UltraAccounts

COLLABORATORS			
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Contents

Chapter 1

UltraAccounts

1.1 main

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                    Ultra Accounts 3.3

             Designed by Richard Smedley & Andy Eskelson
                    Programmed by Richard Smedley

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1.2 Overview

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DESCRIPTION

    An intuitive & easy-to-use accounts program, specially designed
    to be suitable for non-computer-users as well as experts.

    Features include:

    - Multiple accounts & transaction tags.

    - Compatible with UltraPayAdvice, for taking care of all your
      payslips. (Aminet: biz/misc/ultrapay.lha)

    - Debit & credit standing orders, and timed transfers. The
      transactions entered by these timed events can be edited or
      erased *without* duplicate entries being created.

    - Budgeting facilities.

    - Common transactions & transfers: These let you predefine the
      details of commonly-used transactions and transfers (eg. doing
      the weekly shopping) to save you from having to keep typing in
      exactly the same details each time you enter that transaction.

    - Reminders: Make sure that you don’t miss any important events
      like birthdays/anniversaries, or bills that need paying.

    - Pie, bar and line graphs, with optional future projections.
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- Encrypted files, optionally password protected.

- Multiple data export configurations.

NEW FEATURES

- Account/tag details can be locked for all new transactions.

- Transactions can now be "disabled" from the running balances.

- Custom-defined formats for exporting data, for use in other programs.

- Transactions can now be saved as an ASCII text file.

- Much faster loading & saving of UltraPayAdvice files.

- Now uses proper ASL file requesters.

- Numerous enhancements & bug fixes.

SPECIAL REQUIREMENTS

- Requires: AmigaOS 2.0, 2 meg ram, reqtools.library (supplied)

- Recommended (but not essential): Hard drive, additional ram

1.3 Requirements & Tooltypes

REQUIREMENTS

Requires at least Kickstart 2.0 or better, and ideally at least 2 meg of memory. Although not essential, a hard drive and an accelerator are both recommended.

Hard drive installation is simply a matter of dragging the UltraAccounts drawer to an appropriate place on your hard drive. Registered users need to make sure that their keyfile is in the same drawer as the program itself!

UltraAccounts uses reqtools.library by Nico François & Magnus Holmgren.

TOOLTYPES

You can set the following tooltypes in the UltraAccounts program icon:

SCREENMODE=CUSTOM or WORKBENCH
: Select whether UltraAccounts should use the Workbench screen or its own custom screen. You can also change this from within the program itself using the "Options/Screen mode" menu. You should be using at least an 8-colour WB screen in order to display the graphs on Workbench.

DEFAULTFILE=<filename>

The file "<filename>" will be automatically loaded for you each time use use the program - remember to include the full path if it isn’t in the UltraAccounts drawer! You’ll still need to type your password if you’ve used one, but it’ll save you from going through the file requester to load your file...

BACKUPS=NO

When you save your file, UltraAccounts normally renames the old file (instead of overwriting it!) and keeps it as a backup copy in case something goes wrong corrupting your data. Setting this will *prevent* these backups from being made.

ASKDATE=NO

Whenever you load UltraAccounts, the first thing it does is ask you to enter the current date - but users with a battery backup clock will always have the date set correctly anyway! When this is the case, you can select this to stop it from asking for the date each time the program is started.

PAYADVICE=<UltraPayAdvice_filename>

Automatically load the selected UltraPayAdvice file, to enable UltraAccounts to enter all your wage details into your accounts for you. This only works if the "DEFAULTFILE" tooltype has also been set! Note that you can also load your UltraPayAdvice files manually using a menu item, but I wouldn’t recommend this (the program won’t know about any new payslips until after you’re PayAdvice file has been loaded)

GRAPHPREDICT=YES

The future projections on the graph functions are turned off by default, forcing you to turn them on manually using a menu item in the program. Selecting this will turn them on by default.

GRAPHBUDGET=YES

Normally, your budget levels aren’t included on bar/line graphs by default, which again forces you to turn them on manually via a menu function. Setting this will turn them on by default.

LOCKACCOUNT=YES

If you turn this on, whenever you enter a new transaction, the program will remember which account/tag you used on the previous transaction that you entered, and use those as the defaults for the new entry - useful if you’re entering several transactions in the same account, because it saves you from having to keep pressing the "Account" button to select that account!

1.4 Getting started

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

As soon as you load the program, a calendar will appear asking you to enter the current date. It is extremely important that the date is set correctly, otherwise UltraAccounts won't be able to work properly! However, if you've got a battery back-up clock then UltraAccounts will simply take the date from this instead - in which case, you can set a tooltype to prevent the calendar from appearing each time you use the program.

The UltraAccounts window itself simply contains a status box, which shows various details about your accounts, together with a number of buttons for entering new transactions and so forth.

Creating new accounts

Using tags and budgets

Entering transactions

Transferring money between accounts

Viewing & editing transactions

Common transactions & transfers

Standing orders & timed events

There are also a number of pull down menu's available:

Menu functions

1.5 Creating & editing accounts

CREATING & EDITING ACCOUNTS

In UltraAccounts, the actual accounts simply represent the various places where your money is kept - for example cash, bank accounts, credit cards, and so forth. The actual transaction types (food, motoring expenses, etc) are handled by using tags when you enter your transactions.

How tags work

Select "Edit/Accounts" from the menu in the UltraAccounts window.

A window will appear which contains a number of buttons. Each one of these buttons represents one of your accounts, with the unused accounts marked with "(unused)". By selecting one of these buttons, you can enter/edit the details for that particular account.

To create a new account, just press one of the "(unused)" buttons. The Account Details window will appear where you can enter the name, opening balance, and minimum & maximum amounts for that account.

The opening balance is simply to put an initial amount of money in that particular account, without having to enter a transaction to do it. If you were creating a bank account, for example, then you'd use this to enter your current balance.

If you enter a minimum and/or maximum amount, then the program will warn you if the balance of that account ever exceeds those limits. To continue the above example, you could use this to warn you if your bank charges you when your balance falls below a certain level, or you could use it for entering the maximum limit of your credit card account.

Once you've created an account, pressing its button again will redisplay the Account Details window, where you can either edit any of those details or erase the account. You'll notice that you can't change the opening balance of an account after it's been created, so that gadget will be disabled.

1.6 Tags & budgets

TAGS & BUDGETS

Tags are used for grouping various different types of transaction into related categories.

For example, consider your motoring expenses: Suppose that when you bought your petrol this week you paid for it in cash, but that last week you paid for it by cheque. And, then suppose that you had to have your car repaired last month, which was charged to your credit card... Even though these are all motoring expenses, it would be completely impossible to enter them all in the same account, making it extremely difficult to keep track of all of them (and how much money you've spent on them).

Whenever you enter a transaction, you can give the transaction a tag which will group it into a particular category. So, for the above example, you'd simply need to create a "Motoring expenses" tag - which you would then use each time you entered one of the above transactions. That way, even though your motoring expenses will have been entered in different accounts, it'll still be extremely easy for you to keep track of them.

You can also define a budget for each of your tags, to make sure that you don't spend any more than what you can afford. For example, if you entered a $50-per-month budget for your motoring expenses, then the program would automatically warn you if you ever spent anything more than that.

Select "Edit/Tags & budgets" from the menu in the UltraAccounts window.

A window will appear, containing a number of buttons. Each of these buttons represents one of your tags, with the unused/undefined tags marked as being "(unused)". To create a new tag, simply select one of the unused buttons.

The Tag window will appear, where you can enter the name and abbreviation for the new tag (the abbreviation will be used when viewing transactions, and so forth).

You can enter different budget-levels for different months, which could be useful if your household expenses are higher in winter than in summer (for example, higher heating bills) - just use the cycle-gadget to select which month you want to use. Selecting "All months" on the cycle-gadget will let you enter the budget for all 12-months in one go.

1.7 Entering a new transaction

ENTERING A NEW TRANSACTION

Press the "New transaction" button in the UltraAccounts window.

The Transaction window will appear. Here, you can enter all the appropriate details for the new transaction: The date of the transaction, the account and tag, a brief description of the transaction itself (for example "Bought a new dress" or "Paid the electricity bill"), and of course the amount itself.

There's also a Chq/Inv box, which you can use for one of two purposes depending upon your needs: (1) You could use it for recording the actual type of transaction, for example "Cash", "Cheque", or "Switch". (2) If you prefer, you could alternatively use it for storing any cheque/invoice numbers associated with that transaction.

It's also possible to create new accounts directly from the Transaction window: When you press the account button, a window will appear asking you to select the account for this transaction - selecting an unused account will display the Account Details window for you to enter the details for the new account.

After you've entered everything, press either the "Debit" or "Credit" button to enter the transaction into your accounts - debits are always entered as negative amounts (they're deducted from your account), and credits are positive (added to your account).

Transferring money between accounts

Viewing & editing transactions

1.8 Transferring money between accounts

TRANSFERRING MONEY BETWEEN ACCOUNTS

Sooner or later, you'll be needing to enter a transaction which involves transferring a sum of money from one account to another. A common example of this is withdrawing some money from the bank, where you're actually transferring money from your bank account to your cash account.

Press the "New transfer" button in the UltraAccounts window.

The Transfer window will appear. Here, you can enter the details of the transfer: The date, the from & to accounts, and the amount.

As always, you can create new accounts from the account-buttons: Again, selecting an unused account will display the Account Details window, for you to enter the details of the new account.

You'll notice that, when you select the from & to accounts, the current balance of those accounts is displayed in the Transfer window. This gives you a guide as to how much you can afford to transfer from one account to the other.

After you've entered everything, press the "Transfer" button. The program will then create two transactions - a debit to the "from" account, and a credit of equal value to the "to" account.

1.9 Standing orders & timed events

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STANDING ORDERS & TIMED EVENTS
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Timed events are simply transactions and transfers which are automatically repeated on a regular basis. Standing orders are one of the best examples of this, allowing you to pay virtually anything ranging from the gas bill to the mortgage in equal (often monthly) instalments.

Timed events themselves, though, can go much further than this. Timed transactions, for example, can also be used for keeping track of money which is being received as well as spent - so you're paid a fixed salary then your wages could easily be entered as a timed transaction. Likewise, timed transfers are simply transfers which are repeated on a regular basis. One of the most common examples of this is of a standing order used to automatically transfer money from a current account to a savings account.

Select either "Timed transactions" or "Timed transfers" from the "Edit" menu in the UltraAccounts window.

A window will appear containing a number of buttons, where (as always) each button represents a timed transaction/transfer. Again, by selecting one of these buttons, you can enter or edit the details for that particular timed event.

To create a new timed event, just select one of the unused buttons. The Timed Transaction/Transfer window will appear, where you can enter all the details for that timed event.

For timed transactions, press either the "Debit" or "Credit" button to debit/credit that transaction into your accounts at the appropriate interval. Likewise, for timed transfers, press the "OK" button to enter it into your accounts.

Whenever UltraAccounts actually enters a timed event into your accounts, it will use the name of the timed event for the transaction comment (with a "T" in brackets after it, to show that it was entered from a timed event!)

1.10 Viewing & editing transactions

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VIEWING & EDITING TRANSACTIONS
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Select one of the options from the "Show/Transactions" menu.

Each of the available options affects the way in which the transactions are
displayed:

    NORMAL
        This option can display the transactions in a number of different
        accounts, so for example you could use this if you wanted to look
        at the transactions in your "Cash" and "Bank" accounts at exactly
        the same time. Simply press the buttons for each account that you
        want to see (so that the button has a tick inside it!), and those
        accounts will then be displayed.

    BALANCES
        This is similar to the "Normal" option, and can again be used for
        viewing the transactions in a number of different accounts. Using
        this option, however, will add a running total to the transaction
        list showing the balance after each transaction. If only a single
        account is selected then the balance will be calculated using the
        opening balance, like on a bank statement. When multiple accounts
        are selected, the balance will be started at zero.

    ACCOUNT
        This is for showing the transactions in just *one* account - just
        click on the required account and it will be instantly displayed.
        Because only one account is being shown, the account name will be
        displayed at the top of the window instead of being repeated with
        each separate transaction (as with the other options). You'll see
        that a running balance is automatically calculated, too.

    TAG
        This is the same as the "Account" option, except that is displays
        all the transactions which have been entered using a specific tag
        (regardless of which account they've been entered in)

Once your transactions are displayed, you can scroll up and down through
the list using the slider-bar or the arrow buttons.

The cycle-gadget at the bottom of the window lets you change between "Edit"
mode and "Disable" mode...

While in "Edit" mode, if you want to edit or erase a transaction, all you
have to do is scroll through the list until you find the required entry,
and then click on it with the mouse. The transaction window will appear
again, displaying all the details for that particular entry - once you've
finished, just press either the "Debit" or "Credit" button to amend the
transaction back into your accounts, or press the "Erase" button to erase
it. The close-gadget can be used to cancel any changes you've made to that
transaction.

If you change to "Disable" mode, then clicking on a transaction will
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temporarily "disable" that transaction, causing it to be excluded from any running balance that is currently being displayed. This is useful if you're comparing the totals against a bank statement, for example, and want to disable any transactions which haven't yet cleared with the bank. You'll notice that an "[x]" will appear in the right-most column of the list, to highlight the fact that it has been excluded. Disabled transactions can easily be re-enabled again by simply clicking on them a second time with the mouse.

Pressing the "Output" button will open a window giving you various options for outputting the transaction list. From here you can select the start and end dates of the transactions to be output, and then either make a printout of those transactions, save them as an ASCII text file, or export them via one of the export configurations (see the appropriate chapter for more info about exporting transactions)

1.11 Saving your accounts file

SAVING YOUR ACCOUNTS FILE

Because all financial details are confidential, this program saves its files using an encrypted (and optionally password protected) format, which makes it impossible to reload an accounts file without first entering the correct password.

Selecting "Project/Save" from the menu will simply save your file using the same filename & password that were used to load it, to save you from having to go through the file requester and enter your password again.

Using "Project/Save as" asks you to enter both the filename and password.

The actual filenames saved by UltraAccounts always end with ".uac", making it extremely easy to tell which files on your disks are transaction files that you've saved. UltraAccounts can automatically add this for you though, so you don't need to worry about it while you're saving your file.

You can enter anything that you want for the password, up to ten characters long, but remember that passwords ARE case sensitive (so "a" is different to "A"). But, if you forget what you're password is, then you won't be able to reload your file.

If you don't want to use a password at all then just press the "Return" key when asked for the password. Then, whenever you load your file, it will be loaded directly without asking you to enter the password again.

As you type, you'll notice that a "*" is displayed for each character of your password - this is to prevent anybody from reading your password on the screen while you're typing it. If you've just entered a new password then you'll be asked to type it a second time simply to confirm that you didn't make any typing mistakes when you entered it - entering different text at the second prompt will cause a warning to be displayed!

1.12 Exporting transactions

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EXPORTING TRANSACTIONS
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It can be particularly useful to be able to export your transactions to a
file in a defined format, so that you can load the information into other
programs like a spreadsheet or database. Normally this would be done as a
comma delimited file (ie. comma seperated variable) but naturally this is
easily configurable.



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

You can define up to 24 seperate export formats, which should be more than
enough for most normal purposes.

Simply select "Options/Export formats" from the menu in the UltraAccounts
window. As always, a window will appear containing a number of seperate
buttons, each of which represents a particular export format. Just select
the appropriate button to edit the details for that format, or select one
of the "(unused)" buttons to create a new export format.

A second window will appear, where you can configure all the details for
that particular export format...

At the top of the window, you'll see a string-gadget for entering a name
for this particular export format - you can enter up to 20 chars, which
should be enough to give it a meaningful name.

The listview-gadget in the middle of the window lists all the transaction
components that can be exported, for example the date, the account name (or
number), and so forth. Beside each of these is a quick note telling you
whether that particular component will currently be included or excluded
from the export. Clicking on an entry in the list will allow you to toggle
that particular entry between being included or excluded.

Directly below the list are two buttons, marked "Move up" and "Move down".
By pressing these, you can change the order of the items in the list - the
last item that you clicked on will be moved either up or down. Useful if
you need the data to be exported in a particular order, for example you
might need (amount) (comment) (date) (account) in that order, but none of
the others - just move those four to the top and set them to be included,
and then exclude everything else!

Near the bottom of the window, you'll see two string gadgets marked "Field
seperator" and "Entry seperator". These are for you to enter the ASCII code
of the chatacters that you want to use as the field seperator and the entry
(record) seperator. Just enter whatever codes are needed by the software
that you're exporting the details to - some useful ASCII codes are listed
below.
```

EXPORTING YOUR TRANSACTIONS

To export your transactions, simply display the required accounts (or tags) using one of the options in the "Show/Transactions/#?" menu, and then press the "Output" button at the bottom of the window listing your transactions.

A second window will appear. Enter the start & end dates (if required) and then press the "Export" button - a window will appear asking you to select which export format you wish to use, and then a file requester will appear for you to enter the filename.

That’s all there is to it!

USEFUL ASCII CODES

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

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

1.13 Common events

COMMON EVENTS

We’ve all got certain often-used transactions which we seem to enter into our accounts fairly regularly - doing the weekly shopping for example, or depositing (or withdrawing) money from the bank.

Common events allow you to predefine all the details for these often-used transactions, so that those details will be automatically filled in for you each time you need to enter that particular transaction/transfer. Following the above example, you could use a common transfer for withdrawing money from the bank by predefining the "from" and "to" accounts, and then when you actually make a withdrawal all you’ll have to do is enter the amount.

CREATING & EDITING COMMON EVENTS

Select either "Common transactions" or "Common transfers" from the "Edit" menu in the UltraAccounts window.

As usual, a window will appear where each button represents one of your common transactions/transfers.

To create a new common event, just select one of the unused buttons. The Common Transaction/Transfer window will then appear, where you can enter all the details that you'd like to predefine ready for when you want to actually use that common event.

For common transactions, you'll notice that there's an additional gadget which allows you to select whether this will be a debit/credit transaction, debit only, or credit only. Doing the weekly shopping, for example, is *always* entered as a debit transaction, so if you set it as "Debit only" then the program would automatically ensure that this transaction can only ever be entered as a debit, and not as a credit.

USING COMMON EVENTS

Whenever you enter a new transaction/transfer, you'd normally do it by using the "New transaction" and "New transfer" buttons. To enter common events, though, you instead need to use the "Common transaction" and "Common transfer" buttons in the UltraAccounts window.

Press the appropriate button, and a window will appear showing all your common transactions (or transfers). Just select the required button, and the normal transaction/transfer window will appear, containing all the predefined details.

Everything now works exactly as if you'd just entered that information yourself, so you can edit any details that might need changing or add any additional information that might be needed.

If a common transaction has been locked as either "Debit only" or "Credit only", then the normal debit/credit buttons at the bottom of the window will be replaced by a single "Enter" button - thus ensuring that the transaction can only ever be entered as a debit (or credit).

Just press the appropriate button at the bottom of the window to enter that transaction/transfer into your accounts.

1.14 Reminders

REMINDERS

Reminders are useful for making UltraAccounts remind you about important events, like birthdays/anniversaries or bills that need to be paid.

Select "Edit/Reminders" from the menu in the UltraAccounts window.

As always, a window will appear where each button represents one of your reminders.

Again, to create a new reminder, just select one of the unused buttons. The Reminder window will appear. Here, you can enter/edit the details for that particular reminder: The message to be displayed, the starting date, how often you want it to be repeated, and how many days advance warning you'd like.

If you don't enter a period for it to be repeated, then the reminder will be automatically erased after it has been shown.

Once you've entered your reminders, there are two functions in the "Show/Reminders" menu which can be used for displaying them:

Show/Reminders/Due now
: Selecting this will redisplay any reminders which currently need reminding.

Show/Reminders/All
: This displays a list showing all your reminders, together with the date when each one is next due to occur.

1.15 Payslips

PAYSLIPS

UltraAccounts has now been made fully compatible with the wages database program PayAdvice for handling wage details - so, now, all you have to do is enter your payslips into UltraPayAdvice (as normal) and UltraAccounts will automatically enter them into your accounts for you, thus saving you from having to simultaneously enter the same details into both programs.

(You'll find UltraPayAdvice on Aminet as biz/misc/ultrapay.lha)

Simply set the tooltype "PAYADVICE=<filename>" in the UltraAccounts icon, and UltraAccounts will automatically load your PayAdvice file and create wage transactions for any new payslips that you've entered in PayAdvice. You can also load PayAdvice manually from a menu option, but I'd strongly discourage you from doing it that way: UltraAccounts won't know about any new payslips that you've entered, or changes that you've made, until after your PayAdvice file has been loaded - hence UltraAccounts really needs to have automatic control over this itself, via the tooltype.

CREATING & EDITING WAGE CATEGORIES

After creating your payslip file in PayAdvice, you can create & edit wage categories in UltraAccounts just as you would in PayAdvice itself.

Select "Edit/Wage titles" from the menu in the UltraAccounts window.

As always, a window will appear where each button represents one of your wage categories. Press the appropriate button, and the edit window will appear, just as it would in PayAdvice itself. Here, you can give the category a name (e.g. "Richard's wages" or whatever), enter the names of all the additions and deductions that appear on those particular payslips, and also select which UltraAccounts account to enter the wage transactions in. (This whole concept of wage categories is fully explained in the UltraPayAdvice docs).

Then, whenever you enter a new payslip in PayAdvice, UltraAccounts will automatically create the appropriate wage transaction in your accounts. Wage transactions use the name of the wage category as the comment (with a "W" after it in brackets, to chow that it’s a wage transaction!)

VIEWING & EDITING PAYSLIPS

The actual wage transactions themselves are simply entered into your accounts just like all the other transactions, and hence will be shown along with all the others (even if you haven’t loaded a PayAdvice file) when you use any of the options from the "Show/Transactions" menu. When trying to edit wage transactions, though, the payslip window will be displayed (detailing the basic pay, tax, etc.) instead of the normal transaction window.

There are also some options for displaying the payslips themselves, from the "Show/Payslips" menu in the UltraAccounts window:

NORMAL
: This will display a summary of all the payslips entered into a *single* wage category (for example, "Husbands wages"), together with running totals for the total gross, total deductions, and net pay.

ALL
: Selecting this will display a summary of all the payslips entered into *all* wage categories, with just a single running total for the accumulative net pay.

As always, you can scroll up and down through the list using either the slider-bar or the arrow buttons. Clicking on a payslip entry will display a window showing the actual details for that particular payslip, where (if necessary) you can edit any of the appropriate details, or make a printout of that specific payslip.

1.16 Graphical analysis

GRAPHICAL ANALYSIS

The "Graph" menu contains a number of different options for producing graphs of your transactions. This can often be useful for showing trends and forward planning, or just for looking for odd peaks of expenditure.

There are three types of graph available: Bar charts, line graphs, and pie charts. All three graphs use the same basic GUI.

Just select which type of graph you want (and then select the appropriate tags). After a brief pause, a graph will be displayed for the current year. Pressing the arrow-buttons at the bottom of the window will scroll the graph to the previous/next year. The cycle-gadget is used to toggle between your cashflow input & expenditure - expenditure shows how much money you're spending, and cashflow input shows how much you've got coming in! Pressing the "Print" button will make a printout of the current graph.

You can toggle whether or not future predictions are plotted on the graphs by selecting "Graph/Show predictions" from the menu. When this is turned on, UltraAccounts will calculate the average rate of increase/decrease in your transactions up until the current month, and then use it to project the remainder of the present year. A message will be displayed in the graph titlebar to remind you whether or not the predictions are turned on.

Turning on "Graph/Show budgets" from the menu will also plot your current budget levels on bar/line graphs.

1.17 Menu functions

MENU FUNCTIONS

The following menu functions are available from the UltraAccounts window:

Project

Edit

Show

Graph

Options

1.18 Project menu

PROJECT

NEW
Start a new accounts file.

OPEN

ULTRAACCOUNTS
Load an UltraAccounts file. Use the file requester to select which file to load, and then enter the password.

ULTRAPAYADVICE
Load an UltraPayAdvice file. Again, just use the file requester to enter the filename, and then type your password.

SAVE
    Save the current file, automatically using the same filename and password that you used while loading it.

SAVE AS
    Save the current file. Enter the filename using the file requester and then type your password.

ABOUT
    About UltraAccounts. This simply displays a reqester showing some information about this program and its authors!

QUIT
    Exit the program. A requester will warn you if you've got unsaved data in your file.

1.19 Edit menu

EDIT

ACCOUNTS
    Create/edit accounts. Select the required account, and a window will appear where you can enter/edit the name, opening balance, and minimum & maximum amounts for that account.

TAGS & BUDGETS
    Create/edit tags, and enter budget levels for specific tags. Just select the required tag, and a window will appear where you can enter/edit all the appropriate details.

TIMED TRANSACTIONS
    Create/edit timed transactions. A timed transactions is simply a transaction which is automatically repeated on a regaulr basis, like a standing order for example. Just press one of the buttons and then enter/edit the required details (starting date, how often it needs to be repeated, etc.)

TIMED TRANSFERS
    Create/edit timed transfers. Like timed transactions, these are simply transfers which are automatically repeated. Again, all you have to do is select the appropriate button and then enter/edit the required details.

COMMON TRANSACTIONS
    Create/edit common transactions. Quite simply, common transactions are a way of predefining the details of transactions that you use regularly (doing the weekly shopping for example), to save you from having to manually type in all of those details each time you enter that particular transaction. Just press the button for the required common transaction, and then enter whatever details that you want to predefine for it - then when you enter that transaction, those details will be automatically filled in for you in the transaction window.

COMMON TRANSFERS
Create/edit common transfers. Like common transactions, these are just transfers which have been predefined (for example, withdrawing money from the bank). Again, simply select the appropriate common transfer, and then enter/edit whatever details that you want to predefine for it.

REMINDERS
Create & edit reminders. Reminders are used to make UltraAccounts remind you about important events such as birthdays/anniversaries or bills that need to be paid. Click the appropriate button and then enter/edit the necessary details (e.g. the message to be displayed, the starting date, how often to repeat it, etc.)

WAGE DETAILS
Create & edit wage details. Once you've loaded an UltraPayAdvice file, this function will allow you to edit the names of all the various additions/deductions (e.g. basic pay, overtime) that are used in each individual wage category, just as you would from within PayAdvice itself. You can also select which account you want to use for entering those particular wage transactions.

1.20 Show menu

SHOW

TRANSACTIONS

NORMAL/BALANCES
View & edit transactions. Click which accounts that you'd like to see, and a list will appear showing all the transactions in those accounts. You can edit or erase any of the transactions by simply clicking on their entry in the list. Selecting "Balances" instead of "Normal" from the menu will add a running balance to the list, like on a bank statement. Pressing the "Output" button will allow you to either print or save (as ASCII) the transaction list.

ACCOUNT
View & edit transactions in a single account. Simply click on the required account, and a list will be displayed showing all of the transactions in that account. This is similar to the above except that the account name *isn't* displayed for each individual entry and the running balances are always shown on the list.

TAG
View & edit transactions which use a particular tag. Simply click on the required tag, and a list will appear showing all of your transactions which use that tag.

BUDGET
Display the current months budget for a particular tag, together with the total amount that you've spent so far using that tag. If necessary, you can enter a new budget for the current month from here.

BALANCES
Display the current balance of each account. Any accounts which have exceeded their minimum/maximum limits will be displayed in white text. Press the "Print" button to make a printout.

REMINDERS

DUE NOW
Redisplay any reminders which currently need reminding.

ALL
Show all reminders, together with the date when each one will next occur.

PAYSLIPS

NORMAL
Select which wage category you'd like to see, and a window will appear showing a summary of all the payslips entered into that particular category. Running totals will be shown for the total gross, total deductions, and net pay. To edit or erase a payslip just click on its entry in the list. Pressing the "Print" button will make a printout.

ALL
List all payslips. This is similar to the above, except that the payslips in *all* categories will be listed. Only a single running total is shown this time, for the net pay.

1.21 Options menu

OPTIONS

SCREEN MODE - CUSTOM/WORKBENCH
Select whether UltraAccounts should use the Workbench screen, or its own custom screen. You need at least an 8-colour WB screen in order to display the graphs on Workbench.

KEEP BACKUPS
When you save your file, UltraAccounts normally renames the old file (instead of overwriting it) and keeps it as a backup copy in case something goes wrong corrupting your data. Turning this off will *prevent* these backups from being made.

LOCK ACCOUNT/TAG
If you turn this on, whenever you enter a new transaction, the program will remember which account/tag you used on the previous transaction that you entered, and use those as the defaults for the new entry - useful if you're entering several transactions in the same account, because it saves you from having to keep pressing the "Account" button to select that account!

BEGIN NEW FILE
Carry the current accounts over into a new file. When the time eventually comes for you to start a new accounts file, selecting

this will take care of all the hard work for you: It erases all of your transactions, while keeping all your accounts, balances, timed events and so forth fully intact - essentially giving you a fresh file continuing on from the current one! As a safety precaution, UltraAccounts will refuse to allow you to use this function unless you save your file first.

EXPORT FORMATS
Edit the formats used for exporting transaction data, for use in other programs. See the seperate chapter for more details.

1.22 The traditional jokes

THE TRADITIONAL JOKES

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

What do you call a donkey with three legs?
Wonkey!

What's round and dangerous?
A vicious circle!

Ha ha ha ha ha... Ahem!

Er, perhaps that's enough jokes for now...

1.23 How to become a registered user

HOW TO BECOME A REGISTERED USER

This program is shareware: The standard registration fee is Ten Pounds Sterling, but if you can't afford to pay the standard fee then "poverty" registrations are also accepted at reduced amounts. After you register, I'll send you a personal keyfile to disable the nag requesters.

Here is my address:

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

rsmedley@cix.compulink.co.uk

If you feel wary about registering via a PO Box, and would prefer to send the registration fee to my home address, then please feel free to drop me a line to arrange the details - the only reason why I'm using a PO Box is because I’m in the middle of moving house, and this way there won’t be any problems with letters being sent to the wrong address.

PAYING THE SHAREWARE FEE

From inside the UK: Just send a cheque/postal order (or cash if you want!) to me at the above address.

From outside the UK: There are a couple of ways of registering. [a] Send cash - I can accept cash in most major currencies, but Pounds Sterling, Deutschmarks, US Dollars or Australian Dollars are preferred. When sending cash, hide the notes between a couple of sheets of paper to stop anybody from being able to see that there’s cash inside the envelope - there hasn’t been a single problem sending cash through the post this way. [b] Ask your bank about either a Eurocheque or an International Bankers Cheque, which needs to be made out in Pounds Sterling (and drawn on a UK bank). [c] Send me a bribe of some kind, eg. a gift! E-mail me and offer me something...

1.24 Acknowledgements


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ACKNOWLEDGEMENTS
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With special thanks to the following people:

  Andy Eskelson
    Design, development & beta-testing

  Graham Kennedy
    Problem solving

  Steve Matty & Red When Excited
    Technical support

  Nico François & Magnus Holmgren
    Authors of reqtools.library
```

...and, of course, thanks also to everybody for their support, and for sending in bug reports & suggestions (there are too many of you to list individually!)

1.25 Version history

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VERSION HISTORY
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V3.3 (21.12.96)

  - Bug fix: The routine for erasing accounts contained a number of very
```

serious bugs, and would often crash the program. Now all fixed.

- Much faster loading & saving of UltraPayAdvice files.

- When entering new transactions, you can now "lock" the account & tag details, to save you from having to keep repeatedly clicking on the account/tag button if you're entering a lot of transactions in the same account (or tag).

- Transactions can now be exported to other programs in a custom-defined format (eg. comma seperated variable)

- You can now "disable" transactions from the running balance in the Show/Transactions/#? windows - useful if you're comparing the totals against a bank statement, and want to disable any transactions which haven't cleared with the bank yet.

- Transactions can now be saved in an ASCII text file, in addition to being able to print them.

- Now uses ASL file requesters.

- Filenames now use a ".uac" extension, so that non-UltraAccounts files can be easily filtered out in the file requesters.

- Bug fix: The program was unable to read the icon tooltypes if the executable had been renamed.

- Bug fix: The actual number of payslips wasn't being displayed in the status box (it always displayed "0"!)

- Bug fix: The "Last saved" date was displayed incorrectly if you saved your file using a password.

- A warning will now be displayed if you attempt to use the "PAYADVICE" tooltype without also selecting the "DEFAULTFILE" tooltype.

- Oops! I'm embarrassed to say that the program never worked reliably on 1 meg machines - you'd run out of memory while loading/saving, causing the program to crash... Minimum memory requirement is 2 meg.

- Added a requester to warn you upon startup if UltraAccounts is likely to be unstable due to lack of memory (eg. on a 1 meg machine!)

V3.2 (16.11.96)

- Bug fix: Clicking out of a string-gadget with the mouse, instead of pressing either CR or TAB, would sometimes cause the contents of the string-gadget to be lost.

- You can now enter the start & finish dates when making printouts of transaction lists and so forth.

- Now uses proper GT menus instead of intuition ones. A few of the menu items have been rearranged too, to make things easier to find.

- Fixed quite a few daft oversights in the UltraPayAdvice routines.

- Added a printout option to the graph routines, and changed the daft colours used on the bar/line graphs.

- The status box in the UltraAccounts window now displays the number of tags and number of payslips, in addition to the normal details about your accounts.

V3.1a (02.10.96)

- Bug fix: UltraAccounts would crash if you tried to load a PayAdvice file which has been saved using a password.

V3.1 (29.09.96)

- All new versions of this program will now be supplied with a PGP signature, making it easy for the user to check the integrity of the program (remove the risk of viruses, etc.)

- Now uses a tagging system, to record the actual types of transaction.

- Incorporated some dedicated budgeting facilities into the program.

- Graphs now use the transaction tags instead of the actual accounts, and bar/line graphs can now show multiple tags.

- Bug fix: No longer crashes when unable to open reqtools.library

- Increased the maximum number of transactions to 3000 transactions!

V3.0 (19.07.96)

- A brand new, totally redesigned & completely rewritten version of UltraAccounts!

- Because this is a brand new release, the version history has been intentionally edited to start at V3.0...

1.26 Copyright & Disclaimer

COPYRIGHT & DISCLAIMER

Unregistered versions of this program can be freely distributed for non-commercial purposes providing all the original files remain fully intact and unmodified, with no files added or removed.

Registered copies of this program, and the keyfiles sent to registered users, must not be copied or distributed in any way.

This software is provided "as is", without any warranty either expressed or implied. In no event will the author be liable for any direct, indirect, incidental or consequential damages or loss of data resulting from the use

of this software. The entire risk as to the results and performance of this
software is assumed by the user.

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

The icon was designed by Magnus Enarsson.

1.27 Archive contents & PGP info

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ARCHIVE CONTENTS & PGP INFO
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The complete, unregistered program consists of the following files (and
*only* these files!)

    UltraAccounts              (the UltraAccounts program)
    UltraAccounts.sig          (PGP signature for UltraAccounts)
    UltraAccounts.info         (program icon)
    UltraAccounts.Guide        (the instructions - you're reading them!)
    UltraAccounts.Guide.info   (instructions icon)
    UltraAccounts.Readme       (brief summary about the program)
    UltraAccounts.Readme.info  (readme icon)
    reqtools.library           (required library)

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 actually 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 is my public PGP key:
```


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

mQBNAjBJ2LQAAAECALAYBocjm5+3UrkFD5HmaorNemB6vCh/7Y/MhgAZ823ZA3kR
mdIVlBntq5oxClX+EC916E034j5H7E67hrkmHM0ABRG0LlJpY2hhcmQgU21lZGxl
eSA8cnNtZWRsZXlAY2l4LmNvbXB1bGluay5jby51az4=
=OejG
-----END PGP PUBLIC KEY BLOCK-----
```


1.28 Known problems

```
KNOWN PROBLEMS
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Memory: The load/save routines will probably crash due to lack of memory on
1 meg machines. No easy solution to this I'm afraid, except for buying more
memory...

I've also found that UltraAccounts can be a little bit unstable when some
patches/programs are running - it looks as if the program does NOT like any
of the following...

    Prop3D (patch to add a 3D look to GT proportional gadgets & sliders)

If you're having problems (or experiencing unexplained crashes) and have
got any of the above programs installed, then have a go at removing them
and seeing if the problem still occurs.
```

1.29 Other programs by the same author

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OTHER PROGRAMS BY THE SAME AUTHOR
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I quite often get people asking for details of other PD programs that I've
written - here are a couple to look out for...

    UltraPayAdvice (Aminet:biz/misc/ultrapay.lha)
        Wages database program, sister program to UltraAccounts.

    Biorhythms (Aminet:misc/misc/biorhythms.lha)
        Very nice, fully resizeable biorhythm calculator for WB.

    SnakeByte (Aminet:game/wb/snakebyte.lha)
        A different kind of WB snake game...
```