



# **Cash Organizer 2003 Deluxe User Manual**

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## 1. Introduction

We would like to thank you for your attention and interest in our program Cash Organizer.

Cash Organizer is a program for corporate and private finance managing, planning, prognosis and analysis. When we were developing this program, we payed our attention especially on intuitive interface, powerful reports and no-failure operation and we think we got it. Easy-to-use interface makes entering data process fast, possibilities of information handling are comparable to desktop PC's programs and irreplaceable on-the-go. Program allows to work with big data volume and protects it from accidental loss.

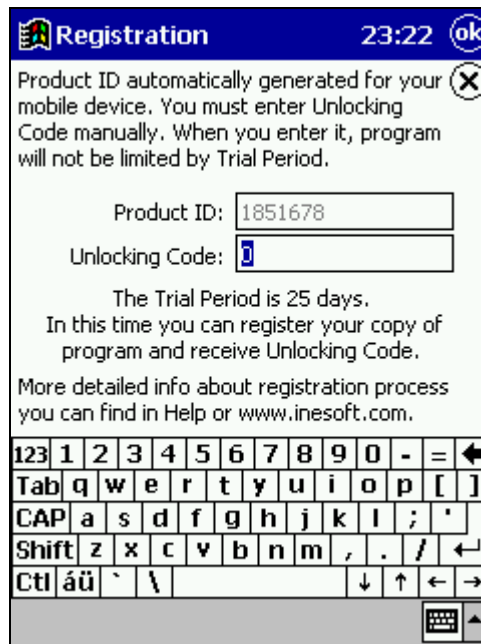
Cash Organizer is the repeatedly awarded program as the best product in finance category and we with proud offer it to you.

## 2. Registration

The Program is protected from illegal distribution. Thus, you must register your copy of the Program at the authorized dealer of Inesoft Company or on Inesoft site within 25 days.

In 25 days unregistered version of the Program will stop working.

Each copy of Cash Organizer has its own identification number (Product ID). This number is indicated in the corresponding line of the registration window. To make your program version work without any time limitations, you should enter Unlocking Code that is communicated by Inesoft Company to all the registered users by e-mail during 1-8 hours after the program registration. Use the command About&Registrer of the Tools menu. On having selected the command, you'll see the program intro and the "Register" button. Press the button to get registered as the program user. If the code is entered, the program works without any time limitations.



If due to some reason, your Pocket PC is completely discharged, the program generates new Product ID.

In this case, you should send a request for new Unlocking Code to Inesoft Company. Registered user get new Unlocking code free of charge.

For Pocket PC 2002 devices Product ID doesn't change. No re-registration is required.

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## 3. Program Features

The program is designed for corporate and private finance managing, planning, prognosis and analysis.

The program allows controlling your finance like personal desktop computer software does.


Key features of the program are:

- simultaneous control on many accounts, projects, categories and transactions;
- assignment of planning transaction (single and periodical transactions);
- assignment of compound transaction;
- possibility of money transfers between accounts;
- prognosis of financial activity results for the fixed date;
- budget planning;
- finance reporting in various presentation forms (3D and 2D charts);
- multi-currency support (up to 168 currencies);
- financial data archiving, data restoring from archives;
- data export in various formats (QIF, TXT, HTML);
- data import in QIF format (Intuit Quicken, MS Money, etc.).
- program access security by means of password.

## 4. Installation of Cash Organizer

To install Cash Organizer on your PocketPC please make the steps as follows:

1. Install Microsoft ActiveSync on your computer (Please see instruction for installation on Microsoft ActiveSync installation disc).
2. Connect your PocketPC to USB-port of the desktop computer using a patch cord in order to set connection between them.

**Note.** *To get sure that PC and HPC are connected in a proper way, look at the Task Board. The ActiveSync icon must be green* 

3. Run the installation program.
4. Press "Install" in the opened window "Install Inesoft Cash Organizer".
5. While the installation program is running, several dialog boxes will appear on the screen. Click "OK" each time to continue installation process.
6. When installation is successfully completed, Cash Organizer icon will appear in "Programs" of the "Start" menu. Cash Organizer point will also appear in the "New" menu – to enable you to enter new financial operations. Additional Cash Organizer window will appear in the Today window. This window shows existing accounts and scheduled transactions.

## 5. Principal concepts

The chapter describes principal concepts used by the program:

- transaction,
- account,
- project,
- category.

### 5.1 Transaction

Transaction is a basic financial operation of money receipts and expenditures as well as money transfers from one account to another.

Here are some examples of financial operations and corresponding types of transactions:

- getting money from a cash dispenser (transfer from a bank account to a cash account);
- payment by a bank cheque (expenditure from the bank account);
- interest charging on a bank deposit (receipt to the bank account);
- payment by cash (expenditure from the cash account).

Each transaction gets certain attributes, which allow classifying your receipts and expenditures by various characteristics.

Cash Organizer also allows making compound transactions (splits) consisting of several parts with different attributes. Example of such a transaction is monthly salary transfer from an enterprise's account to all the employees.

### 5.2 Account

Account is intended for keeping the money you possess or is supposed to spend. Each account can have some initial funds and list of the related transactions. Example of such a list is a bank account statement for a certain period.

Various types of accounts can be created. You can open accounts showing:

- various forms of your money storage (cash, bank account, credit card, etc.);
- names of your employees whom you are supposed to transfer salaries;
- names of the companies you cooperate with, etc.
- 

Total amount of all the receipts and expenditures against transactions, related to the account, together with initial funds makes balance of the account. You shouldn't worry about such financial terms as debit or credit since the program uses simpler terms. For instance, excess of receipts over expenses will be shown as positive balance of the account and excess of expenses over receipts – as negative one.

### 5.3 Project

Project allows classifying your financial operations by types of activity, which helps you to get more detailed information on your receipts and expenses distribution. Using projects will enable you to evaluate deals, profitability of your affiliates or your activity domains, business trip results and so on.



Examples of projects:

- Contract # 15
- My wife's business
- Trip to New York
- Deal with X company
- 

To get even more detailed information, you can enter several subprojects inside each of the projects. For instance, "Business Trips" project can contain subprojects corresponding to different trips: "London, October 2001", "New York 2002" etc.

Like accounts, each project contains list of the related transactions basing on with the project balance is calculated.

## 5.4 Category

Category describes reasons for money receipts or expenditures. Usage of categories allows you to process information on sources of your incomes and purposes of your spending.

Examples of categories:

- Salary (receipt)
- Presents received (receipt)
- Advertising (expenditure)
- Car (expenditure)

The program contains approximate list of categories you can use for classification of your receipts and expenditures. You can create your own categories and delete unneeded ones. For the simplest cases you can use only two categories: "Receipts» and "Expenditures". However, the more categories you use, the more detailed information you can get.

Like projects, categories can contain subcategories. Usage of subcategories allows dividing major categories into less significant ones. For instance, "Car" category can contain such subcategories as "Service", "Petrol", "Repair", etc.

## 6. Start working with the program

This chapter contains information, which will help you to make your first steps in learning Cash Organizer. You'll learn:

- to run the program and to create your first account;
- modes of the program's work;
- the program's interface;
- how to select the program's settings;
- how to use question-answering system of the program.

### 6.1 Create new account

When running the program for the first time a window for a new account creation will appear on the screen:

You should describe the new account by filling in corresponding fields in the account creation window. Enter the account name in the "Description" field – the program will use the name for the account processing.

Enter the currency name in the "Currency" field – the currency will be used as the primary one for this account. All the transactions for this account made in different currencies will be converted at the fixed rate.

Enter initial balance of the account when starting work with it into the "Opening Balance" field. In future, when calculating balance of the account, the opening balance will be added to all the transactions of the account.

Enter "Minimum Balance" if notification is needed when account's balance got lower then this value. In the "Note" field you can enter your notes to the account description (for example, number of the corresponding bank account).

When the account description is finished, click "OK" in the right upper corner of the screen. The program is ready for work.

## 6.2 Program modes

Cash Organizer has three key working modes corresponding to the different functions performed:

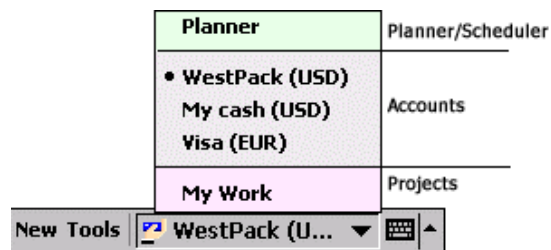
- account mode,
- project mode,
- planning mode.

Account mode is like bank account description. In this mode, you can see all the related transactions (both current and planned). Working in the account mode allows you to analyze balance dynamics of your account and compare your information on the transactions made with data provided by your bank.

Project mode allows controlling receipts and expenditures for each of the projects selected. You can see all the related transactions (both current and planned) and the project balance.

Planning mode allows setting of the scheduled transactions (both single and periodical) and notifying you about any of them in due time. It contains a list of all the transactions scheduled (3). All the entered transactions will be shown in account and project modes. Planning mode doesn't allow calculation of account and project balances.

You can switch between these modes using the program mode switcher. You can also select account or project mode when you select the account or project's name from the menu. Selection of "Planner" allows switching into the planning mode.



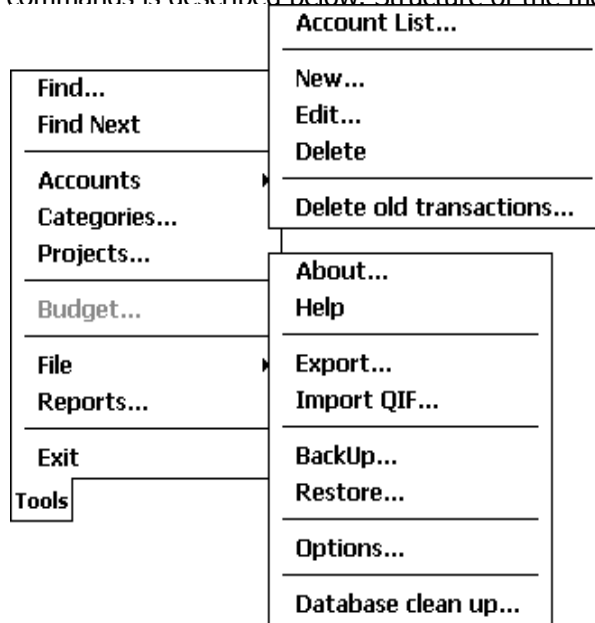
## 6.3 The program's interface

The program's interface looks similar for all of the program's modes but sometimes functions of certain elements depend on the selected mode.

In the account mode, a Cash Organizer window looks as follows:

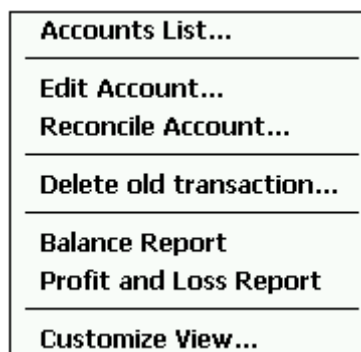



Tools menu contains list of commands providing performance of various functions of Cash Organizer. Functioning of some of the commands is described below. Structure of the menu is as follows:

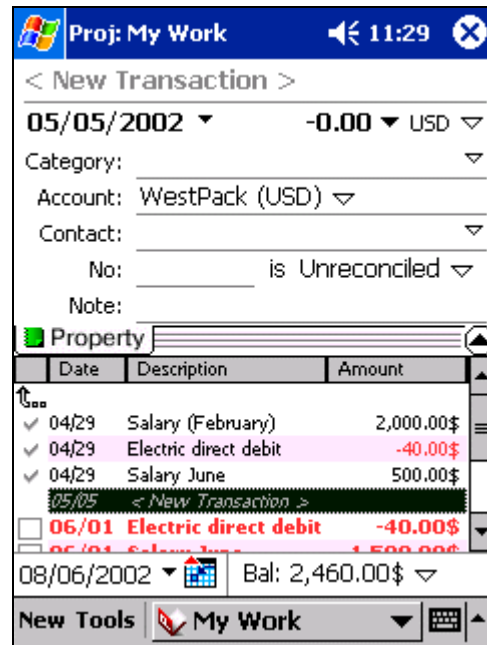


Some of the commands may be unavailable in the selected mode – they are colored grey.

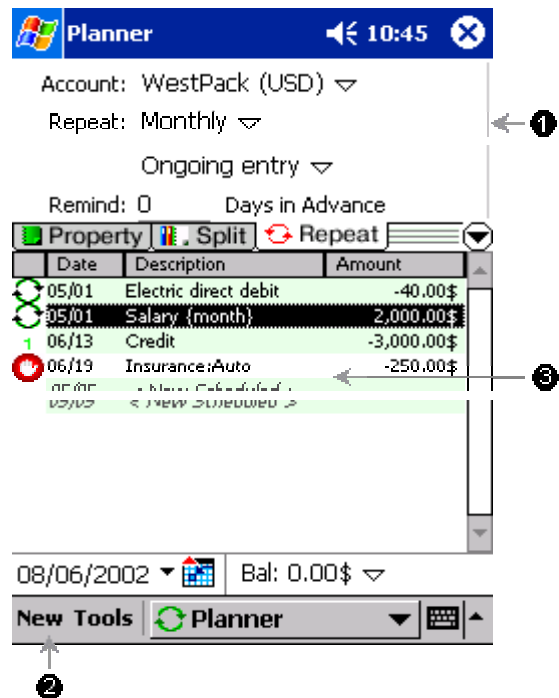
- Description of the selected transaction shows attributes of the transaction selected from the list. The account mode allows viewing attributes of both simple and compound transactions. To view attributes of the simple transaction, select the Property bookmark, to view attributes of the compound transaction – the Split bookmark.
- The Prognosis field contains the date for which the prognosis is made and the button which opens the prognosis menu.
- The balance field shows complete balance of the account. By pressing you'll get detailed information on the balance.
- By pressing or you'll hide description of the selected transaction (2) or open it again.
- By pressing New you can create new transaction.
- Transaction list contains information on all the related transactions. Attributes of the transaction to be shown in the list should be selected when setting the program. Current transactions, which have been made by the current date, are shown in black. Current transactions for the later dates are shown in grey. Scheduled transactions are colored red. The scheduled transactions related to the current account are in bold print while those related to other accounts are in regular print.
- Current account – name of the current account is shown together with the account primary currency sign.
- Program mode switcher – by pressing it, you can switch between accounts or program modes (to project or planning modes).
- Actions menu – contains list of fast access commands to some windows.






Project mode has a similar interface. The principal distinction is that you can't set compound transactions in the project mode (the  Split bookmark is absent).



Interface of the planning mode looks like two previous ones but function of some of the elements differ.



1. Description of the scheduled transaction contains attributes of the scheduled transaction. Along with the bookmarks  Property and  Split, it has also the  Repeat repeat bookmark. It contains attributes of the scheduled transaction describing frequency of the transaction or notification dates.
2. By pressing "New" you can create a new scheduled transaction.
3. List of the scheduled transactions contains information on all the transactions scheduled irrespective of accounts or projects to which they relate. Name some of them can contain key words (templates).

## 6.4 Program settings

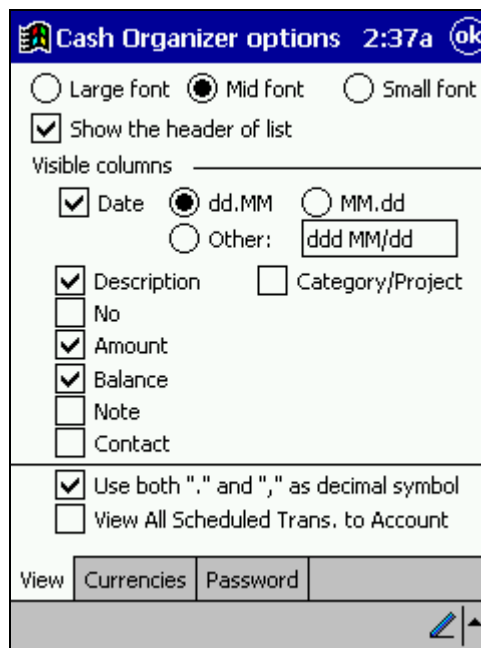
Before you start working with Cash Organizer, it's necessary to choose the program settings, i.e. main parameters of its working. To switch to the program settings, select "Tools/File/Options".

Then select the bookmark corresponding to the group of the program settings:

- View – screen view settings;
- Currencies – setting of the currencies used;
- Password – settings of the program access passwords.
- Backup – settings of the financial data automatic backup.

## 6.5 Screen view

To adjust screen view settings select the View bookmark:



Select type size in the transaction list between Large font, Mid Font or Small Font. Text of the list would be of the selected size:

- Large font    04/29 Same extra money    -500.00 (uses ClearType)
- Mid font     04/29 Same extra money     -500.00
- Small font   04/29 Same extra money       -500.00

To show the columns headers of the transaction list on the screen, select Show the header of list.

In the Visible columns section, tick off the columns to be shown in the transaction list:

- Date – date of the transaction;
- Description – name of the transaction;
- No – number of the transaction;
- Amount – amount of the transaction;
- Balance – balance of the account considering all the preceding transactions;
- Note – user's notes;
- Contact – contacts of a person concerning the transaction;
- Category/Project – category and project of the transaction.

By selecting the function Use both "." and "," as decimal symbol you'll be able to enter the amount of the transaction using both "." and ",". If you haven't select the function, the computer will recognize correctly only ",". This means that "." Will be ignored (for instance, "7.00" will be recognized as "700").

By selecting View All Scheduled Trans. to Account, you'll be able to view in the account mode all the scheduled transactions. If you haven't selected the function, only scheduled transactions related to the current account will be shown in the list.

## 6.6 Currencies

To select new currency you would like to use, select the Currencies bookmark:



There is a list of the currencies in use in the upper part of the window. The rest of the information relates to the currency selected from the list.

You can add new currency into the list by pressing "Add". List of the currencies, which can be used by the program, will appear on the screen. Select the required currency and press "OK".

To delete the currency from the list, select it and press Del. To avoid accidental deletion of the currency from the list, the program will ask for your confirmation.

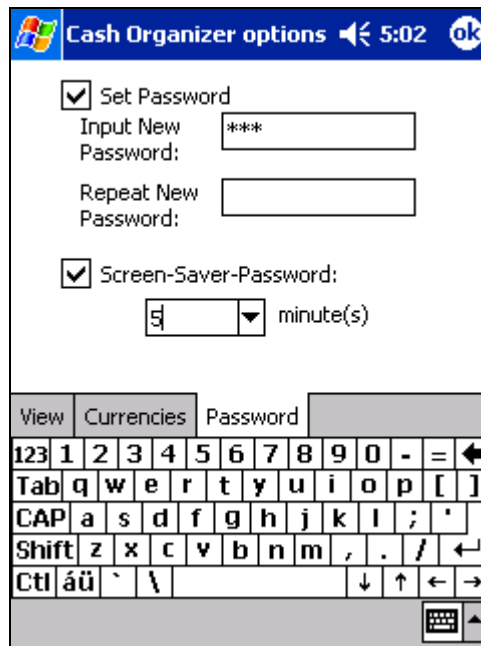
If you're setting new currency or change parameters of the existing one, you should enter symbol of the currency and its exchange rate to the currency with the known exchange rate. Move to the Suffix window to enter the symbol, which will depict the currency in the transaction list.

To set the exchange rate, select: the date for which the rate is to be set; related currency; exchange rate. For instance, if you set exchange rate of European Euro to US Dollar at 0.9, this means that 1 Euro is equal to 0.9 Us Dollar.

Then select the default currency for all the transactions, accounts, projects and new currencies. Pressing Set Default allows you to select default currency from the set currencies.

## 6.7 Passwords

You can protect your information from unauthorized access by setting a password. For this purpose, select the "Password" bookmark:



If you want to set a password, select the function "Set Password". Then enter your password – a sequence of any symbols you like in the field "Input New Password". To confirm your password, enter it in the field "Repeat New Password". All the symbols you enter will be shown as "\*". You'll be asked to enter your password each time you run the program.

You can also set the time upon which your PocketPC switches into saving mode, if no operation was performed by the program during this time. Tick off the "Screen-Saver-Password" function and set the interval at the end of which this function will be activated. At the end of the selected time the computer will switch into a saving mode. At the attempt to continue working with the program, you'll be asked for a password.

**Note.** *When entering passwords, pay attention to the symbols' registers. Do not forget that if you make mistake for three times while entering the password, the program will be blocked. When the program is blocked, you should press "Reset" button located on the backside of your PocketPC to renew the program.*

If you want to cancel the passwords you've set, move to the settings mode and delete the passwords entered while adjusting the program settings. When canceling the "Set Password" function, all the passwords will be canceled, and in case of canceling the "Screen-Saver-Password" function – only those which are required for switching back from the saving mode.

When all adjustments are set, press  in the upper right corner of the screen.



## 6.8 Help System

For operative problem solving when working with the program, it's equipped with a help system.



To run the system, select Tools/File/Help.

You'll see the Help contents. Select the required division by pointing it. The content of the division will be opened.

To view the reference, use the scroll bar next to right border of the screen.

Some words of the text (marked with blue) can contain links to other divisions of the reference. After clicking such a word, reference containing information on the meaning of this word will be shown.


There are the following buttons in the lower part of the screen:

-  back to the previous division;
-  review the division you got back from.



## 6.9 Today plug-in

This plug-in allows to get information without launching the program and works in two modes:

1. Account mode - presents all accounts, current balances and total summary.
2. Scheduled transaction mode - presents all planned transactions due today and transactions' summary.

Cash Organizer protects your financial information from unauthorized access (if password is set). Click on input area, enter the password and push  button to get access to your data. You can block access and hide the information at anytime by pushing this button again.



-   this buttons (replacing each other) switch between Account and Schedule modes.

Total 2 050.00\$ Today 2 050.00\$			3 Schedules 880.00\$		
Account	Total	Today	Date	Scheduled	Amount
<input checked="" type="checkbox"/> VISA	-1 250.00\$	-1 250.00\$	30/12/02	Salary	1 000.00\$
<input checked="" type="checkbox"/> WestPack	3 000.00\$	3 000.00\$	30/12/02	Dining	-20.00\$
<input checked="" type="checkbox"/> My cash	300.00\$	300.00\$	30/12/02	Auto insurance	-100.00\$

-   click on this buttons to hide/show details.

Total 2 050.00\$ Today 2 050.00\$		
Account	Total	Today
<input checked="" type="checkbox"/> VISA	-1 250.00\$	-1 250.00\$
<input checked="" type="checkbox"/> WestPack	3 000.00\$	3 000.00\$
<input checked="" type="checkbox"/> My cash	300.00\$	300.00\$

Total 2 050.00\$ Today 2 050.00\$			3 Schedules 880.00\$		
Account	Total	Today	Date	Scheduled	Amount
<input checked="" type="checkbox"/> VISA	-1 250.00\$	-1 250.00\$	30/12/02	Salary	1 000.00\$
<input checked="" type="checkbox"/> WestPack	3 000.00\$	3 000.00\$	30/12/02	Dining	-20.00\$
<input checked="" type="checkbox"/> My cash	300.00\$	300.00\$	30/12/02	Auto insurance	-100.00\$

- **Actions** ▾ – quick selection of the accounts sets, the balance shown will also change.
- "Select All" - select all the accounts in the list;
- "Clear All" - deselect all the accounts in the list;
- "Save Set" - save the selected accounts under the name specified;
- "Select Set" - select the required set of accounts saved;
- "Delete Set" - delete the set of account saved.



To activate/deactivate the plug-in:

1. Open Start button / Settings / Today / Items;
2. Mark/unmark Cash Organizer's plug-in checkbox.

## 7. Current transaction processing

Current transactions are those, which are made or will have been made by the fixed date.

Work with the current transactions in the account and project modes. All the current transactions are taken into consideration by default when calculating account and project balances.

### 7.1 Types of transactions

There are three types of the current transactions:

- simple transactions;
- compound transactions (splits);
- transfers.

Simple transactions fully relate to the same account or project. This is any elementary financial operation. Example of the simple transaction is payment for hotel by bank cheque (expenditures from the bank account).

Compound transactions consist of several simple transactions. They are used for joining together several similar simple transactions. Example of the split is simultaneous receipt of the salary and bonus (two transactions – receipts of different categories and amounts to the bank account).

Transfer is a special type of transactions, which means money transfer from one of your account into another one. Transfer means simultaneous performance of two simple transactions – expenditure from one account and simultaneous receipt of the same amount into another account (if the accounts use different currencies, the amount will be converted at the set exchange rate). Example of the transfer is receipt of the money from a cash dispenser – money transfer from the bank account into the cash account.

### 7.2 Create new transaction

The most frequent operation in Cash Organizer is new transaction creation. Move to the account or project mode and press New to create new current transaction. Transaction properties window will appear on the screen:

The screenshot shows a dialog box for creating a new transaction. The top bar displays the current balance as '\$100.00' and the time as '2:48a'. The dialog title is '< New Transaction >'. The main form contains the following fields and controls:

- Date: 12/29/2002
- Amount: -0.00
- Currency: USD
- Category: (dropdown menu)
- Project: (dropdown menu)
- Contact: (dropdown menu)
- No: (dropdown menu) is Unreconciled
- Note: (dropdown menu)

At the bottom of the dialog, there are three buttons: 'Property', 'Split', and 'Actions'.

Enter all the attributes for the new transaction and press  in the upper right corner.

## 8. Transaction attributes

Each of the transactions has a range of attributes, which describe it:

- transaction name
- transaction date
- amount
- category
- project
- account
- contact
- number
- mark
- note

### 8.1 Transaction name

Transaction name is an attribute depicting form of the transaction presentation in the list. It should be selected in order to recognize the required transaction in the list. For instance, you can name "Hotel" the transaction describing payment for hotel.

It's important that the name is not too long, as long names can't be seen in their full lengths on the screen due to insufficient width of the column. The name, which is not shown in its full length, ends with dots. For example, in the list you can see "Salary for Jan..." instead of "Salary for January 2002".

### 8.2 Date

Transaction date shows actual date of the transaction performance. This information is very useful as it allows tracing the balance changes in the course of time.

To set the date of the transaction, select ▼ in the date field (by default the field will be filled with the current date). A calendar for the current month will appear on the screen. If you want to change the month, press the arrow next to the month's name. Select the required month and the date in the calendar.

### 8.3 Amount

Amount is one of the key attributes of the transaction. It shows receipt or expenditure, which is result of the transaction. Amount is shown in the transaction attributes window next to the date.

If you know the transaction amount, move to the transaction amount field and enter the amount. Positive value means money receipt and the negative one means expenditure.

If the amount should be calculated first, you can use the built-in calculator. For this purpose, press ▼ next to the amount:

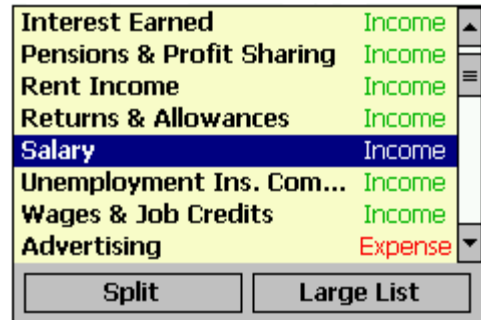


By pressing the buttons, calculate the transaction amount. On having pressed " = ", you'll see the final result in the amount field.

To select the transaction currency, press ▾ in the currency field next to the transaction amount. Then select the required currency's symbol from the list.

## 8.4 Category

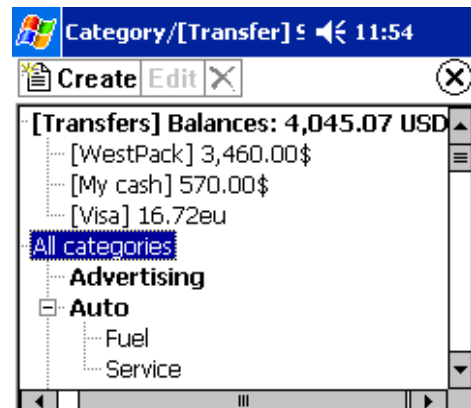
Category allows you to classify your transactions. Press ▾ next to the "Category" field. List of categories will be opened on the screen:




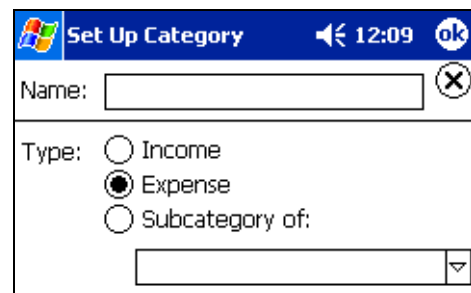
Each category is marked as receipt or expenditure. At the end of the list you'll find names of all the accounts for transfer creation. Select the required category from the list.

During your work you can change the list by creating new categories, editing the existing and deleting useless ones. For this purpose, select Tools/Categories.


Full list of the categories will appear:




To create a new category, select "Create". In the category-setting window enter the category's name and mark if the category is receipt or expenditure. Press .



You can create subcategories for the existing categories. For this purpose, select the category for which you're going to create a subcategory. The subcategory will be of the same type (receipt or expenditure) as the principal category:

To edit the category, select it from the list and press "Edit". Category setting window similar to that for category creation will appear. Make the necessary changes and press .

To delete the category, select it from the list and press . A warning message will appear to avoid unintended deletion of the category:


By pressing "Yes", you can reassign all the transactions related to the category being deleted to another category. You'll see the full list of the categories and you should choose the category for the transactions' reassignment. For example, if you're deleting the "Fuel" category, you can reassign all the transactions into the "Auto" category.


By pressing "No", you'll delete the category without the transaction reassignment.  
By pressing "Cancel", you'll cancel deletion.

## 8.5 Project / Account

Each of current transactions relates to some account or project. For example, "Salary for July" can relate both to the bank account and "My Job" project.

Current account in the account mode and current project in the project mode are automatically understood as attributes of the account / project in the transaction.

If you want to establish relation of the transaction set in the account mode to one of the projects, press  next to the "Project" field and select the project's name.

If you want to establish relation of the transaction set in the project mode to one of the account, press  next to the "Account" field (this field is located a little bit lower than the "Category" field in the project mode) and select the account's name.

## 8.6 Contact

You may need to get details of any of the transactions some time after it has been performed (for example, to specify cost of the promotion materials). For such a purpose, you can set "Contact" attribute.

To set this attribute, you can either enter contact information into the "Contact" field, or press ▾ next to this field and select contact information from the contact list of "Outlook" (you can do so if this program is installed on your Pocket PC).

## 8.7 Number

You can use number of the transaction as its attribute. This will ease you orientation in the list as transactions are ordered by their number according to some characteristics (for example, time of the transaction setting or its importance).

To give number to the transaction, move to the "No" field and enter the required number.

## 8.8 Mark

Each transaction can bear a mark. Marks are used when revising balance of your electronic account and that of your real bank account using the account statement. To select a mark, press ▾ next to the mark field:

There are three types of marks:

- Unreconciled – transactions which are not included in the bank account balance or haven't been reconciled to the bank account;
- Cleared – transactions reconciled to the bank account before complete revise of the bank account balance;
- Reconciled – group of transactions with total balance equal to that of the account statement.

You can use "Void" instead of any of the marks. Transaction marked in this way, won't affect the account balance.

By default, all the transactions are marked as "Unreconciled".



## 8.9 Note

You can make notes to enter some additional information on the transaction. You can input you bank account number or more detailed information on the transaction's purpose, etc.



## 8.10 View and Edit attributes of the transaction

While working, you may need to view (and sometimes to change) attributes of the existing transaction (for example, you want to specify your bank account number).

To view and edit attributes of the transaction, you can use the context menu. It will be opened if you point the transaction in the list and keep pointing it for some time. In general, the menu looks as follows:



To view some attributes of the transaction (name, date, category, account, project or amount) select "Properties" in the menu. A table containing attributes of the transaction will appear.

To view all the attributes of the transaction or to edit some of them, select "Edit" in the menu. You can edit attributes in the corresponding fields of the transaction description. On having finished editing, press either  to confirm the changes or  to cancel them.

To view and edit attributes of the transaction, you can also click twice the transaction in the list and make necessary changes in the corresponding fields of the transaction description.

### 8.11 Delete the transaction

Due to some reasons, some of the transactions should be deleted from the list (for example, by mistake you have create the same transaction twice).

To delete the transaction, open the context menu and select "Delete". You'll see a warning message. Click "Yes" to confirm deletion or "No" to cancel it.

### 8.12 Search transaction

If the list of transactions is long enough, it is difficult sometimes to find the required transaction quickly. To ease your searching, use the command "Find" from the "Tools" menu.

To start searching, enter sequence of symbols into the "Find what" field and press "Find". The program will perform searching among the current transactions and show that one which was set first.

Tick off "Match Case" if you would like to match the register (lowercase and uppercase letters) when searching.

To continue searching other transactions containing such a sequence, select "Find next" in the "Tools" menu. On having found all the transactions corresponding to the request, the program will point out the first one.

Failing to find any transactions meeting the search request, the program will notify you correspondingly.

### 8.13 Duplicate transaction

If you need to create a transaction, which only slightly differs from any of the existing ones, you can duplicate the existing transaction instead of creating a new one and then edit it if necessary.

To duplicate the transaction, switch to the account mode, select the transaction to be duplicated, open the context menu and select "Duplicate". There will appear exactly the same transaction in the list (which can be edited).

### 8.14 Change account of project of the transaction

You may need to change account or project of the existing transaction. For instance, you paid salary to your employee by cash instead of the bank transfer.

To change the account, switch to the account mode, to change the project – to the project mode. Select the transaction for which you're going to change the account/project and open the context menu. Select "Move to Account (Project)". In the list of the accounts (projects) point that one to which you're going to relocate the transaction.



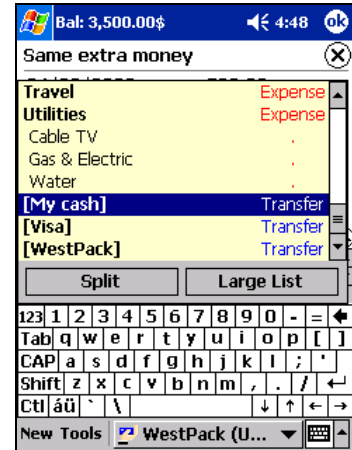
## 8.15 Add transaction to the planning mode

You can create scheduled transaction on the basis of any of existing ones. For example, you've received some amount of money and assume that soon this transaction will take place again (but you're not completely sure).


To add the transaction into the planning mode, select it from the list and open the context menu. Select the command "Add to planner". In future, you'll be able to edit the created scheduled transaction in the planning mode.

## 8.16 Money transfer from one account to another

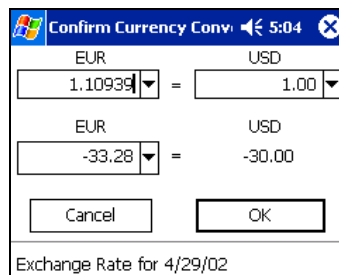
You can transfer your money from one account to another. For such a purpose, when setting the transaction category in the account mode, indicate the name of the account from which money should be transferred:




In the result of transfer, a new transaction for the mentioned amount appears in the transaction list of the current account. At the same time, in the transaction list of the account from which money is transferred a transaction with the same attributes will appear but the amount of the transaction will be negative.

For example, if you set transaction for the amount of \$50 in the current account WestPack, transaction for the amount of -\$50 appears in the transfer account MyCash. In the transaction list, transfers are marked with .

**Note.** *If accounts, between which the money has been transferred, use different currencies, or the transaction amount is set in the currency, which is not principal for the current account, you should enter or confirm exchange rates. A window will appear on the screen:*

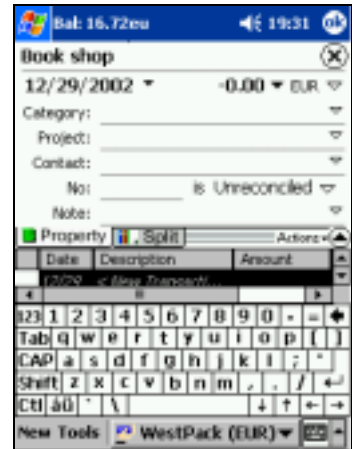


*You can set new exchange rate by making changes in the fields followed by . All the changes made in one of the fields will be accounted in other fields. On having set exchange rate, press OK.*

## 8.17 Perform the compound transaction (split)

To make the transaction list shorter you can set one compound transaction (split) instead of several similar simple transactions. To set such a transaction, switch into the account mode.

1. Create a new transaction by pressing "New" and set common attributes of the split – name and date.





2. Move to the group of the split's attributes by selecting




3. By clicking twice "New split", start setting attributes of the simple transaction included in the split.




4. Set the transaction's attributes: note, transaction amount indicating its type (receipt or expenditure) and currency, category and project. Then press .



5. Adjust other transactions included in the split. The program will automatically calculate total amount of the split. On having finished setting all the transactions, press .



Date	Description	Amount	Balance
29.04	Restaurant	-30.00€	16.72

In the list, splits are marked with .

## 9. Working with accounts

This chapter describes how to work with accounts.

From this chapter, you'll learn:

- how to create, edit and delete accounts;
- how to check balance of one or several accounts for the required date;
- how to reconcile balance of your electronic account with that of your bank account;
- how to shorten the list of transactions of your account by deleting old transactions.



### 9.1 Create new account

Your first account was created when the program was run for the first time. While working with the program, you may need to create new accounts. Select «Tools/Accounts/New». Account creation will be opened (exactly the same as when for creation of the first account).

See other steps in "Create new account"

### 9.2 Edit the account

While working with the program you may need to change attributes of the account (name, currency, initial balance or note). To change attributes of the account, select "Tools/Accounts/Edit".

A window similar to that for the first account creation will appear on the screen. Change attributes of the account in the fields "Description", "Currency", "Opening Balance", "Minimum Balance" and "Note" and press . If you want to cancel the changes, press .

### 9.3 Delete the account

Some of the account may become useless (for example, you've closed your bank account). This account can be deleted.

To delete the account, activate it, and then select "Tools/Accounts/Delete". A warning message will appear on the screen. Select "Yes" to confirm deletion and "No" to cancel it.

#### Notes.

1. All the data on the deleted account will be deleted as well and can't be restored. Please be attentive when deleting accounts.
2. When program is in use, at least one account must exist. That's why you'll never be able to delete the last account using this tool.

## 9.4 View current balance of the account

Main characteristic of any of your accounts is its current balance. That's why it's necessary to check the balance changes in the regular manner in order to make required corrections in your financial activities.

Balance of the current account is shown in the right lower corner of the window, in the balance field. To get detailed information on the account's balance, press ▼ next to the balance field. You'll get the following information:

- Account – name of the account;
- Total Balance – total balance of all the current transactions irrespective of the dates;
- Today's Balance – total balance of all the current transactions of the present or earlier dates;
- Number of Records – number of transactions related to the current account;
- Bal Reconc., Bal Cleared, Bal Unreconc. – balances of all the current transactions marked as Reconciled, Cleared, Unreconciled. On having selected one of the lines in the table, you can get information on total amounts of receipts and expenditures as well as on number of the operation of the selected kind.

*Note. Lines Bal Reconc., Bal Cleared, Bal Unreconc. are in the table only in case if transactions marked like that exist and there at least two different types of marks. For example, if all the transactions are marked as Unreconciled, there will be no such lines in the table; if there transactions marked as Unreconciled and Reconciled, the table will contain lines Bal Reconc., Bal Unreconc. and won't contain line Bal Cleared.*

## 9.5 View the current balance of several accounts

You may need to view the current balance not only of one separate account, but also of several accounts. For example, total amount of money at your disposal is the sum of balances of your bank accounts and your cash.

To view the balance of several accounts select "Tools/Accounts/Account list". You'll see the list of all of your accounts and the balance (total and today's) of all the selected accounts.

Select from the list the required accounts and deselect those you don't want to be accounted in the balance. As you change selection of the accounts, the balance shown will also change.

To ease the selection procedure, use the **Actions ▼** menu:


- "Select All" - select all the accounts in the list;
- "Clear All" - deselect all the accounts in the list;
- "Save Set" - save the selected accounts under the name specified;
- "Select Set" - select the required set of accounts saved;
- "Delete Set" - delete the set of account saved.
- 


When selecting the commands "Select Set" and "Delete set", you'll see the embedded menu containing names of all the account sets saved.

When selecting the command "Save Set", you'll see the list of all the account sets saved and the line "New". Select "New" to save a new account set or the name of the existing set to re-save it under the same name.

## 9.6 Prognosis of balance changes by the selected date

When scheduling financial operations it's very important to estimate possible changes of the balance by the current date. Thus, you can evaluate efficiency of all the transactions scheduled by the date.

To evaluate balance changes, set the prognosis date in the prognosis field and press . A table containing the prognosis of the account balance changes will appear.

<b>Scheduled 01/30/03</b>	
<b>Account My cash</b>	
<hr/>	
<b>Amount: (\$99.00)</b>	▶
<b>Balance: \$501.00</b>	
<hr/>	
<b>By Categories</b>	▶
<hr/>	
<b>By Projects</b>	▶
<hr/>	
<b>By Contacts</b>	▶
<hr/>	
<b>Go Today</b>	
<hr/>	
01/30/2003 ▼ 	Bal: \$600.00 ▼


- "Scheduled" - select the prognosis date;
- "Account" - select the active account;
- "Amount" - amount of all the receipts and expenditures of all the transactions scheduled by the selected date; if necessary, you can get information on amounts of the receipts and expenditures planned;
- "Balance" - expected balance of the account taking into consideration all the current and scheduled transactions to be performed by the selected date;
- "By Categories", "By Projects", "By Contacts" - distribution of the planned receipts and expenditures between projects, categories and contacts respectively;
- "Go Today" - change the date in the prognosis date field to the current date.

**Note.** *Current transactions are included in the planned balance irrespective of their dates.*

## 9.7 Account balance reconciliation

It's recommended that you check periodically (once a month) balance of your electronic account with your real bank account. To do this, you need your bank account statement.

To reconcile the account balance with the bank statement, select the account and use the command "Tools/Accounts/Reconcile This Account".

First, you should set key parameters of reconciliation: date, starting and ending balances and, if required, service charge and interest earned in the appropriate fields. Use the data of your bank account statement. On having finished, press .



Balance WestPack (USD) 6:06 

Enter the following information from your statement:

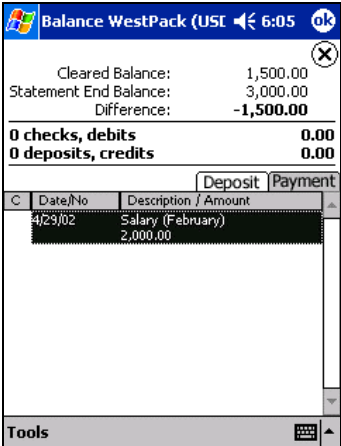
Statement Date: 05/29/2002  
 Starting Balance: 1,500.00  
 Ending Balance: 3,000.00


If applicable, also enter the following:

Service Charge: 0.00  
 Category: Bank Charges  
 Interest Earned: 0.00  
 Category: Interest Earned

123 1 2 3 4 5 6 7 8 9 0 - = < >  
 Tab q w e r t y u i o p [ ]  
 CAP a s d f g h j k l ; ' < >  
 Shift z x c v b n m , . / < >  
 Ctl áü ` \ < > < >

After you have set the parameters for account reconciliation, the balance reconciliation window will appear:



Balance WestPack (USD) 6:05 

Cleared Balance: 1,500.00  
 Statement End Balance: 3,000.00  
 Difference: -1,500.00

0 checks, debits 0.00  
 0 deposits, credits 0.00


Deposit Payment

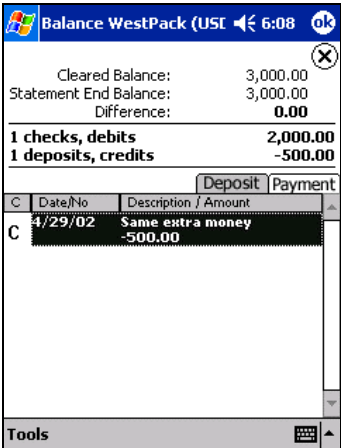
C	Date/No	Description / Amount
	4/29/02	Salary (February) 2,000.00


Tools

In the upper part of the window you can see: disparity between initial balances of the electronic and bank accounts (if the balances are equal, the line is absent), cleared balance (starting balance and all the transactions marked as "Cleared"), end balance, and the total disparity (difference). Then you'll see information on number of all receipt and expenditure transactions marked as "Cleared" and their total amount as well as lists of all the receipt and expenditure transactions for this account marked as "Unreconciled" or "Cleared".

When reconciling the balance, click the "C" field for all transactions coinciding with the bank statement and they'll be marked as "Cleared". Make the appropriate changes in the amounts of the reconciled balances, balance disparities, number and amounts of receipt and expenditure operations.

On having reconciled the whole statement, you should get zero disparity between balances. In this case the balance reconciliation should be successfully finished by pressing .



Balance WestPack (USD) 6:08 



Cleared Balance: 3,000.00  
 Statement End Balance: 3,000.00  
 Difference: 0.00


1 checks, debits 2,000.00  
 1 deposits, credits -500.00

Deposit Payment

C	Date/No	Description / Amount
C	4/29/02	Same extra money -500.00



Tools

All the transactions marked during the balance reconciliation will be marked as «Reconciled» . Non-marked transactions will remain marked with "Unreconciled" .

Sometimes, due to various reasons, balance of your electronic account doesn't coincide with the bank statement (for example, you forgot to enter one of the transactions). In this case, if you press  the program will notify you that your balance doesn't coincide with the bank statement and you'll be offered

two ways: you can either continue reconciliation or finish the procedure by entering a new transaction for the amount equal to that disparity between balances. If you agree to enter such a transaction, all transactions marked in the process of reconciliation as well as the new transaction will be marked as «Reconciled».

During the next reconciliation, transactions marked as «Reconciled» won't be included in the transaction lists.

**Note.** *In case the account statement is too long, you may fail to reconcile the balances at once. You can interrupt reconciliation by pressing . Transaction, which has been marked by that moment, will be marked as "Cleared" . To renew reconciliation, select the appropriate command from the menu; reconciled transactions will be marked in the list.*



## 10. Budget

This chapter will help you to get practical skills for corporate finance as well as your private finance management. You'll learn:

- how to plan your budget using Cash Organizer;
- how to evaluate expected receipts and expenditures of the budget and control them;
- how to make a budget report.

### 10.1 General principles

Budget planning is the main task of financial activity. Budget, planned correctly, will let you know exactly what money are at your disposal and how much you can spend for certain purposes - for purchasing of new equipment for your company, to repair your house and so on. Select categories receipts, expenditures and projects of which you're going to include in your budget and evaluate approximate level of receipts and expenditures for each of the categories. You can plan you budget by presenting it in the form of a table.

Description	%	Actual
<b>Business/Contract #1</b>	<b>22%</b>	<b>(\$390.00)</b>
Advertising	10%	(\$100.00)
! Provincial Sales Tax	105%	(\$210.00)
Travel	16%	(\$80.00)
<b>Business/Contract #2</b>	<b>50%</b>	<b>(\$1,040.00)</b>
Advertising	60%	(\$300.00)
Provincial Sales Tax	40%	(\$60.00)
Travel	48%	(\$680.00)

When analyzing the budget, it's very important to compare the planned receipts and expenditures with actual ones. That's why there are four figures in the category's line, which allow evaluation of your budget efficiency: actual balance, planned balance, disparity between them and percent of consumption. You are supposed to enter values of the planned budget only; the actual balance, disparity between the planned and actual receipts and expenditures will be calculated by the program on the basis of the transactions performed.

### 10.2 Create new budget

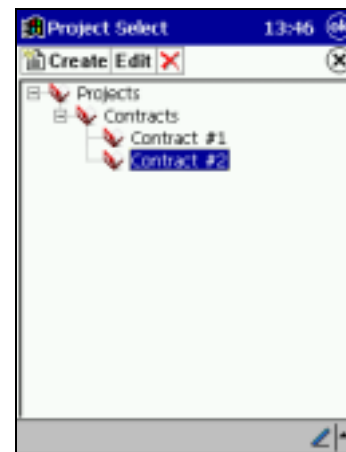
Cash Organizer allows to create budget groups in two ways:

1. Built on categories only.  
This is a simplified kind of budget groups. Transactions will be distributed to budget groups by categories.
2. Built on projects and categories.  
This kind of groups allows much more possibilities in building budget, transactions are distributed by projects and categories.

In reality budget built only on categories rarely suits for business planning. Each company could have several offices, divisions, contracts which need its own budget allocation. The different units often use the same categories of transactions and situation becomes complicated. How to take control of over in simply way and build good budget? Correctly designed projects could significantly relieve problem that faces us.

For example company got two similar contracts. To make two separated budgets for each of the contracts is just enough to create projects "Contract #1" and "Contract #2" and build two groups on this projects.

Projects designed in a way as shown on picture above will allow to create separated budgets for all contracts (the same categorized transactions will be separated on entering level) and get view in financial situation as a whole. Due to the fact that groups could be built on two parameters (project and category) budget's management is absolute under control.



Below are listed main principles of budget's manner of acting:

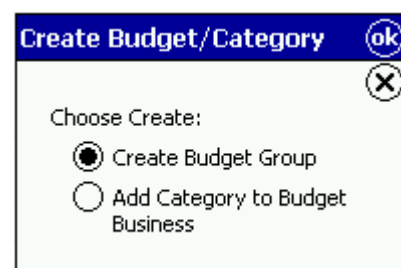
- Program allows to use simultaneously two kind of budget groups;
- One transaction could be set only to one budget group;
- Program keeps next hierarchy in transaction filtration process:
  - a. Subprojects
  - b. Projects
  - c. Subcategories
  - d. Categories
- One category could be used once in groups built on categories and several times in groups built on projects and categories.

On having decided what projects and categories should be included into the budget, you should set the budget for the program. Select the command "Budget" in the "Tools" menu.

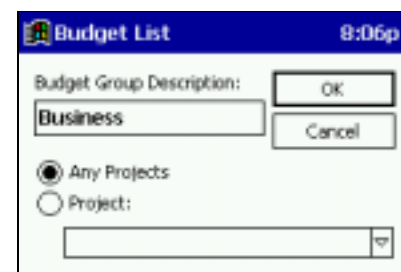
You'll see the list of budgets set before. If you haven't set any budgets yet (or all the budgets were deleted), the list will be empty.

Description	%	Actual
<b>Business/Contract #1</b>	<b>22%</b>	<b>(\$390.00)</b>
Advertising	18%	(\$300.00)
Provincial Sales Tax	10%	(\$210.00)
Travel	16%	(\$300.00)
<b>Business/Contract #2</b>	<b>50%</b>	<b>(\$1,040.00)</b>
Advertising	68%	(\$700.00)
Provincial Sales Tax	48%	(\$500.00)
Travel	48%	(\$500.00)

Press "New". If there is at least one budget group, you'll see the window where you're supposed to specify if you're going to set a new budget group or a new category for one of the existing groups:



On having confirmed creation of a new budget, you'll see the window for a new budget creating (if it's your first budget the window will be opened after you've pressed "New").

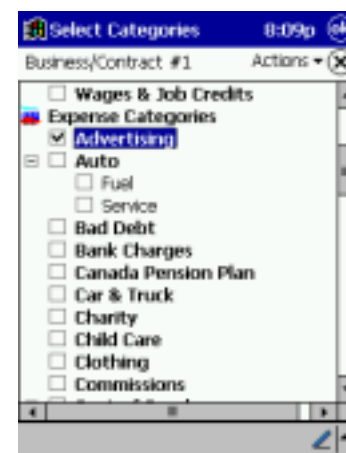


Enter the new budget's name and choose the project from drop-down list if the budget should be built on project and categories and press "OK". The name entered appears in the list.

### 10.3 Add new categories to the budget

On having created the new budget, you should insert some categories into it. You may need to insert categories into the existing budget.

To add a new category, select the required budget from the list and press "New". Select "Add Category to Budget ..." in the opened window (a name of the budget will be seen instead of dots).



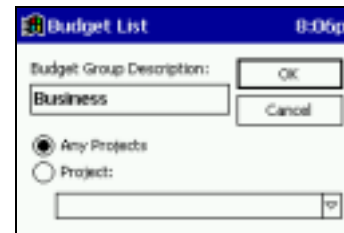
You'll see the list of categories on the screen. Tick off those of them, which are supposed to be included in the budget (or remove ticks from those categories you're going to exclude from the budget). To make the process easier, use the **Actions** ▾ menu. You can tick off all the receipt and expenditure categories and transfers at once or deselect all the categories of subcategories. On having specified the categories to be included in the budget, press **ok**.

### 10.4 Delete a category from the budget

If you want to delete a category from the budget click the category in the list of the budget. When the context menu appears, select "Delete". The category will be deleted from the budget. You can also click the budget's name and select "Add/Del Categories" in the context menu. You'll see the list of categories where you can deselect unnecessary categories or tick of the required ones.

## 10.5 Rename the budget or change assigned project

Due to many reasons you may want to change name of the existing budget or assigned project. For this purpose, select the budget from the list and open Tools\Edit menu. You'll see a window similar to that for a new budget creation.



Enter the new name into the "Budget Group Description" field or change/set project and press "OK".

## 10.6 Delete the budget

If the budget is of no use for you, you can delete it. To delete the budget, select it from the list, open "Tools" menu and select "Delete". You'll see a warning message. Select "Yes" to delete the budget and "No" to cancel deletion.

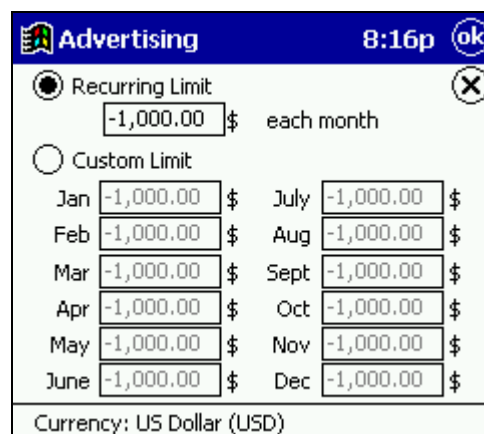
## 10.7 Set scheduled receipts and expenditures fixed in the budget

Setting scheduled receipts and expenditures for each of the categories is one of the most important steps in the budget planning. Scheduled expenditures of the budget in total are the total amount of receipts and expenditures of all the categories of the budget.

To set scheduled receipts or expenditures by categories, select a category from the list and click it to open the context menu. Select "Edit Limit" in the menu.

You can set two types of the scheduled receipts and expenditures in the budget: constant value of the receipts (expenditures) per month or different values for different months.

To set constant value of the receipts (expenditures) per month tick off "Recurring Limit" and enter amount fixed in the monthly budget (in the currency units by default). The program will automatically recognize if this amount is receipt or expenditure in accordance with the category's description.




To set different values of receipts (expenditures) for each month tick off the "Custom Limit" and enter amount of receipts (expenditures) near the name of each month - this amount will be fixed in the budget.


Month	Limit (\$)
Jan	-900.00
Feb	-1,200.00
Mar	-1,000.00
Apr	-1,000.00
May	-1,000.00
June	-1,000.00
July	-1,000.00
Aug	-1,000.00
Sept	-1,000.00
Oct	-1,000.00
Nov	-1,000.00
Dec	-1,000.00

On having set scheduled receipts (expenditures) press .

## 10.8 Set interval for budget planning

When you have fixed your receipts and expenditures in the budget, it's time to set interval for budget planning.

You can set terms for the budget planning by specifying initial and ending dates in the fields "From" and "To" of the list of budgets. Press  next to the date to select the date in the calendar.

From  To  

You can also set intervals for budget planning. Press  and select from the list offered.

The program will fix the initial date in accordance with the selected period and the current date will be set as the ending one.

- Last Year
- Last Quarter
- Last Month
- Current Year
- Current Quarter
- Current Month
- All Period
- Month Up
- Month Down

## 10.9 View the results

On having set adjusted the budgets and their terms, you can move to viewing the results.

Press "Update" to make the program to renew data related to the budgets.

**Note.** *On having set new budgets, new categories for budgets or new terms for budget planning, press "Update" since the program do not re-calculate the results automatically.*

In the list of the budgets, you can view the information on each of the budgets as well as on each of the categories fixed in the budget. Next to the names of the categories where actual receipts (expenditures) exceed scheduled ones as well as next to the names of the budgets where the actual amount is less than the scheduled one, you'll see the exclamation sign "!" and category text changes to red color. Pay special attention to those categories and adjust your financial activities.

To view information on all the existing budgets see the line "Actual". There you'll find actual receipt or expenditure amount for all the existing budget and a percentage (in brackets) of the budget's execution. By pressing next to this line, you'll get the detailed information including actual and scheduled amount for all the budgets and disparity between them.

### 10.10 Exclude transactions from the budget

Sometimes you may need to exclude the transaction from the budget despite that the category, the transaction relates to, is included in the budget. In the account or project mode, select the transaction to be excluded from the budget. Click it and select "Exclude from Budget" in the context menu. After the operation is performed, the budget will be calculated excluding that transaction.

### 10.11 Include transaction into the budget

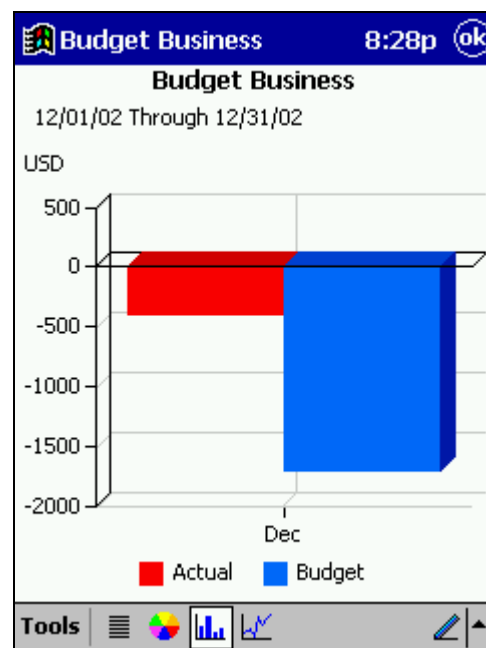
You can include the transaction, which was previously excluded from the budget, back to the budget. Select the transaction in the list (in the account or project mode). Click the transaction and select "Include to Budget" in the context menu. After the operation is performed, the budget will be calculated including that transaction.

**Note.** *You can only include the transaction into that budget that includes also the category to which the transaction is related.*

### 10.12 Make the budget report

The most convenient form of the results' presentation is graphic report. To make a report, select the budget from the list. Press "Tools" and select "Report". You'll see a report in the form of bar graph.

If necessary, you can choose other forms of the report's presentation: text, pie chart, or graph. For more information on selection of the report presentation form and its further processing please see the section "Financial reports".



### 10.13 Notification of the budget limit exceeding

The program will automatically notify you if budget is exceeded in one of the categories after you've set a new transaction. You'll see a message of the budget exceeding including the name of the corresponding category. Getting such information will enable you to make quick decisions on your finance management.

# 11. Financial reports

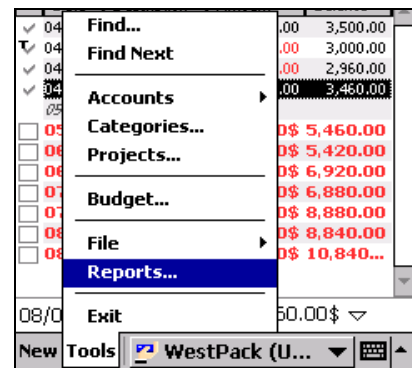
In the domain of finance, it's often necessary to make a financial report. Such a report when made correctly allows getting the required information in the easy to understand form.

From this chapter you'll learn:

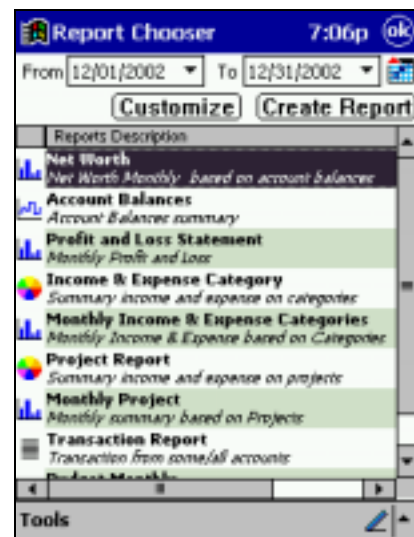
- how to make financial reports including the require information;
- how to choose form of the report presentation;
- how to get the detailed information on the report made;
- how to save the report made and use it for other programs.

## 11.1 Reporting

To make a report, select "Tools/Reports".



You'll see the list of the report forms and several buttons for adjusting settings of the report.



To make a report, you should select form of the report, time interval and a filter.

Then press **Create Report**. The report will appear on the screen.



## 11.2 Setting time interval for the report

Time interval can be set in the upper line of the window:

From 01.12.2002 ▼ To 31.12.2002 ▼ 

Press ▼ of the "From" and "To" fields and select the initial and the ending dates. You can also specify the period for which you would like to get a report (using the current date as the ending one). Press . You'll see the menu where you can set the required period.

Last Year	
Last Quarter	
Last Month	
Current Year	
Current Quarter	
Current Month	
<hr/>	
All Period	
<hr/>	
Month Up	
Month Down	

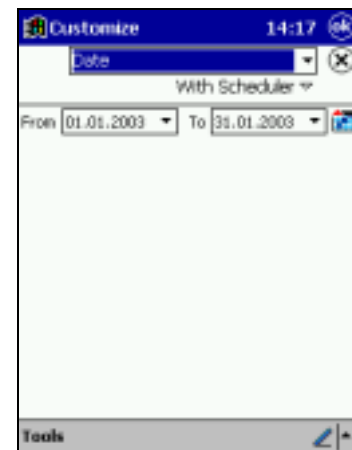
## 11.3 Adjusting a filter

Usage of a filter allows determining what transactions are to be considered while making a report. To adjust a filter, press **Customize**.

You'll see a window to adjust parameters of the filter. Select the group of filtration parameters by pressing in the upper part of the window.

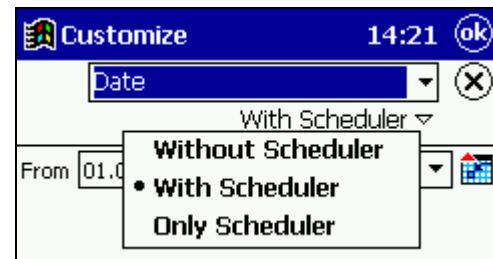
Date ▼	
Date	
<hr/>	
Accounts	
Categories	
Projects	
<hr/>	
Details	
<hr/>	
Currency	
<hr/>	
Chart	

Select "Date" to set reporting interval. The initial and the ending dates are to be set in the same way as time interval in the list of the reports' forms.



The screenshot shows a window titled "Customize" with a time of 14:17. At the top, there is a dropdown menu with "Date" selected. Below it, the text "With Scheduler" is visible. The "From" field is set to "01.01.2003" and the "To" field is set to "31.01.2003". At the bottom left, there is a "Tools" button.

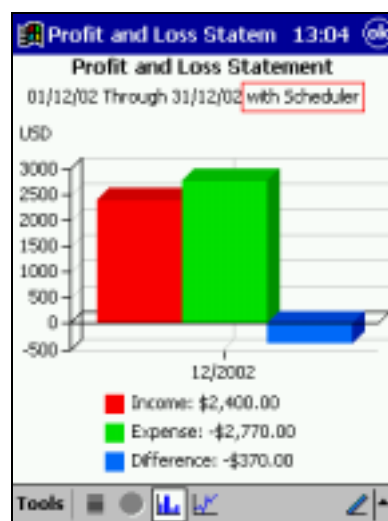
Select from drop-down list:



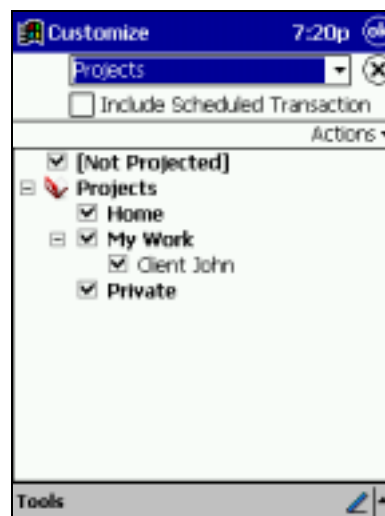
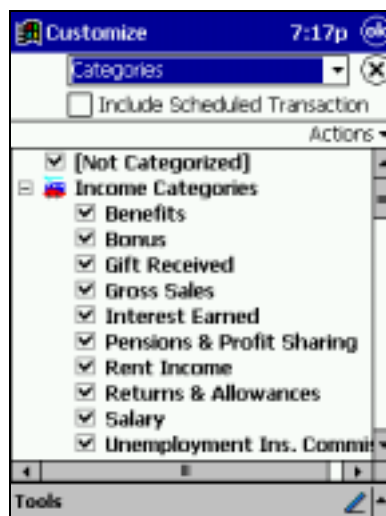
- "Without Scheduler" – to create a report based on saved transactions
- "With Scheduler" – to create a report based on saved and planned transactions
- "Only Scheduler" – to create a report based only on planned transactions

If scheduled (not realized yet) transactions are included into report, Cash Organizer marks it by different color and italic font in list view and "with Scheduler" appears in the report header.

Date	Description	Amount
02/12/02	Office expenses	-\$680.00
04/12/02	Travel to London	-\$1,280.00
10/12/02	Mobile phone	-\$80.00
12/12/02	Advertising	-\$300.00
18/12/02	Auto repair	-\$100.00
23/12/02	Car rent	-\$210.00
26/12/02	Gift Received	\$1,400.00
<i>30/12/02</i>	<i>Salary</i>	<i>\$1,000.00</i>
<i>30/12/02</i>	<i>Dining</i>	<i>-\$20.00</i>
<i>30/12/02</i>	<i>Auto insurance</i>	<i>-\$100.00</i>



Selecting "Accounts", "Categories" or "Projects", you can indicate to what accounts, categories or projects transactions to be used in the report are related.



By selecting "Details", you can indicate some details for the report's presentation:

- "Amount" - amount of the transactions to be considered while making the report;
- "Number" - number of the transactions on basis of which the report is being made;
- "Mark As" - marks of the transactions to be considered in the report метки;
- "Text" - inclusion of transactions with the names containing the mentioned text into the report;
- "Void" - if you ticked off this function, transactions marked as \*\*VOID\*\* won't be included into the report.

By selecting "Currency", you may indicate the currency into which all the amounts should be converted while making the report. Choose exchange rate for report:

- "History" - all transactions will be converted with different, corresponding to each transaction exchange rate from currency history;
- "On Date" - all transactions will be converted with the same exchange rate corresponding to selected date from currency history.

By selecting "Chart", you can get to know some details of the report's presentation:

- "Show in 3D" - three-dimensional image (for pie or bar graphs);
- "BW Color (Use Patterns)" – usage of black and white colors and various types of hatching (if the function hasn't been set, color palette will be used);
- "Show X Gridline", "Show Y Gridline" – show horizontal (X) and vertical (Y) axes on the bar graph or the graph.

*Note. Cash Organizer automatically stores last Customize settings separately for each report and will use them by default next time.*

To save often used parameters select "Save Customize" and set parameters for the filter saving: name of the file, folder and location of the file.

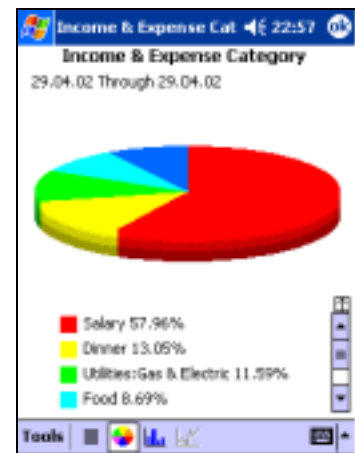
If you want to use the parameters you've saved before, select "Tools/Load Customize" and select the required file from the list.

To cancel the filtration parameters, use the command "Tools/Reset Filter". Program default filtration parameters will be restored.

## 11.4 Selecting form of the report

Depending on what information is supposed to be presented in your report, you can select one of the reports' forms.

- "Net Worth" is net value report (financial term which means total sum of all the receipts, expenditures and the initial balance). Such a report allows you to follow changes of liquid value of your company etc. Usually it's presented in the form of bar graph.
- "Account Balances" - account balance change report is usually presented in the form of graph. This kind of report allows showing balance dynamics for each of the accounts selected by the filter and for all the accounts together.
- "Profit and Loss Statement" report is a comparison between receipts and expenditures values. It is usually presented in the form of the bar graph.
- "Income & Expense Category" is a report following distribution of receipts and expenditures among the categories. It is usually presented in the form of the pie graph.

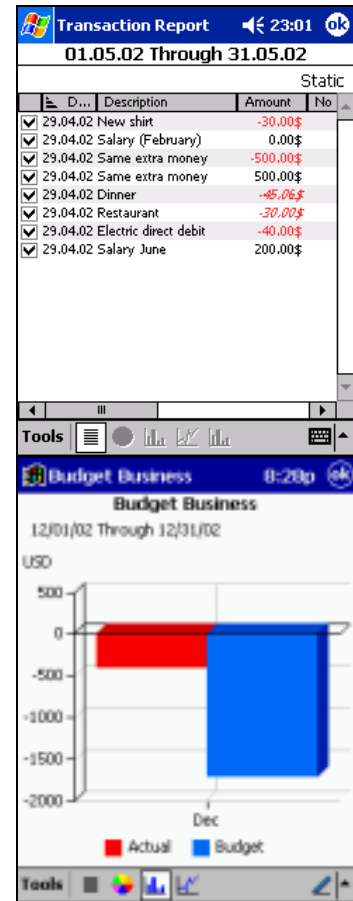


- "Monthly Income & Expense Categories" is a report showing monthly ratio of receipts and expenditures in all the categories selected by the filter. It is usually presented in the form of the bar graph.



- "Project Report" is a report showing distribution of receipts and expenditures between the projects. It is usually presented in the form of the pie graph.

- "Monthly Project" ratio of receipts and expenditures in all the projects selected by the filter. It is usually presented in the form of the bar graph.
- "Transaction Report" is a report including all the transactions for accounts selected by the filter. It is usually presented in the text form.



- "Budget Monthly" is a report showing ratio of the scheduled and actual receipts and expenditures of chosen budget. It is usually presented in the form of the bar graph.

### 11.5 Process the report made

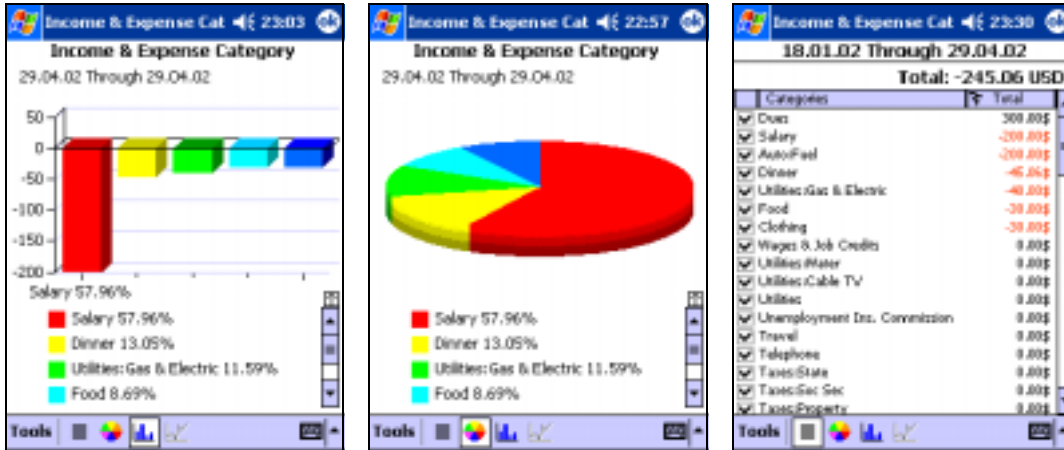
Processing of the report includes:

- selection of presentation form for the report;
- changing of filtration parameters (if required);
- detailed overview of the report data;
- creation of an auxiliary report.



### 11.6 Select presentation form for the report

Cash Organizer allows choice between four forms of presentation for the reports: text report, pie graph, bar graph and graph.





Whatever form you prefer, there is always the most typical default form of the report for each of the types. However, you can elect other presentation forms for most of the reports. See below for examples of variety of presentation forms for the "Income & Expense Category" report.




You can select the required presentation form by clicking the corresponding icon in the menu (in the lower part of the window):

- text report 
- pie graph 
- bar graph 
- graph 

See the table below to check what presentation forms can be used for each type of reports. Allowable forms are marked with "+", default presentation forms are marked with "++".



Type of reports	Presentation form				
Net Worth		+	+	++	+
Account Balances		+			++
Profit and Loss Statement		+		++	+
Income & Expense Category		+	++	+	
Monthly Income & Expense Categories		+		++	+
Project Report		+	++	+	
Monthly Project		+		++	+
Transaction Report		++			
Budget Monthly		+	+	++	+

### 11.7 Changing filtration parameters

You may need to change filtration parameters for the report, which has been already made. Select "Tools/Customize". You'll see the same window as for filtration parameter adjusting. Change the required filtration parameters and press . The report will be changed accordingly.

## 11.8 View small-sized elements


The graphic report may contain some small-sized elements, which are difficult to be seen in the usual scale. You can view some parts of the bar or pie graph in more details. For this purpose, select the element of the report to be viewed in the larger scale.


After that the selected element will become of the size of the whole report. You'll see the sign  next to it. By pressing , you can open the whole report again.

## 11.9 Open the legend, completely or partially

Graphic report is always followed with a legend which is a table explaining the meaning of each color used for the graph. When many colors are used, the legend is too big for the screen that's why only several upper lines of the screen can be seen.

If there is no room on the screen to show the legend as a whole, use the scroll bar next to it. Moving the traveler along it, you may view the whole legend.

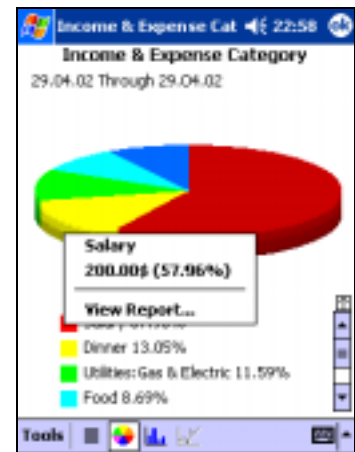
There is the icon  above the scroll bar. By pressing it, you can open the whole legend on the screen (part of the screen containing the graph will become smaller).

After opening of the legend on the screen, the icon  appears above the legend (to the right). By pressing the icon, you can go back to the initial presentation (complete image of the graph and partial presentation of the legend).

## 11.10 Getting detailed information on the report's elements

While viewing the graphic report, you may need detailed information on some elements of the report (for example, amount of receipts or expenditures of the category in the report like "Income & Expense Category", account balance for the selected date in the report "Account Balances" etc.).

You may get the required information by pointing the corresponding element of the report. A context menu containing the required information will appear.



### 11.11 Create an auxiliary report

If necessary, you may get additional information on the element of the report not only in the form of a table, but also in the form of an auxiliary report. For such a purpose, select the correspondent element of the graphic report and select the command "View Report" in the context menu. You may also create an auxiliary report by clicking twice the element of the graphic report, which you're interested in. Type of the auxiliary report is defined by the type of the original report.

Type of the original report	Type of the auxiliary report
Net Worth	Account Balances
Account Balances	-
Profit and Loss Statement	Transaction Report
Income & Expense Category	Transaction Report
Monthly Income & Expense Categories	Income & Expense Category
Project Report	Transaction Report
Monthly Project	Project Report
Transaction Report	-
Budget Monthly	-

On having viewed the auxiliary report, press , to get back to the original report viewing.



## 11.12 Save the report to the file

You can use your report while working with other programs: graphics editors, text editors, to place in the Internet, etc. For these purposes, you must save the report to the file.

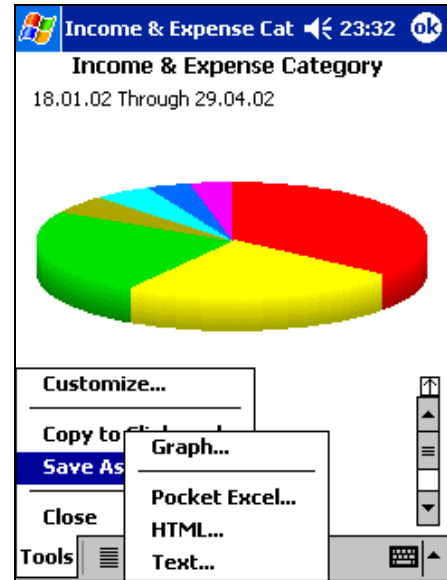
To save the report into a file, select "Tools/Save As". Then indicate the file type depending on how you're going to use the file in future.

Select "Graph", if you're going to you the report as a graphic object.

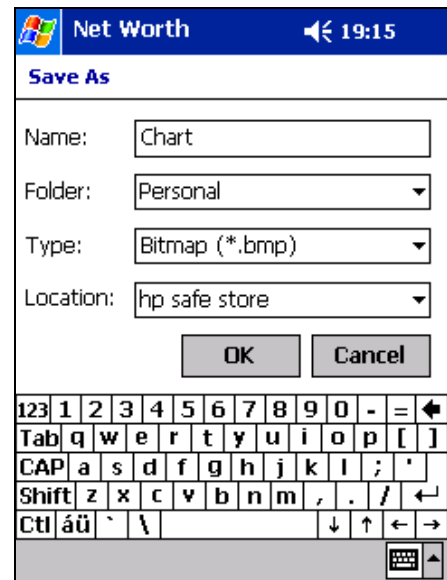
Select "Pocket Excel" to save the report in the form of electronic worksheet.

Select "HTML", if you're going to use the report for working in the Internet.

Select "Text" to save the report as a text file.



Then adjust saving parameters: file name, folder, type and location.



Press "OK" to save the file.

## 11.13 Transferring report to other application

Financial data (graphic and text) could be easily transferred directly into other application. To do this run report and switch to required presentation. Select "Tools/Copy to Clipboard" and use "Paste" function of target application.

## 12. Working with data

When using the program, it's very important to ensure security of the database and the data ability to be used by other programs.

From this chapter you'll learn:

- how to create archive data files and use existing ones;
- how to perform data exchange between Cash Organizer and other programs.

### 12.1 Create and renew archive data file

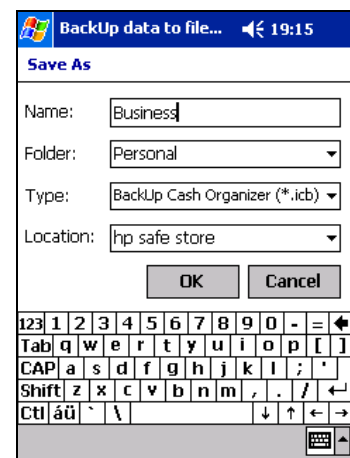
Storage of information in archive data files allows:

- to ensure information safety;
- to work with different databases (each of them is kept in a separate file);
- to view history of your financial state changes in the past (using the previously saved databases).

At the first saving, the program creates an archive data file; at future savings, you can either create a new archive data file or renew the existing one.

To create (renew) the archive data file, select "Tools/File/Backup".

To create a new archive data file, adjust the required saving parameters in the appropriate fields of the window: file name, folder, location, type (set the file type "BackUp Cash Organizer (\*.icb)"). Then press "OK".



**Note.** *If you indicate "Main memory" as the file location, you may lose your data in case of the battery complete discharging. To avoid any data losses save the file using the external carriers.*

When renewing the existing archive data file, all the saving parameters are indicated in the appropriate fields. Press "OK" to confirm.

Every time you try to exit the program using the command "Tools/Exit", the program always offers to renew the existing archive data file or to create a new one.

### 12.2 Restore the existing archive data file

You can switch to processing the data from the archive file at any time. For this purpose, select "Tools/File/Restore". You'll see the list of all the archive data files stored at your PocketPC.

Click the required data file in the list. To make the file search easier, indicate the folder where the file is stored; in this case the list contains files stored in the indicated folder only. After restoring, you can work with the database stored in the archive.

**Note.** *When restoring the archive data file, you'll lose all the unsaved data. Please do not forget to save your data before the file restoring.*

### 12.3 Clear the database

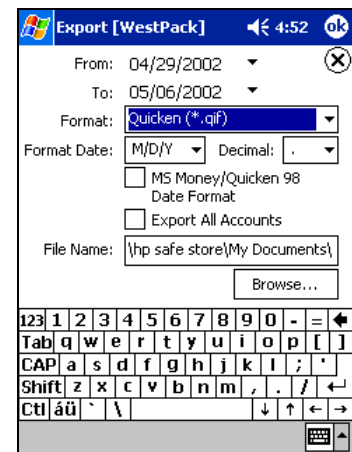
If you want to create a new database, it's necessary to clear the existing one. To clear the database, select "Tools/File/Database clean up". The existing database will be cleared and the program will be closed. All the unsaved data will be lost.

On having run the program again, you can start creating a new database. The program will work like for the first time: it will offer you to create the first account etc. If necessary, you can use the existing database stored in the archive data file.

### 12.4 Data export to other programs

You can export the data created by Cash Organizer to other applications (Quicken, MS Money, MS Excel, MS Word) for further processing. To export the data, switch into the account mode and select "Tools/File/Export". (You can only export data related either to the current account or to all the accounts).

In the fields "From" and "To" set the period for which data should be exported.



Select export data format in the "Format" field in accordance with what program you're going to use for further data processing:

Format	Program
Quicken (*.qif)	Quicken, MS Money, etc.
Pocket Excel (*.pxl)	MS Excel, Pocket Excel, etc
Windows Text (*.txt)	MS Word, Pocket Word, etc
Unicode Text (*.txt)	MS Word, Pocket Word, etc. (in case if symbol of local alphabets, not set in Windows, are used)

Select the format of the date presentation in the "Format Date" field.

In the "Decimal" field, select "." or "," as decimal point (to separate, for example, dollars from cents).

Tick off the "MS Money/Quicken 98 Date Format" field if you're going to export the data into the versions of MS Money, Quicken, etc., released in 1998 or earlier.

Tick off the "Export All Accounts" field if you want to export all of your accounts (if the field is not ticked off, only the current account will be exported).

**Note.** *Each account will be exported in a separate file with a name coinciding with the account's name.*

In the "File Name" field, select the folder where the exported file(s) will be created. Enter the address manually or select the folder using the "Browse".

On having adjusted all the parameters for the file exporting, press .

## 12.5 Data import from other programs

Cash Organizer allows using of data from other programs if they are saved in the format \*.qif (MS Money, Quicken, etc.). Switch into the account mode (select the account to which the data are to be imported). Select the command "Tools/File/Import QIF". You'll see the list of all the data files in the \*.qif format stored at your PocketPC.

Click the required file in the list. To make the search easier, indicate the folder where the file is stored - in this case, the list contains only the files stored in the indicated folder. After importing, the current account will contain information on all the transactions contained in the file.