, or use the selection-button to display the list-window listing all of your accounts.

TAG - The tag used by this timed transfer, eg. "Household bills". Again, either type in the name/abbreviation of the required tag, or use the selection-button to display a list of all of your tags.

More info about tags

REPEAT EVERY - How often the timed transfer occurs. You can ↩ use the cycle-gadget to change between weeks and months.

    AMOUNT - The amount of money to be transfered on each occurance.

When you've entered everything, press the "OK" button to create the new timed transfer.

Each time that the timed transfer occurs, two transactions will be entered into your accounts to automatically transfer the required amount of money from the "from" account to the "to" account.

## 1.13 Viewing & editing transactions

```
                VIEWING & EDITING TRANSACTIONS
------------------------------
```

There are quite a few different options available for displaying all your transactions. Once you've displayed them on the screen, you can easily edit your transactions, save them as an ASCII text file, or even export them for use with other programs using a custom-definable save format (eg. CSV).

```
DISPLAYING TRANSACTIONS
-----------------------
```

The "Show" pull down menu contains a number of options for displaying your transactions. You can select any of the following menu items:

SHOW/TRANSACTIONS - Show the transactions in several accounts

A list-window will appear, which lists the names of all of your accounts - each time you click on an account name with the mouse, it will either select or unselect that account. Just select which accounts you want to look at, and then press the "OK" button, and the transactions in those accounts will be displayed.

SHOW/ACCOUNT - Show the transactions in a single account

The familiar list-window will appear, listing the names of all of your accounts. Just click on the name of the account that you want to look at, and that account will be displayed.

SHOW/TAG - Show the transactions which use a specific tag

Again, the familiar list-window will appear, this time listing the names of all of your tags. Simply select which tag you want to look at, and all of the transactions which use that tag will be displayed.

Regardless of which of the above options you selected, a larger window will then be displayed showing all of the appropriate transactions.

You'll notice that the windows multi-task with each other, enabling you to open windows for several different accounts all at the same time. You can continue entering new transactions and transfers too - if you've got the right windows open, it's possible to enter a transfer and watch the money transfer itself from one account to the other... :-)

VIEWING THE TRANSACTIONS THAT FALL BETWEEN CERTAIN DATES
--------------------------------------------------------

When you first open a new Show/Account or Show/Tag window, it will only display the transactions that you have entered during the last three months to make it easier to keep track of things. If you want to look at the transactions that you entered more than three months ago, you will need to change the date range for that window.

If you press the "Date range" button at the bottom of the window, then a second window will appear where you can enter the start & end dates of the transactions that you want to be displayed.

If the end date is set to a future date, then yout future timed events will also be predicted & displayed in the window. Note that these predicted entries can't be edited, because they haven't actually been entered into your account yet!

This can be extremely useful when, for example, you're only interested in looking at the transactions that occured during a particular month, or a particular week. Just enter the appropriate start and end dates into the boxes, and only the transactions that fall between those dates will be displayed.

EDITING, ERASING, DISABLING & COPYING TRANSACTIONS
--------------------------------------------------

At the bottom of the window, you'll notice that there's a cycle-gadget which determines whether you're in "Edit" mode, "Disable" mode or "Copy" mode.

If you click on a transaction while you're in "Edit" mode, you'll see that the Transaction window appears containing all the details for that entry, as if you'd just entered those details yourself. You can now change any of the details for that particular transaction. When you're finished, just press the "OK" button to store the new details. Or, if you want to erase that transaction, then all you have to do is press the "Erase" button.

Clicking on a transaction while in "Disable" mode will temporarily disable that transaction, causing it to be excluded from any running totals that are displayed. This can be particularly useful, for example, if you're comparing the totals against a bank statement and want to disable any transactions which haven't yet cleared with the bank. Disabled transactions remain permanently disabled until such a time as you re-enable them again, and are displayed with a line running through them to show that they've been disabled. To re-enable a transaction again, all you have to do is click on it with the mouse (editing a disabled transaction will also re-enable it).

Using "Copy" mode when you click on a transaction will make a copy of that transaction. This can be very useful if you need to enter a transaction which is almost identical to a previous entry in your accounts; instead of entering all the required details from scratch, you can just copy a previous transaction and then modify the details.

## DISPLAY OPTIONS

If you press the "Display options" button, then a window will appear where you can select which types of transactions you want to be displayed.

You can select the following options:

- Show debit & credit transactions
- Only show debit transactions
- Only show credit transactions

- All transactions (ie. show both enabled & disabled entries)
- Non-disabled transactions only
- Disabled transactions only

- Display debits & credits in separate columns, like on a bank statement.

- Include balances (turns the balances column on/off)

- Include disabled transactions in the balances column

## SETTING DEFAULT DISPLAY OPTIONS

If you select "Edit/Account" or "Edit/Tags & Budgets" and open the edit window for one of your accounts/tags, you will see that there is a "Default display options" button near the bottom of the window. Press this to open the Default Display Options window.

From here, you can enter all the default settings that you want to use for displaying that particular account/tag. Each account & tag has its own separate settings, so you can set them all up differently. In addition to being able to set all of the options listed above, you can also tell the program how many transactions you want it to display, e.g. displaying all the transactions for the previous 7 days, or the previous 30 days, etc.

When you have set your default options, press the "OK" button at the bottom of the window. Those settings will now be automatically used whenever you display that account/tag.

## PRINTING, OUTPUTTING & EXPORTING YOUR TRANSACTIONS

If you press the "Output" button at the bottom of the window, a second window will appear giving you various options for printing or outputting the transactions that you've displayed.

START DATE - The date of the first transaction that you want to output, eg. if you were outputting all the transactions for Jan 97 then you'd enter "01/01/1997".

END DATE - The date of the last transaction that you want to ouput, eg. for all the Jan 97 transactions you'd enter "31/01/1997".

The buttons at the bottom of the window are for selecting which output method you want to use:

SAVE ASCII - This saves your transactions as a standard ASCII text file, which you can then load into a text editor or a word processor. A file requester will appear asking you to enter a filename, and then the text file will be saved.

PRINT - Make a printout of your transactions. Make sure that you've switched your printer on first!

EXPORT - Export your transactions for use in another program. This is mainly only useful for people who need to be able to load all of their transaction details into another program, such as a spreadsheet or a database. The familiar list-window will appear for you to select which export format you want to use, and then a file requester will ask you to enter a name for the export file.

Exports

## 1.14 Saving your accounts file

SAVING YOUR ACCOUNTS FILE
-------------------------

Because all your financial details are highly confidential, UltraAccounts always saves its files to disk in a password-protected encrypted format, to make it impossible for anybody to go through your accounts without your permission.

The password protection is actually optional, but your file will still be encrypted even if you don't use a password. If you don't use a password though, then anyone who has access to your computer would be able to load your accounts file into UltraAccounts and go through all your details. The bottom line is that, if anybody else at all has access to your computer, then you should seriously consider using a password when you save your file.

There are two menu items for saving your files: "Project/Save" will save your file using the current filename & password, without displaying either the file requester or the password requester. Selecting "Project/Save as" displays both the file & password requesters, giving you the chance to change either your filename or your password while you save your file

It's worth putting some thought into deciding what you're going to use as your password, because you need to use something that will be easy for you to remember but which will be impossible for anybody else to guess. You can use literally anything at all for your password, including things like your wifes name, or her birthday, or even her bra size - I don't think anybody at all would be able to guess something like that!! Remember that passwords ARE case sensitive, so "a" is different to "A", you'd be amazed how easy it can sometimes be to get muddled up if you use a combination of upper and lower-case letters in your password.

If you don't want to use any password at all, then just press the return key without typing anything when asked to enter a password. Your file will still be encrypted, but you won't be asked to enter a password before being allowed to load the file in. If you've saved your file without a password, then you can easily add a password later by using the "Save as" menu item and then entering your new password when the password requester appears.

When you enter your password, you'll notice that what you type *doesn't* get displayed on the screen - this is to prevent anybody from trying to find out what your password is by reading it on the screen while you type it in. Because you can't actually see what you're typing, whenever you enter a new password you'll be asked to re-type it a second time to make sure that you didn't make any typing mistakes when you entered it - a warning will be displayed if you don't enter exactly the same text both times.

## CHANGING THE PASSWORD ON YOUR FILE

If you want to change the password that you've used for your file, then all you have to do is the following:

1) Load it into UltraAccounts, entering your password as normal.

2) Select "Project/Save as" from the pull down menus.

3) When the file requester appears, just press the "OK" button so that your file will be saved using the same filename.

4) When the password requester appears, type in the new password that you want to use for your file. A second password requester will appear, asking you to re-type the new password for confirmation. Make sure you enter exactly the same text into the second requester!

Your file will now be saved using the new password.

## REMOVING THE PASSWORD FROM YOUR FILE

If you've saved your file using a password, and later decide that you don't want to use a password after all, then you can remove the password by doing the following:

1) Load the file into UltraAccounts, entering your password as normal.

2) Select "Project/Save as" from the pull down menus.

3) When the file requester appears, just press the "OK" button so that your file will be saved using the same filename.

4) When the password requester appears, press the return key without typing anything. A second password requester will appear, again just press the return key without typing anything.

Your file will now be saved without a password.

ADDING A PASSWORD TO A NON-PASSWORD-PROTECTED FILE
--------------------------------------------------

If you've saved your file without a password, and want to add a password to it, then all you have to do is the following:

1) Load your file into UltraAccounts, as you would normally.

2) Select "Project/Save as" from the pull down menus.

3) When the file requester appears, just press the "OK" button so that your file will be saved using the same filename.

4) When the password requester appears, type in the password that you would like to use for your file. A second password requester will appear asking you to re-type it - make sure that you enter exactly the same text into the second requester!

Your file will now be saved with the password that you entered.

## 1.15 Exporting transactions

EXPORTING TRANSACTIONS
----------------------

It can be particularly useful to be able to export your transactions for use in other programs, like a spreadsheet or a database. Normally you'd do this using a comma delimited file, but even with CSV you still need to work out exactly what data you want to export...

CONFIGURING AN EXPORT FORMAT
----------------------------

Select "Edit/Export formats" from the menu in the UltraAccounts window, and the familiar list-window will appear listing all your currently defined export formats. As always, pressing the "Create" button will allow you to create a new export format, or you can edit any of the existing formats by clicking on their entry in the list.

The "Export format" window will then appear, where you can configure all the necessary details for this export format. There are options for you to enter the name of this export format, select exactly which components of your transaction data you want to be exported, and for you to set the required field separator and entry separator codes.

NAME - The name of this export format.

TRANSACTION COMPONENTS (DATE, ACCOUNT NAME, ETC) - This box displays all the various components that make up each transaction, eg. the date of each transaction, the account name, the account index code, etc. Clicking on the name of one of these transaction components will toggle whether or not that particular component will be included in the exported file.

MOVE UP - This moves the current transaction component higher up in the list. Useful if you need to export your data in a specific order.

MOVE DOWN - Moves the current component down in the list. Again, this useful if you need your data to be in a specific order.

FIELD SEPARATOR - Enter the ASCII code (0-255) of the character that you want to use as a field separator. The field separator is the code that separates the individual transaction components.

ENTRY SEPARATOR - Enter the ASCII code (0-255) of the character that you want to use as an entry separator. The entry separator is the one that marks the end of the data for each transaction that is exported.

As an example, you might need {amount} {comment} {date} {account index} in that order, but none of the others. To do this, all you have to do is use the "Move up" and "Move down" buttons to move those four to the top of the list and set them to be included, and then make sure that all of the other components have been set to be excluded.

Some useful field & entry separator codes have been listed at the end of this section.

EXPORTING YOUR TRANSACTIONS
---------------------------

To actually export your transactions, you need to display the appropriate accounts/tags on the screen, by using one of the options from the "Show" menu in the UltraAccounts window.

Displaying transactions

Once the required transactions have been displayed, press the " ↩ Output"

button and enter the start & end dates of the transactions that you want to export. Then, simply press the "Export" button, select the required export format from the familiar list-window, and then use the file requester to enter a filename for the exported data.

That's all there is to it - your data will then be saved to disk in the required format.

```
USEFUL ASCII CODES
------------------

Here are a few useful ASCII codes, that are commonly used as field or entry
separators...

    ASCII  0  <nul>
           9  <tab>
          10  <line feed>
          13  <carriage return>
          44  <comma>
```

## 1.16 Common events

```
COMMON EVENTS
-------------

Everybody tends to have several particular transactions that seem to keep
popping up fairly regularly - things like doing the weekly shopping, for
example, or withdrawing money from the bank.

Things like these can't be entered using timed events, partly because some
of the details (like the amount) will be different each time you need to
put it in your accounts, and also because things like this don't normally
happen on fixed dates.

To make it as easy as possible for you enter transactions like these, you
can instead set them up as being something called a "common transaction".

Basically, common transactions & transfers are simply a way of predefining
some of the details for these often-used transactions, so that most of the
details will be automatically filled in for you when you need to enter that
particular transaction into your accounts.



SETTING UP COMMON TRANSACTIONS & TRANSFERS
------------------------------------------

Just select either "Edit/Common transactions" or "Edit/Common transfers"
from the menu, and the usual window will appear listing all of your common
transactions (or transfers).

Again, as always, you can create a new common transaction/transfer by just
pressing the "Create" button, or you can edit an existing common event by
clicking on its entry in the list.

A window will then appear, where you can predefine any of the details for
that common transaction/transfer - then, when the time comes for you to
actually enter that particular transaction/transfer, those details will be
automatically filled in for you.

For common transactions, you'll notice that you can also select whether
this will be a debit/credit transaction, a debit-only transaction, or a
```

credit-only transaction - this allows you to make sure that a transaction which is *always* entered as a debit can't be accidentally entered as a credit by mistake (for example, doing the weekly shopping will always be entered as a debit transaction and never as a credit).

So, for example, if you wanted to define your weekly shopping as a common transaction, you'd need to set it up similar to the following:

```
Name: Weekly shopping
Account: Cash
Tag: Food
Comment: Did the weekly shopping
Amount: <leave blank>
Enter as: Debit only
```

Withdrawing money from the bank could be defined as a common transfer, by entering something along these lines:

```
Name: Bank withdrawal
From account: Bank
To account: Cash
Amount: <leave blank>
```

USING COMMON EVENTS
-------------------

To enter a common transaction, all you have to do is press the "Common transaction" or "Common transfer" button.

The familiar list-window will appear, listing the names of all of your common transactions (or transfers). Just select which one you want to enter, and the normal transaction/transfer window will appear. You'll see that all of the predefined details have already been entered for you, just as if you'd entered them yourself.

Everything now works exactly the same as for entering normal transactions and transfers. You can enter any additional details that are needed, and also change any of the existing information that has been entered.

If you're entering a common transaction that you've defined as being either "Debit only" or "Credit only", then the debit/credit cycle-gadget at the bottom of the window will be locked into the appropriate position - making sure that this transaction can only be entered as a debit (or credit).

## 1.17 Stocks & shares

STOCKS & SHARES
---------------

These days, it's starting to become quite common for people to own stocks and shares in various companies. More and more banks are starting to offer shares to their customers, and some employers are starting to offer shares to their employees as part of various renumeration packages.

If you’ve got any stocks or shares, you’ll be interested to know that UltraAccounts can help you keep track of them just as easily as all your other financial details. The value of your shares can even be included in your totals in the Show/Balances window.

## ENTERING YOUR STOCKS & SHARES

Just select "Edit/Stocks & shares" from the pull down menu in the main UltraAccounts window. As usual, a window will appear listing the names of any shares that you’ve already entered - press the "Create" button to enter a new share, or click on an entry in the list to edit the details of an existing share.

The Stocks & Shares window will appear, where you can enter the details of this share. You can enter the following details:

NAME - the name of these shares, eg. "Midland Bank"

QUANTITY OWNED - the number of these shares that you own.

VALUE PER UNIT - the current market price of each individual share.

Once you’ve entered everything, press the OK button at the bottom of the window to store the details.

For example, if you owned 123.45 shares in ABC Inc, and the current value of each share was 67.89, then you’d enter the following:

```
Name: ABC Inc
Quantity owned: 123.45
Value per unit: 67.89
```

## DISPLAYING YOUR SHARES

If you select "Show/Stocks & shares" from the pull down menu in the main UltraAccounts window, a window will appear listing all your shares, together with how many you own and what the current market value of each share is.

Clicking on a share entry in this window will open the edit window, allowing you to update the details for that share - eg. to enter the current value of that share.

## INCLUDING YOUR SHARES IN THE SHOW/BALANCES WINDOW

If you press the "Options" button at the bottom of the Show/Balances window you’ll see that there’s an option for including your stocks & shares in the totals. Simply turn this on!

Your shares will now be displayed in the window, along with the balances of all your accounts. Clicking on the "Stocks & shares" entry in this window will display a list of all your stocks & shares, showing how many you own and what the current value per share is.

Remember that if you turn this on, then it's up to you to make sure that the current share prices are kept up-to-date in the program. UltraAccounts isn't capable of reading the share prices from anywhere to do this for you!

## 1.18 Reminders

REMINDERS
---------

You can also use UltraAccounts to remind you about important events like birthdays & anniversaries, or bills that need to be paid.

Select "Edit/Reminders" from the pull down menu in the main UltraAccounts window, and the usual list-window will appear showing the names of all your reminders. Just press the "Create" button to create a new reminder.

The "Reminder" window will then appear, where you can enter all the details for the new reminder. There are boxes for you to enter the name of the new reminder, the starting date, the message to be displayed, how often you want it to be repeated, and how many days advance warning you need.

NAME - The name of this reminder, eg. "Wedding anniversary"

STARTING DATE - The date of the first occurance. So, if you wanted UltraAccounts to remind you of your wedding anniversary, then you'd enter the date that you got married.

MESSAGE - Enter the message that you'd like to have displayed when the program displays this reminder.

REPEAT EVERY - How often you want the reminder to be repeated. You can use the cycle-gadget to change between weeks and months. If you don't enter anything at all here, then the reminder will be erased for you after the first time it has been shown.

DAYS IN ADVANCE - How many days advance warning you want.

When you've entered everything, just press the "OK" button at the bottom of the window to store all the details.

Here's a quick example of what you'd need to enter to make UltraAccounts remind you about someone's birthday...

```
Name: Joanna Lumley's birthday
Starting date: 01/05/1946
Message: It will be Joanna Lumley's birthday on 1st May
Repeat every: 12 Months
Days in advance: 7
```

```
DISPLAYING REMINDERS
--------------------

Any messages that need reminding will be automatically displayed for you
each time you use the program.

There are also a couple of menu options that you can use to manually
display your reminders:

    SHOW/REMINDERS/DUE NOW - Redisplay anything that needs reminding

        This simply redisplays any messages that you currently need to
        be reminded about.

    SHOW/REMINDERS/ALL - Show all reminders

        Opens a window showing *all* your reminders, together with the
        date when each one is next due to occur.
```

## 1.19 Payslips

```
PAYSLIPS
--------

There are quite a few reasons for keeping a record of all your payslips on
your computer. As well as the obvious one about being able to throw away
all your old payslips while still keeping a full record of all the details
that are stored on them, it also makes it extremely easy to keep track of
exactly how much tax you're paying; At the touch of a key you can find out
the total amount of tax that you've had deducted during the current year.
And, of course, there's also the advantage that all your wage details will
be securely locked away on the computer where prying eyes and inquisitive
fingers can't get at them!

All payslips consist of various additions and deductions to your earnings,
like basic pay, overtime, and tax - and it's highly unlikely that any two
people will have exactly the same combination of additions & deductions on
their payslips. Try comparing the additions & deductions on your payslips
with those of your partner, they'll probably be totally different.

UltraAccounts solves this by using what we call "wage categories". A wage
category is basically a way of telling the program which particular set of
additions & deductions belongs to which person - making it possible for you
to enter payslips for several different people (eg. you & your partner)
into the program.



CREATING A NEW WAGE CATEGORY
----------------------------


Just select "Edit/Wage details" from the menu in the main UltraAccounts
```

window, and the familiar list will appear displaying the names of all your existing wage categories. Press the "Create" button to create a new wage category.

The "Wage details" window will then appear. Here, there are boxes for you to enter the name of this wage category, which account & tag you to use to enter these payslips into your accounts, and the names of all the additions and deductions that appear on these payslips. There are also some options for entering some personal details about yourself, and configuring default amounts for each addition and deduction - more about those later.

NAME - The name of this wage category, eg. "Richard's payslips"

ACCOUNT - The account that your wages are paid into. If your wages are paid into the bank, then you'd put your bank account here. Each wage category can have a different acccount, so if your wages are paid into the bank but your partners are paid in cash, then you can easily enter this.

TAG - The tag that you want UltraAccounts to use when it enters your payslips into your accounts. You don't have to use a tag if you don't want to! Again, each wage category can be given a different tag.

GROSS PAY/DEDUCTIONS - These 18 boxes are for entering the names of all the individual additions and deductions that appear on your payslips. You can enter up to 18 additions and 18 deductions, the position of the cycle-gadget tells you whether the boxes currently contain the names of your additions or your deductions. When you've finished entering the names of all your additions, just press the cycle-gadget and then enter the names of your deductions.

EDIT PERSONAL DETAILS - This displays a second window, where you can enter the personal details that normally appear on your payslips. It's completely optional whether or not you want to enter this information, it's only there for your own personal reference and isn't needed for anything by UltraAccounts. Anyway, there are boxes for you to enter your full name, your department, your clock number (leave this blank if you don't use a clocking-on system) and your employer details.

EDIT DEFAULT AMOUNTS - Pressing this will display a second window, where you can give each addition & deduction a default amount. This is basically the payslip equivalent of a common transaction - if you a particular addition or deduction a default amount, then that amount will be automatically entered for you whenever you enter a new payslip. Useful if your "Basic pay" is always exactly the same amount on every payslip that you get, because the computer will the enter it for you to save you from having to type it in yourself each time you enter a new payslip.

## ENTERING PAYSLIPS

Whenever you get a new payslip, just press the "New payslip" button in the UltraAccounts window.

The familiar list-window will appear, for you to select which wage category this payslip belongs to. So, for example, if you want to enter your own payslip then you'd select the "My payslips" category, and if you were entering your wifes payslip then you'd select "Her payslips".

The "Payslip" window will then appear on the screen. At the very top of the window, there's a box where you can enter the date of this payslip. Below this is a list showing the names of all your additions and deductions, and at the very bottom there are two boxes - one displaying the name of the current addition/deduction, and the other for you to enter the amount of that particular addition/deduction. You'll notice that the list also contains a "Rounding" entry - more about that later.

The name of your first addition will already be shown in the box, so all you have to do is type in the amount for that addition. When you press the return key, the name of your second addition will be displayed... and so on until you've entered everything. I know it sounds complicated here, but try it - it's really very simple!

If you ever need to go back to change one of the amounts that you've entered, then all you have to do is use the mouse to click on the entry that you want to change in the list. That particular addition/deduction will then be shown in the box, where you can enter a new amount.

Some peoples payslips may have a "rounding" entry on them below the normal additions & deductions. This is related to how some employers calculate their wages; when people are hourly paid, there can sometimes be minor rounding errors in how your hours are calculated - and when this is the case, a "Rounding" entry is used on the payslip to round your pay up/down by the required amount to compensate for the rounding error. This is what the "Rounding" entry is for in the additions & deductions list! If your payslips haven't got a rounding entry on them, then you don't need to worry about any of this.

After you've finished entering everything, press the "OK" button at the bottom of the window to store the details - your wages will then be entered into the required account for you. The name of the wage category will be used as the transaction comment for your wage transaction, with a "(W)" after it to show that this is a wage transaction.

## VIEWING & EDITING PAYSLIPS

The wage transactions that UltraAccounts enters into your accounts are exactly the same as any normal transaction, and will be displayed along with everything else when viewing any of your accounts or tags. The only difference that you'll notice is that, if you click on a wage transaction to edit it, then the payslip window will be displayed instead of the usual transaction window - allowing you to edit the individual additions and deductions for that particular payslip.

There are also a number of menu functions for displaying your payslips on their own, separate from your accounts.

SHOW/PAYSLIPS/SINGLE CATEGORY - Show the payslips in a single category

This will show all the payslips that you've entered into a specific wage category, eg. "Richard's payslips". Just use the list-window to select which wage category you want to look at, and the payslips will then be displayed.

SHOW/PAYSLIPS/ALL PAYSLIPS - Show all payslips

This displays all the payslips that you've entered, regardless of which wage category they're in.

Just like when your accounts have been displayed, you can scroll through the list using either the slider-bar or the arrow buttons. Again, clicking on an entry will display the payslip window for that entry, where you can either edit it or make a printout of that specific payslip.

PAYSLIP TOTALS
--------------

This is the useful one, which will give you information about the total amount of tax etc that you've been paying.

Select "Show/Payslips/Payslip totals" from the menu, and then select the wage category that you're interested in. A window will appear listing the total amounts of all the additions and deductions for all the payslips that you've entered into that category - telling you at a glance how much overtime you've earned, how much tax you've been paying, and so on.

If you're only interested in the payslips for a specific period, then you can use the two boxes at the top of the window to enter the start & end dates of the payslips that you're interested in. The totals will then be calculated for all the payslips between those dates.

## 1.20 Graphical analysis

GRAPHICAL ANALYSIS
------------------

It can often be extremely useful to look at graphs of your transactions, not only for things like forward planning and showing trends, but also for things like looking for any odd peaks of expenditure.

The "Graph" menu contains various options for plotting your transactions onto a graph. There are three types of graph that you can use: Bar charts, line graphs and pie charts.

```
Bar charts  -> account-based
Line graphs -> account-based
Pie charts  -> tag-based
```

Bar and line graphs are both account-based, so for example you could use them for looking at your cash & bank accounts to see if there are any unexpected peaks of income or expenditure. Pie charts on the other hand are tag-based, making them extremely useful for looking at what proportion of your income is being spent on living expenses, or motoring expenses, or entertainment.

To plot a graph, just select which type of graph you want from the menu, and then select which accounts/tags you want to be included on the graph. After a brief pause, the graph itself will be displayed. All the different types of graph use the same basic user interface, so at the bottom of the window you'll see a cycle-gadget which allows you to select whether your cashflow input or expenditure is plotted on the graph, and the "Print" button will make a printout. On bar & line graphs, the cycle-gadget will also contain an additional option which will allow you to produce a graph showing the balances of the selected accounts.

When you first open a graph window, it only draws a graph for the transactions that you have entered during the last three months to make it easier to keep track of things. But if you want to include older transactions on your graph, then it is very easy to do this - all you have to do is change the date range for the graph!

Pressing the "Date range" button at the bottom of the graph window will open a second window where you can select the start & end dates of the graph. So if you wanted to look at a graph of your transactions from January to March, then all you'd have to do is enter a start date of "01/01/1997" and an end date of "31/03/1997".

If "Graph/Predictions" is turned on, then you can select an end date that is *in the future* and UltraAccounts will try to make a prediction about what is likely to happen during that period based upon your current transactions. A message is displayed in the titlebar of the graph window to remind you whether or not the predictions are currently turned on.

## 1.21 Menu functions

```
                MENU FUNCTIONS
--------------

The following menu functions are available from the UltraAccounts window:


PROJECT

  NEW
    Start a new accounts file.

  LOAD
    Load an accounts file. Use the file requester to select which file
    you want to load, and then enter your password.

  SAVE
    Save your accounts to disk. This uses the same filename and password
    as when you loaded them, to save you from having to use both the file
    requester and password requester.
                 Saving files
                  SAVE AS
```

Save your accounts to disk. This displays both the file requester and the password requester, allowing you to change your filename and/or password if you want to.

Saving files

INFO

Displays various details about your file, like how many transactions you've entered, how many accounts you've got, the date when the file was last saved, and so forth.

ABOUT

Display some information about the program and its author.

QUIT

Exit UltraAccounts. A requester will appear to warn you if you've got any unsaved information in your file.

EDIT

ACCOUNTS

Create and/or edit accounts. A window will appear listing the names of all your accounts. Clicking on the name of an account in the list will let you edit the details for that account. Press the "Create" button to create a new account.

Accounts

TAGS & BUDGETS

Create and/or edit your tags & budgets. A window will appear listing the names of all your tags. Clicking on the name of a tag will let you edit the tag/budget details for that tag. Pressing the "Create" button will create a new tag.

Tags

STOCKS & SHARES

Create and/or edit your stocks & shares details. If you own any stocks or shares, then you can enter the details here and the value of your shares will then be included in the totals in the Show/Balances window.

Stocks & shares

ADJUST BALANCE

Change the current balance of an account, without needing to enter a transaction to do so. Useful if you find that your actual cash balance is different from the one shown in the program - just select the account to change, and enter the new balance.

TIMED TRANSACTIONS

Create and/or edit your timed transactions. A timed transaction is simply a transaction that is automatically entered into your accounts on a regular basis, like a standing order. When you select this, a window will appear listing the names of all your times transactions. Clicking on a name from the list will let you edit the details for that timed transaction. Pressing the "Create" button will create a new timed transaction.

Timed transactions

TIMED TRANSFERS

Create and/or edit your timed transfer. Similar to timed transactions, a timed transfer is simply a transfer that is automatically entered into your accounts on a regular basis. When you select this, a window will appear listing the names of all your timed transfers. Clicking on a name will let you edit all of the details for that timed transfer. Pressing the "Create" button will create a new timed transfer.

Timed transfers

COMMON TRANSACTIONS

Create and/or edit the definitions of your common transactions. These are a way of predefining the details of transactions, so that most of the information will be automatically filled in for you when you need to enter that transaction into your accounts. If you select this menu item, a window will appear listing your common transactions. Clicking on a name will edit the details for that common transaction. Pressing the "Create" button will create a new common transaction definition.

Common transactions

COMMON TRANSFERS

Create and/or edit the definitions of your common transfers. Similar to common transactions, these are simply a way of predefining the details of transfers so that most of the details will be automatically filled in for you when you need to enter it into your accounts. A window will appear listing the names of your common transfers, clicking on a name will let you edit the definition of that common transfer, and pressing the "Create" button will create a new common transfer.

Common transfers

REMINDERS

Create and/or edit reminders. Reminders let you use UltraAccounts to remind you about important events like birthdays or anniversaries, or bills that need paying. A window will appear listing all the current reminders. Clicking on a reminder will let you edit the details for that reminder. Pressing the "Create" button will create a new reminder.

Reminders

WAGE DETAILS

Create and/or edit payslip categories.

Payslips

EXPORT FORMATS

Create and/or edit export formats. These are used for exporting your transactions in a custom-definable format, so that they can be loaded into other programs like spreadsheets or databases.

Exporting transactions

SHOW

TRANSACTIONS

Select which accounts you want to look at, and a window will appear displaying all the transactions in those accounts.

Showing transactions

ACCOUNT

Click on the name of the account that you want to look at, and a window will appear listing all the transactions in that account.

Showing transactions

TAG

Click on the tag that you want to look at, and a window will appear listing all the transactions that use that particular tag.

Showing transactions

BUDGET

Displays the current budget for a tag, together with the total amount that you’ve spent so far this month on that tag.

BALANCES

This displays the current balance of all of your accounts, together with a quick note showing any accounts which are outside their minimum or maximum limits. Clicking on an account will open a second window showing all the transactions in that account. Clicking on the date will display a calendar, allowing you to view the balances for a different date.

STOCKS & SHARES

Lists all your stocks & shares, together with how many you own of each share, and their current value.

Stocks & shares

REMINDERS -> DUE NOW

Redisplays any reminders that currently need reminding.

Reminders

REMINDERS -> ALL

Lists off your reminders, together with the date when each one will next occur.

Reminders

PAYSLIPS -> SINGLE CATEGORY

Lists all of the payslips that you’ve entered into a specific wage category.

Payslips

PAYSLIPS -> ALL PAYSLIPS

Lists all your payslips, regardless of which category they’ve been entered in.

Payslips

PAYSLIPS -> PAYSLIP TOTALS

Displays the total amounts of all the individual additions and deductions in a particular wage category. Using this, you can see at a glance exactly how much tax you’ve paid so far this year.

TOOLS

FIND

Search through all your transactions for a specific entry. You can select which parts of your transactions you want to search, eg. only searching the comments or the amounts. A window will then appear listing all the transactions which match the required pattern.

CHECK VAT CODE (UK)

Check whether or not UK company VAT registration codes are valid.

Checking VAT codes

BEGIN NEW FILE

Allows you to start a new accounts file, based on all of your current accounts and balances. When you need to start a new file (e.g. at the beginning of a new financial year), select this. A calendar will be displayed for you to select the starting date of the new file. All of your transactions prior to that date will be purged, but your accounts, balances, and all your other transactions etc will all remain intact. Now, all you have to do is use "Project/Save as..." to save this as your new file. As a safety precaution, UltraAccounts will refuse to allow you to use this function unless you save your previous file first.

GRAPH

BAR CHART
Display a bar chart of your accounts.
Graphs
LINE GRAPH
Display a line graph of your accounts.
Graphs
PIE CHART
Display a pie chart of your tags.
Graphs
PREDICTIONS
Toggles whether or not you want future preductions to be included on the graphs.
Graphs
OPTIONS

LOCK ACCOUNT/TAG
Each time you enter a new transaction, you have to keep entering the account & tag details for each individual transaction. Turning this on will make UltraAccounts remember the account & tag used by the last new transaction/transfer that you entered, making it possible to enter several transactions in the same account without having to keep entering exactly the same account details for each one. This can also be controlled using a tooltype.
Tooltypes
LOCK DATE RANGE
When you're displaying your transactions on the screen, or looking at graphs, UltraAccounts normally resets the start & end dates when you've finished looking at the current transactions/graph. Turning this on will make it keep the previous start & end dates. Useful, for example, if you're looking at some transactions and want to display them on a graph - you won't have to re-enter the start and end dates! Generally, *don't* turn this on unless you need to use it.

MULTIPLE NEW ENTRIES
If you need to enter quite a few new transactions or transfers into your accounts, then you'd normally need to keep pressing the "New transaction" button to open a new transaction window after entering each new transaction. Turning this on will make UltraAccounts open a new transaction window for you automatically.

SNAPSHOT WINDOWS
This allows you to select whether or not you want the current window sizes & positions to be saved when you exit the program. This is usually turned on by default, so that the window sizes will be saved for you automatically. You can turn it off by default by setting the

tooltype DONTSAVEWINDOWS in the UltraAccounts icon. This is useful for when you normally use the tooltype to turn this off, and occasionally want to turn it back on again to make a new snapshot of the windows.

## 1.22 The traditional jokes

```
THE TRADITIONAL JOKES
---------------------

Yes, that’s right, it’s time for more of my favourite jokes...

    Where do cows go on holiday?
    Moo Zealand!

    Where do sheep go on holiday?
    Baaahaaamas!

    Where do ghosts go swimming?
    The Dead Sea!

    What do you call a fish with no eye?
    A fsh!!!

Ha ha ha ha ha... Ahem!

Er, perhaps that’s enough jokes for now...
```

## 1.23 Contacting the author

```
CONTACTING THE AUTHOR
---------------------

If you want to contact me, or if you find any bugs or have any comments
about the program, then please feel free to contact me.

Here is my address:
```


```
  Richard Smedley
  PO Box 59
  SUTTON-IN-ASHFIELD
  Notts
  NG17 3HP
  England

  rsmedley@cix.co.uk
```


## 1.24 How to become a registered user

```
HOW TO REGISTER
---------------

The registration fee is 10 Pounds Sterling. You can also send *cash* in
either US Dollars (20 USD) or Deutschmarks (30 DM).

Here is my address:

    Richard Smedley
    PO Box 59
    Sutton-In-Ashfield
    Notts
    NG17 3HP
    England

    rsmedley@cix.co.uk

Don't forget to say in your letter that you are registering UltraAccounts
for the Amiga.



ON-LINE REGISTRATION
--------------------

If you want to register on-line by credit card, please fill in the on-line
registration form at this URL:

                    http://www.reg.net/product.asp?ID=1233

On-line registration costs $23 US Dollars, and your disk will normally be
posted to you within 24-48 hours of registering.

If you would like to receive your keyfile by e-mail (uuencoded) instead of
on disk, then please say so in the "Comments for the author" box on the
on-line registration form.



WHAT DO YOU GET WHEN YOU REGISTER
---------------------------------

When you register you'll be sent a disk by first class post/airmail
containing a copy of the very latest version of UltraAccounts, together
with your personal keyfile (which will remove all the nag requesters and
re-enable any functions that might have been disabled in the unregistered
version). This keyfile is solely for your own personal use, and must not be
given to anybody else.

Your disk will usually be posted to you within 48 hours of receiving your
registration, but it may occasionally take a little bit longer because I am
sometimes away from home attending conferences etc.

Alternatively, I can send your keyfile to you by e-mail (uuencoded) so that
it will reach you a lot quicker, instead of sending it in disk. If you'd
like me to do this, all you have to do is ask me to e-mail it to you!
```

Once you’ve registered, all future updates are free. You don’t have to pay anything extra for updates or new versions - all you have to do is download them.

Additionally, if you give me your e-mail address when you register, then I’ll add you to my e-mail mailing list to keep you informed about updates and new releases. Sadly it’s no longer possible for me to write to people or phone them to keep them informed about updates - so many people have registered that it would cost an absolute fortune, and it would take forever to do! So it’s e-mail only, I’m afraid.

LIMITATIONS OF THE UNREGISTERED VERSION
---------------------------------------

Whenever you start & exit UltraAccounts, a nag requester is displayed to remind you that you haven’t registered yet. This requester will also appear from time to time while you’re using the program.

Depending on how heavily you use the program, it will remain fully functional for about 4-8 weeks. If you’re still using the program after that period, but still haven’t registered, then the program will disable the save routines to encourage you to register. When you register, your keyfile will re-enable the save routines again.

Requesters will start appearing on startup about 2 weeks before the save routines are disabled, to give you plenty of warning about what is going to happen *before* it disables them.

## 1.25 Credits

CREDITS
-------

With special thanks to the following people for their invaluable help in developing this program:

Andy Eskelson - Design, development & beta-testing

Robert Hart - Original designer of the payslip functions

Graham Kennedy - Problem solving

Philipp Lonke - Triton interface code, problem solving

Steve Matty & Red When Excited Ltd - Technical support

Stefan Zeiger - Author of triton.library

Nick Curcio - Additional development

Nico François & Magnus Holmgren - Authors of reqtools.library

Extra special thanks also go to the following, for their help & support in translating the language files into other languages:

Tom Dijksterhuis - Dutch translation

Régis Vincent - French translation

Matthias Puch - German translation

Krzysztof Jozwiak - Polish translation

Vincenzo Morra - Italian translation

Kenneth Forsberg - Swedish translation

Misku Istvan - Hungarian translation

Thanks also to everybody for their support, and for sending in bug reports and suggestions - there are far too many of you to list individually!

## 1.26 Version history

```
VERSION HISTORY
---------------

V4.7 (27.03.99)

  - UltraAccounts now uses ENV:Language (from locale) to automatically
    select which language to use. However you can still use the LANGUAGE
    tooltype to override this, in case you want to use UA in a different
    language to that selected in locale.

  - Increased the max number of accounts to 100, and the max number of
    tags to 100.

  - Added an "Adjust balances" menu function to the Edit menu in the main
    UltraAccounts window. This gives you an easy way of giving an account
    a new balance, without needing to enter a transaction to do it.

  - The "Include stocks & shares" option in the Balances window is now
    saved as part of your file - so you don't have to manually turn it on
    any more everytime you open the Show/Balances window.

  - Added a "Copy" function to the cycle gadget in the Show/Account etc
    windows, which you can use for copying transactions. Very useful! Note
    that payslips can't be copied yet, however.

  - Added a "Include disabled entries in balances" option to the Display
    Options window for the Show/Account etc windows. Turning this on will
    include disabled transactions in the balances column for that window.

  - Added a "Tag" column to the Show/Tag windows, which displays the name
    of the tag for each entry. Very useful for distinguishing between
    parent tags and sub-tags when using hierarchical tags.
```

- Bug fix: Trying to open the Show/Transactions window always displayed a daft error message saying that there weren't any transactions using that tag!!! Now fixed.

- Bug fix: In the Edit/Timed Transfers window, the text labels for "Transfer to" and "Tag" were the wrong way around. Now fixed.

- Bug fix: When displaying the payslips in a single wage category, if there was only 1 payslip in that category then UltraAccounts would sometimes display an error message saying that there aren't any payslips in that category. Now fixed.

- Bug fix: A bug in the reminder routines meant that reminders weren't displayed properly. Now fixed.

- Bug fix: Various very minor bug fixes, to try to make the program a little bit more stable.

V4.6 (03.10.98)

- Bug fix: Finally fixed the bug which made the Show/Account window crash on systems with a 68000/68010 (and possibly 68060) processor.

- Added support for hierarchical tags. Related tags can now be grouped together under a single tag, allowing you to have separate tags for things like "Petrol", "Repairs" etc all grouped together under a single "Car expenses" tag.

- You can now set default display options for all your accounts & tags, for the Show/Account and Show/Tag windows. The default options are set by using the "Default display options" button in the Edit/Account and Edit/Tag windows.

- The "Options/Begin new file" routine has been moved into the Tools menu. You can now select the starting date for the new file, and only the transactions from before that date are purged.

- In the Show/Account and Show/Tag windows, setting the end date to a future date will display all the timed events that are due to occur in that period. The future timed events are displayed with a (P) instead of a (T), to show that they are predicted!

- You can now use tags in Timed Transfers.

- When making a printout from the Show/Account or Show/Tag windows, the name of that account/tag is now printed at the top of the printout.

- Now supplied with the very latest update to triton.library. Everyone, please make sure you update your triton.library to the new version!

- Bug fix: If you had the Save Window Positions option turned on and UltraAccounts crashed at exit while the window positions were being saved, then there was a possibility that I could have left your HD invalidated. Added a fix to prevent this from happening.

- Bug fix: If you entered a number such as "10." then UltraAccounts would convert it to "0.10" instead of "10.00". Now fixed!

V4.5a (28.06.98)

- Bug fix: The "Include stocks & shares" option in the Balances window didn’t work properly. Now fixed.

- Bug fix: Rewrote the event handling routines to fix a potential memory handling problem which may have caused occasional crashes on exit.

- Added a BACKUPPATH tooltype, which lets you select the device and/or dir where you want your backup file to be saved.

V4.5 (30.05.98)

- Numerous enforcer hits have finally been fixed, making the program a lot more stable.

- Now includes a Stocks & Shares function, that allows you to enter the quantity and value of any stocks or shares that you might have. They will then be included in the totals in the Show/Balances window.

- New entries for payslips: Each payslip can now have a rounding value, and you can now enter the total hours worked for each payslip. The total hours worked (if entered) will be used to calculate your overall average net hourly rate of pay in the Payslip Totals window.

- When typing the name of an account or tag into a string gadget (eg. in the New Transaction window), you can now just type the first couple of letters and press Tab/Return, and UltraAccounts will fill in the rest of the name for you.

- Added some new Display Options for the Show/Account-type windows: You can now select what order you want the transactions to be listed in (eg. Date order, Amount order). The Balances column can now be turned off in any of these windows, too.

- When opening a Show/Account window, Show/Tag window, Bar Chart, Line Graph or Pie Chart, the date range will now default to the transactions for the last three months, instead of defaulting to showing all the entries that you have entered. To display entries that were entered more than three months ago, simply press the Date Range button and enter a new start date!

- You can now enter an end date for timed events, and the event will be automatically erased once the last entry has been made.

- It is now possible to change the opening balance of an account *after* the account has been created.

- The Show/Account and Show/Tag windows now use the name of that account (or tag) as the window title in the titlebar.

- The position of the Balance column in the Show/Account window has been moved, to make it consistent with the position of the Balance column in all the other transaction windows.

- Tidied up the positions of the columns in the Show/Payslips window.

- The New Transfer window now allows you to give the transfer a Tag and a Chq/Inv code. Tags can also now be predefined in the Common Transfer settings. Generally, most transfers *shouldn't* need to have a tag set!

- Added an "Options/Snapshot windows" menu item, which allows you to select whether or not you want the current window sizes/positions to be saved when you exit the program. Useful if you normally have this turned off, and occasionally want to make a new snapshot of them.

- Rearranged some of the gadgets in the Display Options window for the Show/Account etc windows. Looks a lot neater now.

- If you are using UltraAccounts on a screen that's more than 640 pixels wide, then widening the Show/Account-type windows will display the full comment for each transaction listed in that window.

- Added a NODECIMALS tooltype for use in countries like Italy, where everyday amounts can run into millions of Lire. When this is turned on the decimal places are removed from numbers, allowing you to enter amounts that are 100 times bigger than what you can normally use.

- Added some Graph buttons to the main UltraAccounts window.

- Now includes Swedish & Hungarian translations. Also now includes a full German translation of the main AmigaGuide docs.

- Bug fix: Fixed the memory allocation bug which occasionally made the program crash when you used the selection window (the selection window is the one that appears when you press Show/Account etc, asking you to select which account you want to display).

- Bug fix: Due to a potential lock-up situation, it is no longer possible to create reminders with a Repeat-Every period of 0. Hopefully a better solution will be found to remove this limitation in a future update.

V4.4 (07.11.97)

- UltraAccounts can now be registered via RegNet - so you can finally register by credit card.

- Now includes German, Italian & Polish translations of the main program.

- Added some powerful new search routines to the program, which you can use directly from the main UltraAccounts window instead of having to go to an Account window. When you use the new routines, you can select which transaction components to search, and a new Account window will appear listing all the transactions which match the required pattern.

- When entering lots of new transactions, there is now an option to make UltraAccounts automatically open a new transaction window for you after each new transaction has been entered. Use the "Options/Multiple new entries" menu item to turn this on/off.

- Added an Options button to the Show/Balances window, where you can select whether or not you want disabled transactions to be included in the balances in that window.

- The Display Options in the Show/Account etc windows now contains an option to display debits & credits in separate columns, like on a bank statement.

- Added a "Check VAT Code" menu item to the main window and transaction window, which is used to check whether or not UK VAT registration codes are valid. This only works with UK codes *not* foreign ones!!

- The "Options/Lock account/tag" function now locks the transaction date as well as the account & tag details.

- Negative amounts can now be entered into the Gross Pay and Deduction sections of payslip entries. Most people *won't* need to use this.

- The UltraAccounts tutorial has been translated into as many languages as possible. (There aren't any Polish docs as yet, hopefully this will follow in a future update).

V4.3a (16.08.97)

- Bug fix: The window sizes & positions weren't always saved properly on some systems. Fixed.

- Bug fix: The "Options/Begin new file" function didn't work. Fixed.

- Bug fix: If you pressed the Cancel button in the file requester while saving your file, then it still saved your file anyway! Fixed.

- Now supplied with a basic tutorial about setting up and using the program. The tutorial is only available in English at the moment, but French and Dutch will hopefully be included in the next update.

V4.3 (08.08.97)

- The Show/Account etc windows have been redesigned to add some buttons for selecting the Display Options, Date Range, etc.

- The titlebar of the main UltraAccounts window now only displays the "name" part of the current filename, instead of both the name & path.

- When saving your file there is now an option to automatically save two copies of your file, as well as the old option of keeping a backup copy of your previously-saved file. The filename extensions used by these options has changed: The second-saved copy will have a ".bak" extension and the old-saved-copy will have a ".old" extension. So, if both are turned on then you'll have a "<filename>.uac.bak.old" file for the previously-saved version of your second-saved file... :-)

- The tooltypes for setting the backup options have changed. The new tooltypes are "KEEPLASTSAVED" to keep a copy of the previously-saved file (.old), and "SAVETWICE" to automatically save a second copy of your file (.bak).

- The "Options/Keep backups" menu item has been removed from the main UltraAccounts window. The backup options are now only available via the tooltypes in the UltraAccounts icon (see above).

- Unregistered users will now get about two weeks advance warning about the save routines being disabled, giving you plenty of time to register before it eventually disables them.

V4.2 (19.07.97)

- Bug fix: There were some major bugs in the payslip routines, which would cause problems if you tried to edit any payslips. Now fixed.

- Added an "Options/Display options" menu item to the Show/Account etc windows, which lets you select various options for the types of transaction that you want to look at. For example, only displaying the debit transactions, or only displaying transactions which have been disabled, etc.

- Added an "Options/Date range" menu item to the Show/Balances window, which lets you display the balances for *any* date instead of just the date of the most recent transaction.

- Bug fix: Some windows used 100% of CPU time while open. Fixed.

V4.1 (28.06.97)

- Bug fix: In the Show/Balances & Show/Account etc windows, the columns were aligned wrongly if you used a proportional font. Fixed.

- Bug fix: If you left the program running in the background then a silly bug caused it to slowly drain memory from the system, despite the fact that it didn't need to use any of that memory. Fixed.

- Bug fix: If you tried to use the graph routines when a font bigger than 8-points was in use, then the buttons at the bottom of the graph would appear in the wrong place (or, if the font was big enough, then the buttons would disappear off the bottom of the window). Fixed.

- If any errors occur during startup (eg. not being able to open a required library), then the appropriate message will now be displayed in the selected language instead of displaying it in English.

- In the Project/Info requester, the lines "Created: <date>" and "Last saved: <date>" were always displayed in English, regardless of which language was selected. Now fixed.

- Bug fix: The Balances option on Bar/Line Graphs contained a silly bug which occasionally caused the graph to show a nonsensical balance.

- Now supplied with the latest version of triton.library

V4.0 (14.06.97)

- Supports foreign languages: English, Français & Nederlands are supplied with this release.

- Fully resizable, font sensitive user interface.

- You can now open & use several different windows simultaneously.

```
  - Full payslip support. You're no longer forced to use a separate prog
    to enter payslips into the program!

  - The tooltypes have changed!

  - Because this is a brand new release, the version history has been
    intentionally edited to start at V4.0...
```

## 1.27 Copyright & Disclaimer

```
COPYRIGHT & DISCLAIMER
----------------------
```



The UltraAccounts icon was designed by Magnus Enarsson.

## 1.28 Archive contents & PGP info

```
ARCHIVE CONTENTS
----------------
```

The complete, unregistered program consists of the following files (and *only* these files!)

Directory "Ultra4"

```
Ultra4/Docs.info                                        628
Ultra4/Docs/Deutsch.info                                628
Ultra4/Docs/Deutsch/Tutorium.Dok                      10955
Ultra4/Docs/Deutsch/Tutorium.Dok.info                   487
Ultra4/Docs/Deutsch/UltraAccounts.ger.Guide          130586
Ultra4/Docs/Deutsch/UltraAccounts.ger.Guide.info        503
Ultra4/Docs/English.info                                628
```

```
Ultra4/Docs/English/Tutorial.Doc                         10412
Ultra4/Docs/English/Tutorial.Doc.info                      487
Ultra4/Docs/Francais.info                                  628
Ultra4/Docs/Francais/V4.3a_docs.Guide                    76041
Ultra4/Docs/Francais/V4.3a_docs.Guide.info                 503
Ultra4/Docs/Italiano.info                                  628
Ultra4/Docs/Italiano/Lezione.Doc                         11544
Ultra4/Docs/Italiano/Lezione.Doc.info                      487
Ultra4/Docs/Nederlands.info                                628
Ultra4/Docs/Nederlands/Tutorial.Doc                       9481
Ultra4/Docs/Nederlands/Tutorial.Doc.info                   487
Ultra4/Docs/Polski.info                                    628
Ultra4/Docs/Svenska.info                                   628
Ultra4/Docs/Svenska/Handledning.Doc                      10130
Ultra4/Docs/Svenska/Handledning.Doc.info                   487
Ultra4/Languages.info                                      628
Ultra4/Languages/Deutsch.ual                              8921
Ultra4/Languages/English.ual                              8494
Ultra4/Languages/Francais.ual                             9278
Ultra4/Languages/Italiano.ual                             9317
Ultra4/Languages/Magyar.ual                               7565
Ultra4/Languages/Nederlands.ual                           9521
Ultra4/Languages/Polski.ual                               7380
Ultra4/Languages/Svenska.ual                              7497
Ultra4/ReadMe                                             4752
Ultra4/ReadMe.info                                         487
Ultra4/reqtools.library                                  41728
Ultra4/Triton.info                                        1679
Ultra4/Triton/Install                                      643
Ultra4/Triton/Install.info                                2880
Ultra4/Triton/ReadMe                                      1179
Ultra4/Triton/ReadMe.info                                 2602
Ultra4/Triton/triton.library                             55228
Ultra4/UltraAccounts                                    691412
Ultra4/UltraAccounts.Guide                              121389
Ultra4/UltraAccounts.Guide.info                            503
Ultra4/UltraAccounts.info                                  737
Ultra4/UltraAccounts.sig                                    88

Total: 45 files (1261522 bytes)
```

PGP INFO
--------

If you've got access to PGP, then make sure that you use the PGP signature to check the integrity of UltraAccounts *before* using the program. My public PGP key is below - you'll find my PGP key fingerprint in my on-line resume on CIX, or just drop me a line and ask for it.

To check the integrity of the UltraAccounts executable, all you have to do is add my public key to your PGP keyring and then type the following in a Shell window...

```
    PGP UltraAccounts.sig UltraAccounts
```

...and a message will be displayed telling you whether or not it's safe to use this copy of the program.

Here's my public PGP key:


-----BEGIN PGP PUBLIC KEY BLOCK-----
Version: 2.6ui (Amiga)

mQBNAjBJ2LQAAAECALAYBocjm5+3UrkFD5HmaorNemB6vCh/7Y/MhgAZ823ZA3kR
mdIVlBntq5oxClX+EC916E034j5H7E67hrkmHM0ABRG0LlJpY2hhcmQgU21lZGxl
eSA8cnNtZWRsZXlAY2l4LmNvbXB1bGluay5jby51az60JFJpY2hhcmQgU21lZGxl
eSA8cnNtZWRsZXlAY2l4LmNvLnVrPg==
=pnrK
-----END PGP PUBLIC KEY BLOCK-----


## 1.29 Other programs by the same author

OTHER PROGRAMS BY THE SAME AUTHOR
---------------------------------

If you've got a Psion S3a/S3c/Siena or a Psion S5/EPOC32 pocket computer, then you might be interested to know that I have written a wide range of freeware & shareware programs for these machines.

My full range of programs are available for downloading from my Psion home pages:

Psion S3a/S3c/Siena - http://www.cix.co.uk/~rsmedley/psion.html

Psion S5/EPOC32 - http://www.cix.co.uk/~rsmedley/s5/

## 1.30 Bugs & incompatibilities

BUGS
----

THE FOLLOWING BUGS HAVE ALL BEEN FIXED IN THIS UPDATE:

- Finally fixed the bug which made the Show/Account window crash on systems with a 68000/68010 (and possibly 68060) processor.

- If you entered a number such as "10." then UltraAccounts would convert it to "0.10" instead of "10.00". Now fixed!

HERE IS A LIST OF KNOWN BUGS/PROBLEMS, WHICH ARE BEING INVESTIGATED AND WILL HOPEFULLY BE FIXED IN THE NEAR FUTURE:

- UltraAccounts may occasionally generate a recoverable alert when you quit the program. Please contact me if you still find yourself having problems with this.

- It has been reported that there can be problems with MONTHLY timed transactions which are set to occur on the 30th or 31st of the month; one user has reported "odd" effects when it encounters the month of February (and is unable to create an entry for 30th Feb!)... I haven't had any problems with this myself, but if you get problems then please let me know.

## INCOMPATIBILITIES

### ULTRAACCOUNTS CRASHES IF EASYPATCH IS INSTALLED

PROBLEM: EasyPatch is a program that patches the system to let you stop certain requesters being displayed (such as the nag requesters that appear on startup in most shareware programs). If EasyPatch is installed on your computer, then UltraAccounts will be highly unstable and will repeatedly crash for no apparent reason.

SOLUTION: UltraAccounts is incompatible with EasyPatch. I'm afraid that you will have to remove EasyPatch in order to use UltraAccounts.

### CAN'T LOAD FILES FROM DISK EXPANDER PARTITIONS

PROBLEM: UltraAccounts won't load any files from hard drive partitions that use Disk Expander-type software to automatically compress all the files on your hard drive. Even config files & language files can't be loaded.

SOLUTION: Don't install UltraAccounts onto any hard drive partitions which use Disk Expander-type software; Disk Expander can't cope with the method used by UltraAccounts to load data from disk. (This is a fault in the Disk Expander software, not UltraAccounts!)

An alternative solution to this problem is to use the following AmigaDos script to run UltraAccounts. This is particularly useful for anybody who is running UltraAccounts on the AmigaForever emulator (or similar).

```
;Run UltraAccounts from a compressed partition
;Change the path names to match where UA is located on your hard drive!
copy sys:ultra4/#?.uac ram:
sys:ultra4/ultraaccounts
copy ram:#?.uac sys:ultra4/
```

Then, use the script to run UltraAccounts instead of running it in the usual way. The script will automatically copy the files to ram for you so that UltraAccounts can load them, and then when you quit UltraAccounts the script copies them back to where they belong.

### PRINTING GRAPHS WHILE USING A GFX CARD

PROBLEM: Graphs can't be printed when UltraAccounts is running on a gfx card screen mode, such as the Picasso RTG screen modes. UltraAccounts may even appear to "lock up" when trying to do this.

SOLUTION: Use the Triton Prefs editor to make UltraAccounts open its own screen, using one of the native Amiga screen modes. This problem isn't unique to UltraAccounts, many programs have problems doing graphic dumps from non-native screen modes.

BUG REPORTS
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If you find any bugs or incompatibilities that aren't listed either here or on the UltraAccounts home page, then please e-mail a full bug report to me at <rsmedley@cix.co.uk>