

my **A**ccountant

VERSION 5



myAccountant has been designed and produced by Osprey Computing.

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User Support

You should contact your software supplier to find out about arrangements for support in your area. Osprey Computing - the developer of *myAccountant* - offers technical support on a fee per incident basis.



Contact Customer Support:

PO Box 351

Kew Vic 3101

Phone: (03) 9853 0623

Email: help@ospreycomputing.com.au

Feedback

We are committed to continuing improvement and are keen to hear of innovative uses and suggestions through mail@ospreycomputing.com.au

Updates

For the latest updates and availability check our website

www.ospreycomputing.com.au

In-Built Help **[Not applicable to myAccountant Student version]**

myAccountant has extensive Help facilities covering every aspect of the program.

The **Help** button or the **Contents** option of the **Help** menu will open the contents page of the help system. From there choose any of the topics listed, print particular topics or search using an index of keywords.

The myAccountant installation CD for version 5 has a folder with a HTML format Help file

Screen Resolution

An inappropriate screen resolution may cause *myAccountant* to display with four toolbars instead of two. If this occurs you need to change the screen resolution. The resolution is set via Display in the Control Panel. [Or right click your mouse on the Windows Desktop and choose Properties.]

Date & Time

The date should be set as a 4 digit year, ie 2002 rather than just 02, and the time as a 12 hour day displaying am and pm rather than seconds.

Date and Time are set under Regional Settings in the Control Panel.

Set the Short date style as **dd/MM/yyyy**

Long date style as **dddd, d MMMM, yyyy (eg Thursday, 1 July, 2002)**

Time style as **h:mm:tt**

Taskbar:

The Windows Taskbar may obscure some of myAccountant's display. It is recommended that you set the taskbar to Autohide via Settings from the **Start** button. To access the taskbar at any time press the windows key on your keyboard or move the mouse to the bottom of the screen

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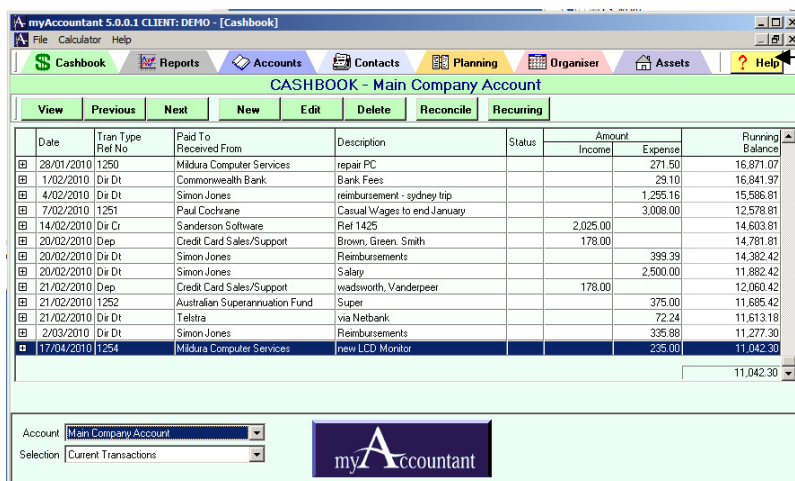
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GETTING STARTED

If you are impatient to get started, following these few steps will get you on the way. If at any time you are not sure how to proceed, the Help button and the User Guide provide detailed guidance on using all the myAccountant features. [Not in myAccountant Student version]

The Main Display

Make sure the display is set up properly. It should look like the screen below - with two rows of buttons. If not, you need to alter your PC's screen settings - see System Settings.



The **Help** button will give you guidance on using all features.

Accounts

myAccountant records transactions for you or your business on a bank account basis. myAccountant lets you enter records from any point. We suggest that you start by entering records from the beginning of the financial year.

Set Up Your Main Account

1. Get out your cheque books and bank statements for your most used account. Work out what the starting balance will be for the account – remember to adjust the amount for any outstanding cheques or deposits which relate to transactions before the starting date.
2. Click on **Accounts** - you will see the list view for accounts you create.
3. Click on **New**. This switches to the data entry view for you to create, edit or delete an account.

4. Enter the name which you commonly use for the account and its number.
5. Click the ▼ alongside Business Group and choose the appropriate group for this account. Each type of account has a particular set of income and expense categories that are appropriate for the use of that Business Group and can form the basis of your account categories.
6. Click the ▼ alongside Account Type and choose whether it is a Cheque, Credit Card, Cash or Other account.
7. Enter the financial institution name.
8. Enter the account balance as at your start date [see step 2 above]
9. Click on Running Balance if you want a running balance column to appear in the cashbook view of this account.
10. Click on GST Account if you wish to track GST amounts for this account, then click **Save**. [Not in myAccountant Student version]
11. Click **Edit**. The Expense and Income labels will automatically unfold in the Account Categories box. These will probably meet most of your immediate needs. See Page 7 for full details on how to edit/delete or insert income and expense categories.
12. You are now ready to record transactions in the cashbook.

Enter Transactions To The Account

1. Click on **Cashbook** and click on the ▼ of the Account box at the bottom left of the screen. This allows you to choose which account you wish to use.
2. Click on **New** to enter a transaction.
3. Enter the date of the transaction. (You can edit the default date shown or click on the ▼ to show a calendar from which you can choose the date.)
4. Click on the ▼ for Transaction Type. Choose from the list of options. For example if you wish to record a cheque, click on Next Cheque Number. Type in the actual number of your cheque. (myAccountant will automatically increment the cheque number for each future cheque transaction.)
5. Type the name of the person/business that you are paying [or receiving money from] and then enter the description of the payment.
6. myAccountant enables you to split the transaction across multiple expense or income categories. Type in a description for the first split. Then press TAB to move to the category field.
7. Click on the '...' at the side of Category. This displays an alphabetic list of the account categories. Click on the appropriate one to select it. [alternatively you can click on the Category button or press Alt C to display the categories in a tree. – double click on the appropriate category to select it.] Then press TAB.
8. Enter the amount of the split and press the down arrow. If GST applies to this account the GST amount will be automatically entered for you. [Not in myAccountant Student version] Press TAB to display a blank second line for entry of the second split and enter the details if your transaction requires a split.
9. When all splits have been entered, Click **Save** to record the transaction.
10. This completes the entry of your first cashbook entry. As practice you should continue to record, say another six cheque transactions and any deposit details for the same period. You can then familiarise yourself with the report features.

A Look At Some Reports

1. Click on **Reports**. A list of available reports and graphs will appear on the left of screen.
2. Click on Cash Book Transaction listing, select the bank account, then enter the starting date for all your transactions as Date From and click on Select All to choose all expense and income categories. Clicking on **Preview** will show you your entries so far.
3. Click on the **Printer** icon to print your report. Now explore the other reports. Perhaps the most useful report is the Cash Flow detail report which groups your transactions into Income and Expense categories with subtotals and also shows the GST amounts.

FURTHER SUGGESTIONS

The key to any record keeping system is to break down the process into easy steps. myAccountant has been designed to enable you to handle your administration as quickly as possible allowing you more time for other business building activities. We suggest each week you set aside a specific time to enter in the details of your transactions. By completing this on a regular basis, it should only take you a short time to keep on top of all your record keeping requirements.

The following are some common basic practices for effective record keeping:

1. Open a separate Business Cheque Account and use this account only for business transactions.
2. Deposit and record all moneys received and record all payments made.
3. Always fill out cheque butts.
4. Pay personal expenses through your personal account – not the business account.
5. Record transfers from one account to another as two transactions – a payment from the first account and a deposit into the second account.
6. Complete a bank reconciliation on each account regularly. [Ask your bank for monthly statements.]

OVERVIEW - The myAccountant Modules

myAccountant comprises seven linked modules:

CASHBOOK A complete cashbook system with a simple entry format. The Cashbook lets you record all personal or business transactions including sales and purchase invoices. [Invoices not in myAccountant Student version]

ORGANISER Allows you to schedule meetings, appointments, birthdays and other important events or things to do. [Not in myAccountant Student version]

CONTACTS Record all your personal and business contacts. Details including phone numbers, address details and other important information plus detailed notes can be added for each contact. Details of companies can be linked to the details of individual staff members.

PLANNING Budgets may be entered for any category on any account.

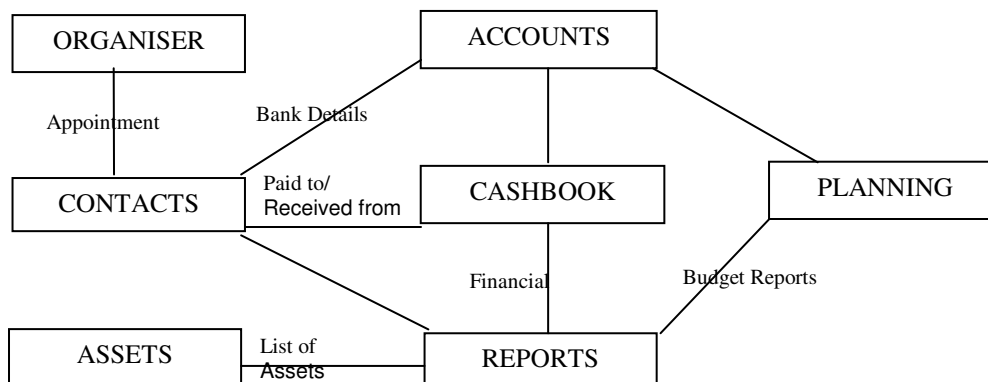
ASSETS Records the purchase, location, and insurance details of all your assets. An image file such as a photograph can be attached to the assets record. [Not in myAccountant Student version]

ACCOUNTS Set up as many accounts as you require. Each account can have its own list of income and expense categories tailored to suit the particular purpose of that account.

REPORTS A simple to use but powerful reporting system gives you all the information you need in a concise and easy to read format. Present information in a graphical form or export the reports to word processors to simplify preparation of financial statements.

myAccountant makes use of links between modules wherever possible in order to eliminate time wasting duplicate entries.

The interactions between the various modules of myAccountant are summarized by the links shown in the following diagram:



BUTTONS and TOOLBARS

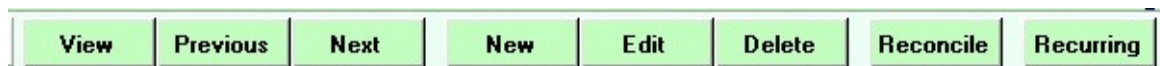
The Main Toolbar:



These buttons allow you to switch between the various modules of myAccountant:

Cashbook, Reports, Accounts, Contacts, Planning, Organiser, Assets, and Help. [Organiser, Assets & Help are not in myAccountant Student version]

The Minor Toolbar:



The buttons in each module are standard [apart from the Report module] The **Reconcile** and **Recurring** buttons appear only in the Cashbook. See pages 11 and 12 for a description of the use of these buttons.

Standard Buttons

View - switches between the list view and the details view of an individual record. In the list view, double clicking a particular record will also switch to the detail view.

Previous and **Next** - move the highlighted bar up or down to the previous or next records in the list view – and change to the previous or next record details in the detail view.

New - changes to the detail view and allows the entry of the details for a new record.

Edit - changes to the detail view and allows the editing of the current record.

Delete allows you to delete the current record. To guard against accidental deletion of records, you will be asked to confirm that you wish to carry out the deletion.

The **Selection** field which appears at the lower left side of most modules allows you to define the selection of items which will appear in the list or detail views. Clicking on ♦ will bring up a list of the selection options.

On some list views the columns may be reordered by grabbing the heading of a column and dragging it to the position you require.



In these views, the width of columns may also be changed by positioning the mouse over the bar between columns so that the pointer changes to that shown at the left. The edge of the column may then be dragged to alter the width of the column.

Where the width of a column is insufficient to allow all of the contents that column for a particular record to be shown, moving the mouse pointer onto that cell will expand the cell to show all of its contents.

In the Cashbook list view clicking on the small box at the left of a transaction will display the splits of that transaction

Using the Mouse:

Use the mouse to activate buttons or to select entry fields by clicking the left mouse button.

Sometimes double-clicking the left button will initiate an activity. Eg. In the list view a single click on a record will highlight that record but a double-click will select the record and switch to the detail view of that record.

Occasionally myAccountant makes use of the right mouse button. Eg. in setting up account categories, a single click of the left button on the + sign beside a category, or double-clicking the left button when on the category name, will display any subcategories. A single right click on the category name will display the account category information box which then allows the category name to be edited, or deleted or a new subcategory to be created.

Where a right click is required this will usually be noted on the screen display.

Using the Tab key:

In most entry screens the Tab key may be used instead of the mouse to move between entry fields and buttons. Shift-Tab may be used to move in the reverse direction.

MENUS

Most of myAccountant's actions are carried out using buttons. However myAccountant also has a menu bar which allows access to a number of specific tools.

File: This menu shows the following options:

- Backup Files:** To back up the myAccountant data files. You should backup your files regularly, at least weekly.
- Restore Files:** Restores the myAccountant data files which have been saved using the Backup Files option. Remember that when restoring files from a backup, you will lose any entries made since the backup was created.
- Rebuild Indexes:** Initiates a rebuild of the indexes which myAccountant uses in searching its data files. This will only rarely be necessary but may be required for example, if the balance shown at the end of the cashbook is incorrect.
- Archive Transactions:** Allows creation of archive files for old transactions and the deletion of these transactions from the active datafiles. [Not in myAccountant Student version]
- View Archives:** Allows viewing of archived transactions. [Not in myAccountant Student version]
- Change Client:** Allows you to change to another client's dataset. The name of the folder for the dataset will show on myAccountant's titlebar. [Not in myAccountant Student version]
- Print Setup:** Shows the standard Windows print setup dialog box. This allows you to define which printer to use.
- Setup:** Used to allow entry of the myAccountant registration code. Will normally only be used if converting from demo version to full registration.
- Exit:** One of two ways of exiting from myAccountant. You may also click on the X [close] button at the top right hand corner of the myAccountant window.

Calculator: Opens the standard Windows calculator.

Help: This menu shows the following options:

- Contents:** Opens the standard Help file. [Not in myAccountant Student version]
- HTML:** Opens an HTML version of the help file for use on Windows Vista. [Not in myAccountant Student version]
- Setup:** Definition of the path to the HTML help file and the browser to be used. [Not in myAccountant Student version]
- About:** Shows the version number of myAccountant

SETTING UP ACCOUNTS

myAccountant allows you to create as many bank accounts as you wish.

The **New** button will switch to the details view and allow entry of details of a new account.

- Account Name:** Enter the name by which you will refer to this account.
- Account Number:** Use the account number used by the bank if appropriate.
- Business Group:** Click to display a list of groups – Personal, Small Business, Networking, Farm Enterprise or Club Select the appropriate group.
- Account Types:** Click to display a list of account types – Cheque, Credit Card, Cash or Other. Select the appropriate account type.
- Financial Institution:** Start to type in the name of the financial institution. If the name already exists in the list of contacts the rest of the name will be completed.
- Opening Balance:** Enter the balance of account at the time you wish to start recording entries (eg as at July 1). Take into account any cheques that were written prior to that time but not yet presented.
- Running Balance:** Tick this box if you want a running balance to appear in the transaction list view in the Cashbook for this account.
- GST Account:** Tick this box if GST is to apply to transactions in this account. The standard GST rate for the country will be applied to all transactions - UNLESS a different rate is entered against a particular account category. [Not in myAccountant Student version]
- Note:** Use this field for any notes you may wish to write about the account.

Invoice Settings:

Click against Invoicing Enabled if you wish to be able to record sales or purchase invoices against this account. Enter the name and address details of your business as you want them to appear on the printed sales invoices.

Press **Save** to record this account and to load the default Account Categories.

Choose **Edit** to allow modifications to Account Categories for this account.

Account Categories:

Each account has its own list of Income and Expense categories tailored to suit the particular purpose of that account.

myAccountant automatically adds most of the Income and Expense categories which you will need. The categories added will depend upon the type of account.

To View categories :

The + beside a category name indicates that there are subcategories. To display subcategories click on the +. To hide the subcategories again click on the – sign.

To Add Categories :

You may add further categories at any time. To add an Expense category right click on the word EXPENSE. To add a subcategory under an existing category right click on the name of that category.

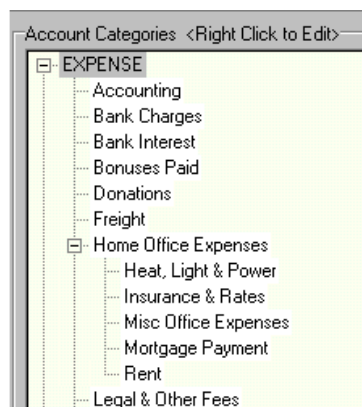
The Account Category Information box will be displayed.

Click **New** to enable a new category to be entered.

The name of the category may also be edited, but take care not to change the meaning of a category name for which transactions have already been entered.

The Reports module allows a listing of the categories for any account to be printed.

If the GST Applies box has been checked for this account, the GST Rate % field will appear. If the GST rate for transactions for this account category differs from the general GST rate then enter the appropriate rate. Eg. if GST does not apply to this category enter 0.00



BAS WORKSHEET REPORT [Not in myAccountant Student version]

The BAS Worksheet report produces a summary of your transactions for a selected period - simplifying the work required to fill in your Business Activity Statement form for GST reporting.

The report is based upon settings for each of your account categories for those accounts you have identified as being GST accounts.

These need to be entered via the Accounts module in same way as adding or editing account categories.

The screenshot shows the 'Account Category Information' dialog box for a category named 'Sundry Income'. The category type is 'Income' and the GST Rate % is empty. On the right, the 'Include value in Sales for BAS Report' checkbox is checked. Below it, there are three radio button options: 'Export sales' (G2), 'Other GST-free sales' (G3), and 'Input taxed sales' (G4). The 'None' option is selected.

The screenshot shows the 'Account Category Information' dialog box for a category named '9432 2701 - Office Downs St'. The category type is 'Expense' and the GST Rate % is empty. On the right, the 'Include value in Purchases for BAS Report' checkbox is checked. Below it, there are two radio button options: 'Capital purchases' (G10) and 'Non-capital purchases' (G11). The 'None' option is selected.

Global Setup - this button on the accounts edit page allows you to set all categories for a particular account to the one setting [the most common one you are likely to require] You can then manually change any which don't match this template to their appropriate settings.

The screenshot shows the 'Set BAS Globally' dialog box. It has two main sections. The left section is titled 'Include value in Sales for BAS Report' and has a checked checkbox. It contains three radio button options: 'Export sales' (G2), 'Other GST-free sales' (G3), and 'Input taxed sales' (G4). The 'None' option is selected. The right section is titled 'Include value in Purchases for BAS Report' and has a checked checkbox. It contains two radio button options: 'Capital purchases' (G10) and 'Non-capital purchases' (G11). The 'None' option is selected.

The BAS worksheet report requires you to choose which account to use and to select the dates for the relevant BAS period.

The report will summarise the values of all transactions within the date range chosen for those categories where you have marked the include value in Sales /Purchases for BAS report.

Note: this report is not based upon the GST amounts which are entered during the recording of transactions. Therefore there may be a discrepancy between the GST amounts shown here and those of the Detailed or Summary Cash Flow reports. If this occurs the transactions for the period should be investigated to determine the reason for the difference.

CASHBOOK

The Cashbook allows you to enter and view all the financial transactions which you have made.

Entering Transactions:

Pressing the **New** button will switch the Cashbook to the Add/Edit view.

From the accounts selection box, choose which bank account you would like to use.

The Transaction Date field will show the current date. You may overtype this, or use the up/down arrows to scroll through months or click ♦ to show a calendar so you may choose the required date. Move to the next field by pressing the Tab key.

Transaction Type:

Choose from the pop-down list which appears when you click on the ♦. Note the list of options. If this is a cheque, click on Next Cheque Number. This will show number 1. Key the actual number of your cheque butt over this. (The next time you enter a cheque transaction the next number will be shown.)

The screenshot shows a form with the following fields:

- Account in use: Main Company Account
- Reconciled Status:
- Transaction Date: Saturday, 17 April 2010
- Transaction Type: Next Cheque Number, 1254
- Paid To/Rcd From: Mildura Computer Services
- Transaction Desc.: new LCD Monitor

Paid To/Rcd From:

Either type in the name or click the ♦ and select from the Contacts List which appears. If the Contacts List that appears doesn't include all the contacts who have been previously entered, check that you have marked the contact as Used for Business.

Transaction Description:

Use any wording which will enable you to recall the transaction, for example, Invoice no 4532.

Derive Details From:

The dialog box has a 'Derive Details From' section with a 'Repeat Last' button and a 'Clear' button. Below is a list of invoices:

Invoice
28/05/2010 1428 Support
28/05/2010 1428 Support

This shows any outstanding invoices for this contact. Clicking on an invoice or pressing the Repeat Last button will automatically enter in the details of the invoice or the last transaction of this type recorded for this contact. These details may then be modified to suit the current transaction. Press Clear to clear the details drawn from previous transactions so that the current entry can be restarted. [myAccountant Student version only has the Repeat Last button]

Split Entries:

myAccountant allows transactions to be split amongst multiple account categories

The dialog box shows a table for transaction splits:

Description	Category	Received	
		Amount	GST
	Client Support & Consultancy	1,234.00	112.18
Travelling	Travel Expenses Repaid	465.00	42.27
		1,699.00	154.45

Buttons: Delete, Category, Gross Up Button (arrow pointing to a blue triangle icon), Preview, Save, Cancel, Close.

Description:

Where transactions are split across account categories, each split entry may have its own Item Description in addition to the overall transaction description. Item descriptions may include more than one line so that quite detailed descriptions may be written. These are particularly useful in Sales Invoices where the item descriptions form the line items of the invoice printout.

Account Category:

Click on the '...' at the side of Category. This displays an alphabetic list of the account categories. Click on the appropriate one to select it. OR

Select the account category to which the transaction relates by clicking on the category in the display which appears when the Category Button is clicked or when you press Alt C. Double click on the category to select for use.

GST Amount: [Not in myAccountant Student version]

For those accounts which have been marked as being GST accounts, the amount of GST will be calculated based upon the transaction amount and the standard GST rate or the rate entered for the account category selected if this is different to the standard rate. The GST amount may be altered by the user if necessary.

Gross Up Button: [Not in myAccountant Student version]

The calculation for the GST amount assumes that the transaction amount entered was inclusive of GST. If the transaction amount entered was exclusive of GST then pressing the Gross Up button will recalculate the GST amount and modify the transaction amount to include GST.

Adding Another Split

When you have completed the entry of one split use the Tab key or the down arrow to open a new line for entry of the next split of the transaction.

Press Save when you have finished all splits of the transaction.

Processing Transactions Based on Invoices: [Not in myAccountant Student version]

If the transaction used a sales or purchase invoice as a source then you will be asked whether this finalises the invoice or not.

[Process Options]

FINALISE - this invoice will be completed

PART PAY - unpaid portions will be retained as invoice

RETAIN - create transaction, but do not alter invoice

Finalise – The transaction either fully pays the invoice or no further payment is likely.

Part Pay – The transaction covers only part of the invoice and further payments are likely [eg if some items of the invoice are still come.] The invoice remains live so that it can be used for further transactions.

Retain – Even though the transaction fully pays the invoice you wish to retain the details as a standing invoice for future transactions with the same details. This is an alternative method to using Recurring Transactions for repetitive transactions such as regular deliveries or rent etc.

Printing Invoices: [Not in myAccountant Student version]

If the transaction entered was a sales invoice, the **Preview** button will be active so that you may view and print the invoice. The address details for the customer are drawn from the Contacts module, your address details are those which you previously entered during the account setup.

Page 1		
Date 23/08/02		
Sales Invoice Ref 1001		
To	TAX INVOICE	From
Acme Motors 1234 Main Street Paddington Sydney NSW 2001		myBusiness 3415 Western Highway Parramatta NSW 2111
Description	GST	Amount
3 Kilos Roofing Nails	5.09	58.00
Labour for Renailing Roof 12 hours @ \$30	32.73	380.00
	GST Total	37.82
	INVOICE Total	416.00

Transfers Between Accounts:

Transfers between accounts should be entered as two separate transactions – a payment from the first account and then a receipt into the second account.

Reconciling Accounts:

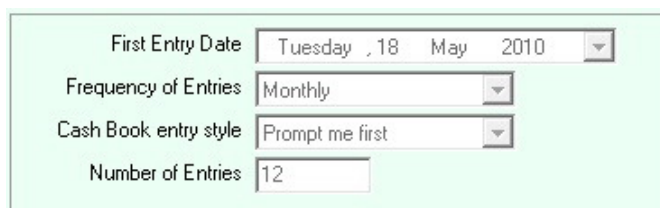
Each account should be reconciled regularly – at least monthly. Select the Account you require then choose the **Reconcile** button. The screen display that appears will list all unreconciled transactions for that account and allow each transaction to be marked as reconciled.

Note that once a transaction has been included in a reconciliation, you may edit only the date and the account category. Reconciled transactions may not be deleted.

RECURRING TRANSACTIONS

myAccountant allows you to record regular payments / receipts into the future as Recurring Transactions. To enter ongoing expenses such as weekly rent payments, bank loan repayments or income such as a monthly salary choose the **Recurring** button.

The Recurring button activates the special transaction entry screen. Select the bank account for this recurring entry from the account selection box.



The screenshot shows a form with four rows of input fields:

- First Entry Date: Tuesday, 18 May 2010 (dropdown menu)
- Frequency of Entries: Monthly (dropdown menu)
- Cash Book entry style: Prompt me first (dropdown menu)
- Number of Entries: 12 (text input box)

First Entry Date:

Enter a starting date for the series of future transactions.

Frequency of Entries:

Choose from the options which appear when the ♦ is pressed. These are once only, weekly, fortnightly, twice monthly, each 4 weeks, monthly, each 2 months, yearly.

Cashbook entry style:

Choose from Enter Automatically or Prompt me first.

Number of entries:

Enter the number of times the transaction is to be entered into the Cashbook.

Transaction Items:

Entry of Transaction Type, Paid To/Rcd From, Amount, Account Category and Descriptions is the same as for standard single entry transactions. Future transactions may be split across several account categories.

The program will automatically compute all the transactions for the future. These can be viewed by going to the selection box and selecting All Future Transactions. Recurring Future transactions may also be edited or deleted at any time. Note deletion of recurring transactions will not effect those transactions which have already been posted.

Posting Transactions:

- **Automatic** Transactions. Recurring transactions which were set up as Automatic Entry will be posted direct to the Cashbook. Automatic entries will most commonly be a direct debit to an account, but you may define them as cheque payments. In these cases the next cheque number will be automatically assigned to the transaction. If the cheque number assigned does not match the actual cheque used, you will need to edit the Cashbook transaction after the posting has taken place.
- **Prompt Me First** Transactions. To manually post a transaction, [ie. where you have chosen to be prompted first], use the Selection box to display **Postable Future Transactions**. Then edit each transaction in turn, making any changes you may wish. When you press the Save button at the end of editing, the transaction will be posted (ie it will be removed from the postable future transactions list and will appear in the current transactions list, updating the account balance as if it had been entered normally).

RECONCILIATION

Reconciliation involves matching the records in myAccountant with those on your bank statements.

A bank reconciliation achieves two things:

1. It shows your true position (so that you know what you actually have available to spend).
2. It shows that both your myAccountant cashbook and your bank records are correct.

Without monthly bank reconciliations, you cannot be confident that your records are accurate.

WARNING: Once you have included a transaction in reconciling your bank account you cannot delete the transaction and will have limited ability to edit it.

To reconcile your Cashbook accounts using your regular bank statements:

1. Open the Cashbook and select the appropriate account.
2. Record transactions for any bank interest, bank charges or taxes which are shown on the statement but which have not previously been recorded in myAccountant.
3. Then click the **Reconcile** button. The following screen will appear:

The screenshot shows the 'myAccountant Reconciliation' window for a 'Main Company Account'. It features two tables: 'Expenses from Account' and 'Income to Account'. The 'Expenses from Account' table lists transactions with columns for Clr, Date, Ref, Paid To, and Amount. The 'Income to Account' table lists transactions with columns for Clr, Date, Dep, Received From, and Amount. Below the tables, it shows '7 Payments debited' totaling -6847.39 and '2 Deposits Credited' totaling 3203.00. A summary section includes fields for 'Last Reconciliation done on' (Date: 01/02/2006), 'Reference' (151 - 28 Feb 2009), 'Last Reconciled Balance' (15906.57), 'Current Statement Ending Balance' (12442.18), and 'Reconciled Difference' (178.00). At the bottom, there are buttons for 'Print report', 'Cancel', 'Finish Later', 'Finish', and 'Close'.

4. Check that the Last Reconciled Balance matches the current statement's Opening Balance. If it is not the same, check that you haven't missed a statement.
5. Enter the Current Statement Ending Balance. The difference between the two will be shown as Reconciled Difference.
6. Mark off all deposits and withdrawals listed on your statement by clicking in the Clr column to the left of the transaction details. If you incorrectly mark off a transaction, click again to remove the mark.
7. When you have marked off all transactions which appear on the statement the Reconciled Difference should be showing as **0.00**.
8. Finally press the **Finish** button to complete the reconciliation. You may also print a reconciliation report once the reconciliation has been successfully completed.

If the balance does not agree:

Note the Reconciled Difference value and check for this amount on your list of outstanding cheques. If it appears, then look through the bank statement to see if this cheque has been presented but not marked off in myAccountant.

- Make sure that all bank charges, bank debits or credits have been entered and marked off in myAccountant.
- Check if you have overlooked a previous bank statement.

Finish Later:

If, while carrying out a reconciliation, you need to exit the procedure [perhaps to enter a transaction for bank fees, or interest for example], using the Finish Later button instead of the Cancel button will retain the marked items and the closing balance so that you may return to where you left off when next you return to the Reconciliation window.

Reports - The reports module allows the reprinting of the last reconciliation summary and also has a Missing Cheques report, e.g. cheque numbers not entered into myAccountant.

Cancelled Cheques:

If at reconciliation you find that any outstanding cheques are extremely old, you should find out why they have not been presented. They may need to be cancelled and payment stopped at the bank.

To cancel a cheque simply delete the transaction relating to this payment. The cheque will now appear in the Missing Cheques report, and details of the reason for its deletion may be noted on the report.

CONTACTS [Limited fields available in myAccountant Student version]

The Contacts module lets you keep track of companies and the key people you do business with or have private dealings with. You can store all the details which you might in the past have had in various notebooks, phone lists, mailing lists, Christmas card lists, etc.

These contacts may then be linked to events in myAccountant's Organiser and Cashbook.

Entries may also be made into the Contacts module directly from the Cashbook, Assets module and the Organiser. In this case only the name will be entered and you will need to later edit the Contact to record other details.

The List View:

Name	Street	Suburb	Phone (BH)	Mobile
ABC Accounting	1 Simpson Street	Collingwood	9999 8888	
ABD Insurance Brokers	345 Elizabeth St	Alfredton	9876 5432	
ACE Building Supplies	22 Main Road	West Richmond	9876 5544	

Type: [Not in myAccountant Student version]

Contacts may be listed as either a Person or a Company.

Used For: [Not in myAccountant Student version]

Contacts may be defined as being Business, Personal and/or on the Mailing List.

Contact Person: [Not in myAccountant Student version]

Contacts who are defined as Companies may have further contacts connected to them. For example, linking the manager's name and other details to the company.

Email: [Not in myAccountant Student version]

Clicking the arrow to the right of the entry field will automatically open up Outlook's email window to allow entry of an email message.

www: [Not in myAccountant Student version]

Allows the recording of the contact's website address.

Notes: [Not in myAccountant Student version]

This field is a free form area where you may enter any notes relating to that contact: their birthdates, children's names, football team etc.

Other fields include provision for recording mobile phone numbers and postal addresses.

Hint – In order to allow transfers between bank accounts and withdrawals to Cash, it is recommended that you enter details of your bank accounts as contacts and also set up a contact called Cash.

Note – In other modules the list of contacts which will appear will depend upon the Type and Used For settings. Eg. In setting up an account, the list for financial institutions will only include Companies which have been marked as Business.

When contacts are added via another module, eg by typing in a name for Paid To/Rcd From in the Cashbook, usually only the name is entered. All other fields will need to be entered at a later time. The Used For setting will be marked as Business if the entry has been made from the Cashbook.

To complete the address and telephone details, select contacts and view the names until you find an entry you wish to edit. Double click on that name. Select the **Edit** button to enter the details.

Reports: [Not in myAccountant Student version]

The reports module allows a listing of the name and contact details of contacts selected by Type and Used for and also provide for the printing of mail labels for selected Contacts.

ORGANISER [Not in myAccountant Student version]

The Organiser allows you to record appointments, meetings, birthdays or anniversaries.

Start Date Friday, 28 May 2010 2:00:00 PM
End Date Friday, 28 May 2010 3:00:00 PM
Description Meeting
Contact Name Fred Brown
Completed?

Entering Events:

Pressing the **New** button will bring you to the Add/Edit screen.

Start/End Date:

Click the box beside the word Date. Note that the current date appears. To change click on the down arrow to activate the calendar. To show the appropriate month click on the name of the month and then choose from the list. Click on the required day. You may instead just overtype the date without using the calendar.

To enter a TO DO event with no date, or an event for which you only wish to record a start date, click the boxes next to Start Date and End Date to remove the tick.

Description:

You may use any appropriate wording as the event description. However the use of keywords will allow reports to be limited to those events whose descriptions contain those keywords.

Contact Name:

Either type in the contact name or select the appropriate contact person by using the **◆**. If the name shown is incorrect, click the **X** to remove it.

Completed?:

Click in this box once the event has been completed or the action taken.

Notes: This section can be used to record further details. These can be used as a reminder of what is required for a meeting. They can also serve as a permanent record of the details of that event.

NOTES
Take examples of new items to show Fred.

List View:

Clicking the **View** button allows you to switch between the individual record details and the list view.

The columns in the list view may be reordered by grabbing the heading of a column and dragging it to the position required. The width of a column may be changed by dragging the bar between columns.

Start Date	Start Time	End Date	End Time	Contact Person	Description
17/02/2009	2:00:00 PM	17/02/2009	3:00:00 PM	ACE Building Supplies	Meeting with Clients
20/02/2009	9:00:00 AM	20/02/2009	9:20:00 AM		Do BAS
17/03/2009	11:30:00 AM	17/03/2009	1:20:00 PM		Flight to Sydney QF424
19/03/2009	8:00:00 PM	19/03/2009	9:50:00 PM		Return from Sydney QF 485
31/03/2009	5:00:00 PM	31/03/2009	6:00:00 PM		Meeting with Fred Brown
20/04/2009	9:00:00 AM				Do BAS

Selection Box:

You may select which items are displayed by using the selection list. This gives the options of All, Current only, Completed only, and To Do items, ie those without a date.

The Calendar display at the bottom of the screen can be used to quickly find events on a particular date. If an event exists for the date selected, the events list will move to that date and the first entry for the date will be highlighted.

Recurring Events:

The organiser allows you to enter regular meetings, etc easily by using a recurring event entry – similar to the entry of recurring transactions in the cashbook.

Reports:

The reports module allows reports of your commitments – selected by date range, contact name, whether completed or not and by keywords within the description. For example, use the word Birth to produce a list of all birthdays. You can also obtain a report of the To Do events.

ASSETS [Not In myAccountant Student version]

myAccountant allows you to record details of all your assets.

Entering a New Asset:

Choose the **New** button to switch to the details view and add the details of the new item.

Item Description & Current Value:

These two fields must have details entered. All other fields are optional.

The current date automatically appears as the **Purchase Date**. To change this click the ♦ to activate the pop-up calendar.

Physical Location & Owners' Name:

These fields can be used to select items for reports. It is therefore important to keep the spelling of your details – such as name and address – the same.

Include in Net Wealth:

The net wealth will be calculated by adding the difference between the current value and the loan amount for all assets to be included.

Is it Insured?

Click the box to activate the Insurance Details area.

Insurance Company:

Click on the ♦ to enable you to select your Insurance company from existing contacts. To change the contact, use the X to break the link to the Contacts module.

Renew Date:

The current date automatically appears. To change this click on the ♦ to activate the pop-up calendar.

PHOTOGRAPHS:

To link an image file to an asset so that it displays on the detailed view screen, click the Edit Photo button after saving the asset details.

The window which appears allows you to browse to find and view the appropriate image file. The date of the photo and a brief note about it may also be added via this window. When the Save button is clicked, myAccountant will make a copy of the image file in a Photos subdirectory of the myAccountant directory.

Care should be taken that the image files linked to myAccountant in this way are not too large, as this will have an effect upon the speed of display and on the amount of disk space used. Because of the potential for large image files to be used, myAccountant's Backup procedure does not include these files. If a backup is required for the image files it needs to be carried out separately.

Full Size View:

myAccountant normally displays the asset images so that the whole image is in view. In some cases this can mean that a degree of distortion takes place as the original image may have different dimensions to the viewing window. To view the image without distortion, click the Full Size view box. It may then be necessary to use the scroll bars to enable some parts of the image to be seen.

Reports & Graphs:

The reports module allows the production of an asset list. The assets to be included on the list may be selected by:

those included in your net wealth; whether they are insured or uninsured; the owner; their location; and those purchased after a particular date.

PLANNING

The Planning module enables you to enter budgets against any of the income or expense categories for any of your accounts. This can then form the basis for a variety of reports and graphs comparing your actual and budgeted income or expenses.

Select the account from the Accounts Selection box.

CATEGORIES	Jan	Feb	Mar
Business	0.00	0.00	0.00
Accountancy	-350.00	0.00	0.00
Bank Charges	-5.00	-5.00	-5.00
Motor Vehicle	0.00	0.00	0.00
Gas	-80.00	-80.00	-100.00
Loan	-207.00	-207.00	-207.00
Registration & Insurance	-279.50	-279.50	-279.50
Service & Repairs	-200.00	0.00	-200.00
Office	0.00	0.00	0.00
Computer Equipment etc	0.00	0.00	0.00
Heat,Light & Power	-200.00	0.00	-200.00
Insurance & Rates	0.00	0.00	0.00
Repairs to Home Office	0.00	0.00	0.00
Stationery & Postage	-50.00	-40.00	-40.00
Telephone	-850.00	0.00	-850.00
EXPENSE	-3543.95	-1573.95	-3193.95
INCOME	1515.40	1515.40	1515.40
DIFFERENCE	-2028.55	-658.55	-1678.55

Budget Entries may be made directly to the planning grid or by using the Multiple Budget Entry box.

To activate the box double click on a cell of the appropriate account category.

To record multiple entries:

- Select the date from which you wish the entries to apply.
- Select the frequency of the entries.
- Decide whether the amount you enter will be for each period or is for a full year. In the case of amounts for a full year myAccountant will split the total amount into the appropriate amounts for each month.
- Enter the amount.

If you have entered values which you wish to remove, choose Clear row right to zero all values for that category to the right of the highlighted cell.

Planning Reports & Graphs:

The reports module allows the production of a range of reports and graphs. These include a graph or report of a monthly comparison of actual against budget in both a details and summary version, a net worth report or graph and a graph of actual monthly income and expenses.

The summary comparison and the net worth reports & graphs may be restricted to particular accounts and assets. The detailed budget comparison report and graph and the monthly income and expenses graph allow particular account categories and date ranges to be selected for transactions on a particular account.

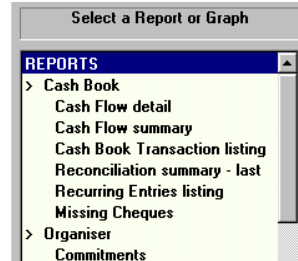
REPORTS

myAccountant provides you with a wide range of reports and graphs.

These include cash flow detail report, cash flow summary report, cashbook transaction listing, reconciliation summary, recurring transaction Entries and a missing cheques listing.

Reports may be printed, displayed on screen or sent to a text file which may then be incorporated into financial documents etc. using a word processor.

Choose the report or graph you require from the list shown.



This will display the criteria selection box which allows you to choose to which account the report will relate, and the date range and categories etc. to be included.

Some reports enable you to search for particular contacts, transaction amounts or descriptions.

Click against the categories which you wish to be included in the report. Clicking against a category which has any subcategories, as in the case of Business shown here, will automatically select all of the subcategories.

GST Reports [Not in myAccountant Student version]

In addition to any other criteria which you have set in the Cash Flow Detail or Cash Flow Summary Reports, setting the report as being for a GST Return will restrict the transactions included to those which have been marked as reconciled and which have not previously been included in a Finalised GST Return report.

The BAS worksheet report requires you to choose which account to use and to select the BAS period.

The BAS Worksheet report will include all transactions within the date range chosen for those categories where you have marked include value in Sales /Purchases for BAS report.

Note that this report is not based upon the GST amounts entered during the recording of transactions. Therefore there may be a discrepancy between the GST amounts shown here and those of the Detailed or Summary Cash Flow reports. When this occurs the transactions for the period should be investigated to determine the reason for the difference.

Once you have chosen the criteria on which your report will be based, click on the Preview button to display the report on the screen.

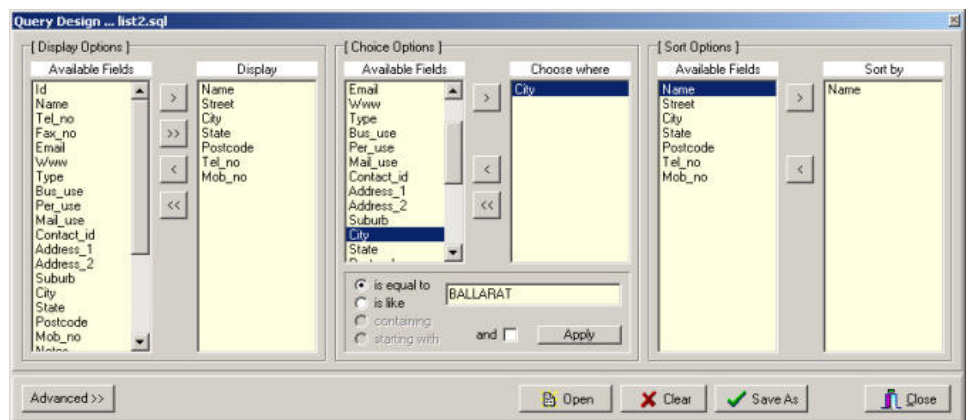
The tool bar which appears at the top of the report preview allows movement between the various pages of the report, printer setup and sending the report to printer or text file.



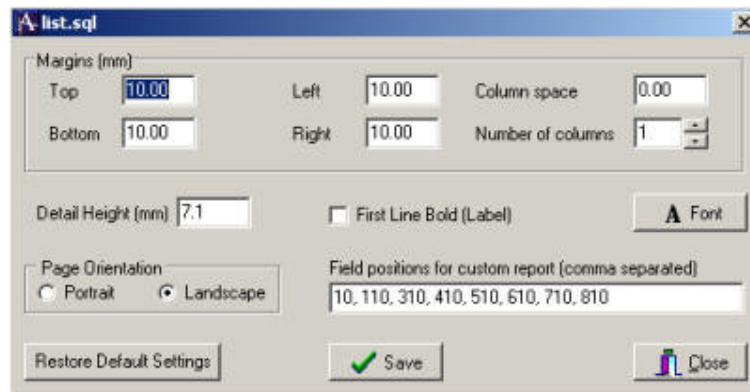
Custom Reports [Not in myAccountant Student version]

A flexible query system lets you to choose which data is included in Contacts reports. Clicking the [...] to the right of the query name will bring up the query design form.

You can pick which of the contact data fields are to be included in the report, the order in which the records will appear and also select for those records where a field has a particular value [eg where City equals BALLARAT]



The print format of the output can also be modified by clicking on the [P]



BACKUP and RESTORE

Protect your data. Using *myAccountant* to record your business transactions means that the computer files created are as valuable as your manual account books have been in the past.

It is therefore essential that you make a regular practice of backing up these files.

Backup Files under the File menu of *myAccountant* provides a simple means of backing up the important data files to a floppy disk, a backup directory on your hard drive, or to any other drive accessible from your computer. A series of floppy disks used in rotation will provide a much more secure means of backup than always backing up to the same floppy disk. You may also wish to seek your computer supplier's advice on the most appropriate backup system for your needs.

Note: The image files which are stored as part of the process of attaching images to the Assets records are not included in *myAccountant*'s data backup procedure.

Restore Files in the File menu of *myAccountant* allows the backup files to be restored. It is essential that the restoration of files is only done after careful thought as the current files will be lost when the backup files are restored over them.

Note: Backups made in *myAccountant* Versions 1 or 2 cannot be restored into later versions. Backup files created by *myAccountant* versions 3 and later compress the data using standard WinZip file types so that the backup file takes less space than in previous versions.

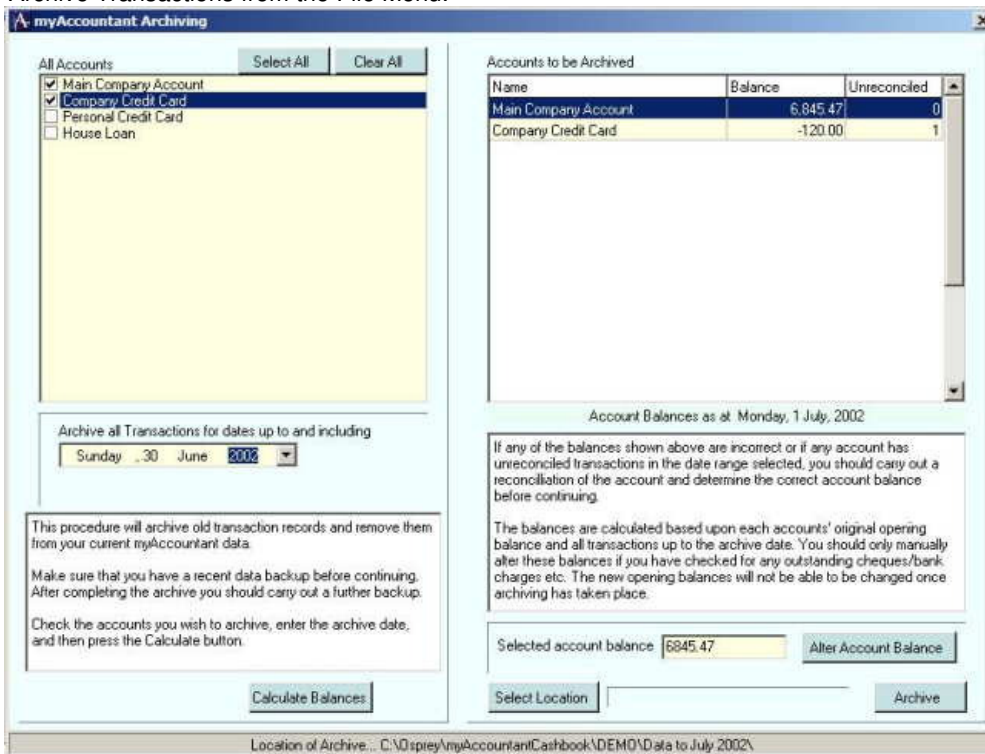
ARCHIVING [Not in myAccountant Student version]

myAccountant's **Archive** routine puts a copy of the data for the chosen archive period into a separate folder [named by you] and then deletes these transaction records from the original data.

It is recommended that a Backup be carried out immediately prior to archiving and then again immediately after the process.

The Archive Process:

Choose Archive Transactions from the File Menu.



Select the account(s) from which you wish remove old transaction records. Then enter the end date of the period of transactions to be deleted.

The program will display the balance of the account(s) at that date. These values may be changed if necessary. [eg. - to make the new balance reflect the balance at bank at that date]

You then need to enter a name for the new folder to which the archive will be saved.

The archive process may take a few minutes and **should not be interrupted** during this time.

After archiving you should carry out another backup.

If your records contain Contacts or Account Categories which you have not used since the date entered for the archive and which you no longer need you will now be able to delete these as there will now be no transaction records against them.

Multi Client Access [Not in myAccountant Student version]

myAccountant's MultiClient function allows you to run as many separate datasets as you wish.

The ability to switch between different datasets allows you to completely separate your personal accounts from business accounts. You can also have any number of different business datasets - each with its own contacts list, assets list and organiser events.

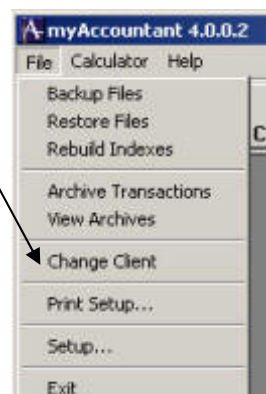
Different members of the family can have their own files completely separate from others. By setting up different users within Windows - with passwords and private folders to which others do not have access, this allows greater security for your records.

Setting up a new client dataset

Create a new folder [using Windows Explorer] and name it appropriately [eg Main Business Records]

Copy the blank data files from the **Empty Dataset** folder on the *myAccountant* version 5 installation CD into your new folder.

Run *myAccountant* and choose Change Client from the file menu.



Select the folder you created by double-clicking then click OK. The title bar for *myAccountant* should now display CLIENT: and the name of the folder.

Use the accounts module to create your first account - then you are ready to enter your transactions.

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