

UltraAccounts

COLLABORATORS

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REVISION HISTORY

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Chapter 1

UltraAccounts

1.1 main

Ultra Accounts 5.0

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<http://www.cix.co.uk/~rsmmedley/amiga/>

Overview

Requirements & HD installation

Copyright & Disclaimer

How to become a registered user

Getting started

Creating & editing accounts

Tags & budgets

Entering transactions

Transferring money between accounts

Standing orders & timed events

Viewing & editing transactions

Checking VAT codes (UK only)

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Payslips
Graphical analysis
Menu functions
Tooltypes
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Version history
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Author/feedback
Foreign languages

1.2 Overview

TITLE

UltraAccounts 5.0

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DESCRIPTION

UltraAccounts is one of the leading home accounts programs for the Amiga. The user interface is very easy to learn and use, and has been designed to be suitable for beginners as well as experts.

Features include:

- Font sensitive, fully resizable user interface.
- All windows are fully multi-tasking, allowing you to open and

- use several different windows at the same time.
- Supports up to 100 accounts, and 100 tags.
- Debit & credit standing orders, and timed transfers.
- Common entries, allows you to predefine commonly used transfers and transactions.
- Basic share handling facilities.
- Full printout facilities, including save as ASCII.
- All data files are encrypted and optionally password protected, to protect your data.
- Supplied in 8 languages: English, Français, Deutsch, Nederlands, Italiano, Polski, Svenska, Magyar.

NEW FEATURES

- Updated & improved user interface, now even easier to use.
- Various new features, see the version history for details.
- Numerous bug fixes.

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/amiga/>
<ftp://wuarchive.wustl.edu/pub/aminet/biz/misc/ultraacc.lha>

PRICE

Standard registration fee is 10 Pounds Sterling (or equivalent).

DISTRIBUTABILITY

UltraAccounts is (C) Richard Smedley 2000, all rights reserved.
Released as shareware.

Unregistered copies are freely distributable providing all files remain fully intact and unmodified.

Registered versions (and/or keyfiles) must not be distributed.

1.3 Requirements & HD installation

REQUIREMENTS & HARD DRIVE INSTALLATION

Minimum requirements: Kickstart 2.0, 3 meg memory, hard drive.

Recommended: Kickstart 3.0, 68030 processor.

Hard drive installation is essential. DO NOT ATTEMPT TO INSTALL OR USE ULTRAACCOUNTS ON ANY PARTITIONS WHICH USE DISK EXPANDER-TYPE SOFTWARE TO AUTOMATICALLY COMPRESS FILES ON YOUR HARD DRIVE. UltraAccounts is not compatible with most Disk Expander-type software, and will not work properly if installed on this type of partition.

To install this program your hard drive, 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.

UltraAccounts uses the following libraries:

- Triton.library, by Stefan Zeiger
- Reqtools.library, by Nico François & Magnus Holmgren

If Triton isn't installed on your system yet, then you will need to install it before you can run UltraAccounts. Open the Triton drawer (inside the UA drawer) and click on the Install icon. This will install the required files for you.

1.4 Tooltypes

TOOLTYPES

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.

KEEPPLASTSAVED

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 KEEPPLASTSAVED 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 tooltip 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".

EDITTIMED

Your timed transactions & transfers are normally handled as a background event, which automatically enters all the required transactions into your accounts. If you select this tooltip, whenever a timed transaction is entered into your accounts UA will open the Transaction window allowing you to confirm the details for that entry as if you had entered it manually.

1.5 Foreign languages

FOREIGN LANGUAGES

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

- | | |
|------------|--|
| English | To use this program in English, set the following tooltip in the UltraAccounts icon:
LANGUAGE=Languages/English.ual |
| Français | Pour utiliser ce programme en français, changez le tooltip LANGUAGE dans l'icône d'UltraAccounts:
LANGUAGE=Languages/Francais.ual |
| Deutsch | Um dieses Programm in Deutsch zu benutzen, ändern Sie bitte den LANGUAGE Tooltip im Ultraccounts-piktogramm in:
LANGUAGE=Languages/Deutsch.ual |
| Italiano | Per usare questo programma in Italiano, modificate il seguente tooltip nell'icona di UltraAccounts:
LANGUAGE=Languages/Italiano.ual |
| Nederlands | Om dit programma in het Nederlands te gebruiken, verander het volgende tooltip in het UltraAccounts icoon in:
LANGUAGE=Languages/Nederlands.ual |
-

Polski Aby uŷywaê ten program po polsku, ustaw nastêpujâce parametry w ikonce UltraAccounts:
LANGUAGE=Languages/Polski.ual

Svenska Fôr att anvânda detta program pâ svenska, sâtt fôljande tooltype i UltraAccounts icon till:
LANGUAGE=Languages/Svenska.ual

Magyar A magyar nyelvû hasznâlathoz a kôvetkezô tooltype-ot kell beâllítani az UltraAccounts ikonban:
LANGUAGE=Languages/Magyar.ual

TRANSLATIONS

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

Just double-click on the UltraAccounts icon to load the program. Once it has loaded, the first thing it will do is ask you to enter today's date. If your Amiga is fitted with a battery backup clock, then you can turn this off using a

tooltype
.

UltraAccounts uses a number of separate windows for displaying different types of information. When you run UA for the very first time each window will be very small, so you will need to resize them using the resize gadget in the bottom-right corner of the window. Each window has its own pull-down menus, which allow you to change various settings relating to that window.

When you run UltraAccounts you will see the main window. This is the "control centre" which allows you to use all the other parts of the program. There are quite a few buttons in the main window, which let you do things like enter new transactions and view your accounts. Pressing the right mouse button will reveal several pull down menus, giving you access to all the other parts of the program.

It might look a little complicated at first, but give yourself a few moments to get used to the layout of the program. Everything has been arranged in a sensible and easy-to-use way.

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 have got in cash in your house is quite literally in your "Cash" account. Other accounts that you've got will probably include current accounts, savings accounts, credit card accounts, and so on. They are all simply places where your money is stored.

In comparison, 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...

This 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 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 your current balance. For a cash account you would enter the total amount of cash that you have 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.

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, allowing you to change the details for that account.

SORTING ACCOUNT NAMES

As you create more accounts, you will see that the accounts are always listed alphabetically in the list window. It is possible to override this and force an account to appear at the top (or bottom) of the list, by renaming the required account to insert an extra character at the beginning of its name.

For example:

```
Cash    <- appears in alphabetical position in list
-Cash   <- appears at top of list
.Cash   <- appears at top of list
_Cash   <- appears at bottom of list
```

ADJUSTING THE BALANCE OF AN ACCOUNT

From time to time we all occasionally forget to enter a transaction into our accounts, and there are also those rare times when you accidentally lose money without realising it. Mistakes like these can all cause the balances shown in UltraAccounts to differ from the real balances in your accounts.

It is worthwhile periodically double-checking the balances of your accounts (especially your cash account) to make sure there aren't any discrepancies between the balance shown in UltraAccounts and your real balance.

If you need to correct the balance of one of your accounts then select "Edit/Adjust balance" from the menu in the main window, and click on the required account in the list. A window will appear asking you to enter the new balance.

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

1.8 Tags & budgets

TAGS & BUDGETS

Tags are extremely useful for keeping track of how you spend your money. They work in a very similar way to accounts, except that instead of telling you *where* the money came from they tell you *what* you spent it on.

As an example, let's look at the following three transactions:

Transaction #1

Date: 01/01/1999
Account: Cheque a/c
Description: Car repairs
Amount: 89.15

Transaction #2

Date: 03/01/1999
Account: Cash
Description: Petrol for the car
Amount: 21.32

Transaction #3

Date: 10/01/1999
Account: Visa credit card
Description: Petrol for the car
Amount: 27.46

As you can see, these transactions all involve spending money on various motoring expenses. But because they have been entered into three different accounts, this makes it very difficult to keep track of exactly how much money you have been spending on your car.

The solution is to group your transactions into special categories called tags, which tell you what that money was spent on. So in the above example, these three entries would use the Motoring Expenses tag. You can then instantly find out how much money you have been spending on your car by telling UltraAccounts to display all of the transactions which use that tag.

CREATING TAGS

You can create tags for virtually anything, for example the electricity bill, the gas bill, general household expenses, computers, motoring expenses, and so on. You will then be able to easily keep track of exactly how much money you are spending in each of these 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 \$100 per month on your motoring expenses then you could enter a \$100 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. "Motoring expenses"

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 Motoring Expenses tag an abbreviation of "CAR", 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.

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

HIERARCHICAL TAGS

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. You can group these tags together by using hierarchical tags.

For example, you might have a Travel Expenses tag which includes entries for the following different types of transaction:

- Public transport
- Car maintenance
- 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 you to 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.

STATUS (ENABLED/DISABLED) - Here you can select whether or not you want this entry to be disabled when it is entered into your accounts. Disabled entries are temporarily excluded from then running balances of your accounts. This is particularly useful when you are waiting for cheques to clear.

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

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

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 transaction 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

As well as being able to enter transactions, you will also need to have a

way of transferring money from one account to another. For example, when you withdraw money from the bank you are actually transferring it from your bank account to your cash account. Similarly, when you pay your credit card bill you are simply transferring money from your cheque account to your credit card account.

To enter a transfer into your accounts, press the "New transfer" button in the main window.

The "Transfer" window will appear, containing boxes where you can enter all the details for the transfer:

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.

STATUS (ENABLED/DISABLED) - Allows you to select whether or not you want this transfer to be disabled when it's entered into your accounts. Normally you won't need to disable any transfers, but if you do enter a transfer as disabled then you need to remember that *both* halves of the transfer will be disabled (so you will need to manually enable both the debit & credit entries to re-enable the entry).

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

A lot of people use standing orders to pay a fixed amount towards their bills every month. Transactions & transfers like these can be automatically entered into your accounts by UltraAccounts, to save you from having to manually enter the same details every week/month.

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 usually 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 transferred on each occurrence.

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

DISPLAYING YOUR BALANCES

One of the most useful windows in UltraAccounts is the Balances window, which displays the current balance of all your accounts. This tells you at a glance exactly how much money you've got at any given time.

To open the balances window, either press the "Balances" button or select "Show/Balances" from the menu in the main window.

The "Settings" menu allows you to change the current settings for this window:

DATE RANGE

Allows you to display your balances for any required date. Just enter the required date on the calendar, and the balances will be shown.

INCLUDE DISABLED

Includes disabled transactions in your totals.

INCLUDE STOCKS & SHARES

Includes the value of any stocks & shares in your totals.

Clicking on any of your accounts will display the Account window for that account, listing all your individual entries.

VIEWING YOUR TRANSACTIONS

There are three different types of window for displaying your individual transactions:

SHOW/ACCOUNT

Show all the entries in a single account.

SHOW/TAG

Show all the entries which use a specific tag.

SHOW/TRANSACTIONS

Show all the entries in a number of different accounts.

You can open any of these windows by either pressing the required button in the main window or selecting the required option from the "Show" menu. All three types of window use the same basic layout.

The "Settings" menu allows you to change various settings for how your transactions are displayed:

DATE RANGE

Enter the start & end dates of the transactions that you want to look at.

FILTER...

SHOW ENABLED ENTRIES - enabled entries are displayed
SHOW DISABLED ENTRIES - disabled entries are displayed
SHOW DEBIT ENTRIES - debit entries are displayed
SHOW CREDIT ENTRIES - credit entries are displayed

SORT BY...

UNSORTED - the entries are listed in unsorted order
DATE - the entries are sorted into date order
AMOUNT - the entries are sorted by amount
COMMENT - the entries are sorted by comment
REVERSE ORDER - list the entries in reverse order

BALANCES...

SHOW BALANCES - display the balances column

INCLUDE DISABLED - include disabled entries in the totals

DEBIT & CREDIT COLUMNS

Select whether you want your debit & credit entries to be shown in separate columns, like on a bank statement.

These settings are automatically saved by the program, so you don't have to change everything back to your favourite settings each time you view your transactions.

You can open and use several different account/tag windows all at the same time. You can also continue entering new transactions while using these windows - so it is possible to enter a transaction or transfer and watch it appear in your accounts. :-)

EDITING, ERASING, DISABLING & COPYING TRANSACTIONS

At the bottom of each account/tag window, there is a cycle-gadget which tells you what edit mode the window is in. This determines what happens when you click on any transactions that are listed in that window.

EDIT

Edit/erase the current transaction. The Transaction window will appear, allowing you to change any of the details for that entry. Pressing the "Erase" button at the bottom of the Transaction window will erase this transaction.

DISABLE

Disables the current transaction. Disabled transactions are shown with a line running through them, and are excluded from your totals. This is useful for things like reconciling your bank statements, by disabling any transactions which haven't cleared at the bank. Disabled transactions will remain disabled until you manually re-enable them by clicking on them again.

COPY

Make a copy of the current transaction. Useful if you need to enter a transaction which is almost identical to a previous one in your accounts; just copy the previous entry and modify the details, instead of manually retyping everything.

PRINTING, OUTPUTTING & EXPORTING YOUR TRANSACTIONS

To make a printout of your accounts (or save them as an ASCII text file) select "Tools/Print options" from the menu in your account/tag window.

The Output Options window will appear, giving you various options for printing/saving your entries.

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 output, 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

Printouts always use the same settings that are currently ←
displayed in the

account window. So if you have turned off your balances column or your debit entries in the window, then they won't appear on the printout either.

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 wife's 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 remuneration 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 occurrence. 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 account, 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 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 "Show/Graph" menu contains various options for plotting your entries 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 "Show/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 main 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

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.

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

TRANSACTIONS

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

Showing transactions

STOCKS & SHARES

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

Stocks & shares

BUDGET

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

GRAPH -> BAR CHART

Display a bar chart of your accounts.

Graphs

GRAPH -> LINE GRAPH

Display a line graph of your accounts.

Graphs

GRAPH -> PIE CHART

Display a pie chart of your tags.

Graphs

GRAPH -> PREDICTIONS

Toggles whether or not you want future predictions to be included on the graphs.

Graphs

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.

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 tooltip.

Tooltips

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 tooltip DONTSAVEWINDOWS in the UltraAccounts icon. This is useful for when you normally use the tooltip to turn this off, and occasionally

want to turn it back on again to make a new snapshot of the windows.

1.22 Author/Feedback

AUTHOR/FEEDBACK

Feedback always plays a very important part in the development of any program.

Comments from users tell the author what people do or don't like about a program, and what needs to be added or changed. It also gives the author a good indication of whether or not people still find that program useful. This is very important, because if an author thinks that nobody is using a program (eg. because they never get any feedback) then there is no reason to continue developing it. If you are using a program, make sure the author knows!

So comments and feedback are always very much appreciated.

Here is my address:

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

rsmmedley@cix.co.uk

The latest version of UltraAccounts will always be available to download from the UA home page:

<http://www.cix.co.uk/~rsmmedley/amiga/>

1.23 How to become a registered user

HOW TO REGISTER

UltraAccounts is shareware. The unregistered version is fully functional, but you can only use it for approx 1-2 months without registering.

When you register, you will be sent a keyfile which will remove the nag screens and re-enable the save routines.

After you have registered, all future updates are free. All you have to do is download them from the UltraAccounts home page.

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. Your disk will be dispatched by air mail within 48 hours of registering.

If you would prefer 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 registration form.

POSTAL REGISTRATIONS

Postal registrations cost 10 Pounds Sterling. You can also send *cash* in either US Dollars (20 USD) or Deutschmarks (30 DM).

Remember to say in your letter that you are registering UltraAccounts for the Amiga, and please write your address clearly.

Send your registration to this address:

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

rsmmedley@cix.co.uk

Postal registrations are dispatched as quickly as possible, but I am often away from home so please allow up to 5-7 days.

If you would prefer to receive your keyfile by e-mail (uuencoded) instead of on disk then please say so in your letter. Remember to write your e-mail address clearly!

1.24 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 Dijkstrahuis - 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!

1.25 Version history

VERSION HISTORY

V5.0 (01.01.00)

Because this is a brand new version, the version history has been deliberately edited to start at V5.0.

A huge number of changes and improvements have been made in this release. Some of the important changes & new features include:

- Now accepts CLI arguments from the Shell window. You can display the usage instructions by typing "UltraAccounts ?" at the prompt.
 - The account & tag windows now automatically remember your display settings. No need to set default settings for these windows.
 - Transfers can be edited using the new Edit Transfer window. You are no longer forced to edit the two halves separately via the Edit
-

Transaction window.

- The enabled/disabled status of transactions can now be set directly from the transaction window.
- The account & tag windows can now list your entries in reverse order, eg. showing recent entries first instead of older entries first.
- New tooltype "EDITTIMED". Turning this on will display an edit window for timed entries, allowing you to check/modify the details before UA enters them into your accounts.
- From this release onwards, UA will allow you to save files which were originally created using *newer* versions of UA. (eg. If a file was created in V5.1, then V5.0 will now let you modify and save that file).

1.26 Copyright & Disclaimer

COPYRIGHT & DISCLAIMER

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Reqtools.library is Copyright © Nico François & Magnus Holmgren.

Triton.library is Copyright © Stefan Zeiger.

The UltraAccounts icon was designed by Magnus Enarsson.

1.27 Bugs & incompatibilities

BUGS

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

- 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:ultraacc/#?.uac ram:
sys:ultraacc/ultraaccounts
copy ram:#?.uac sys:ultraacc/
```

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

If you find any bugs or incompatibilities that aren't listed here then please e-mail a full bug report to me at <rsmedley@cix.co.uk>
