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1 INTRODUCTION

1.1 Introduction

This manual covers release number 4.07d of the ACCOUNTS program for Windows 8.1, Windows 10, Windows 11, or Windows Server 2008 SP2 or later. ACCOUNTS is a product of Software4Nonprofits.

To see the changes between successive versions of ACCOUNTS, see the [Revision History](#).

The program is used for basic bookkeeping and accounting, primarily for charitable organizations (including churches) in Canada, the U.S.A., and elsewhere. It features fully automatic [fund accounting](#) for those organizations that need it.

If you also need to track your donors and donations and issue charitable receipts, we would invite you to consider our companion [DONATION](#) software program. Of course, ACCOUNTS can also be used without DONATION, if you do not need that sort of donor and donation tracking and receipting, or if you have another solution for that aspect of your operations that you are happy with. DONATION and ACCOUNTS can interact through the Bank Deposits feature in DONATION (though not in its free Lite version). That feature allows you to specify which donations are part of a bank deposit, then export that as a summary transaction (summarized by donation category / income account) and import it into ACCOUNTS.

There are several versions of ACCOUNTS - the regular full (Standard), [Local Network](#), and [OnDemand](#) versions.

The following are some of the general features of all versions of ACCOUNTS.

Chart of Accounts

- Three levels of accounts, sub-accounts and sub-sub-accounts are available.
- Equity accounts are called Funds in the program, and represent the distinct funds for which you want to track income and expenses, plus a fund balance.
- Each Income or Expense account is linked to one fund. Transactions on such accounts implicitly change the balance in the fund - no assignment of classes or projects is required, and no journal entries are needed to keep fund balances correct.
- Each account can be linked with one or more lines on government forms, such as the T3010 in Canada or the 990 or 990-EZ in the U.S.A., so that you can print reports showing what amounts go on what lines of those forms.
- Annual budgets can be defined for accounts, and reported on.
- Your chart of accounts can be imported from other mass-market programs (QuickBooks Desktop, QuickBooks Online, Quicken, or Simply Accounting / Sage 50 Canadian Edition).
- Alternatively, you can start with an empty chart of accounts and define it entirely yourself, or you can start with one of several sample charts of accounts (that are pre-linked to the lines on the form T3010, 990 or 990-EZ).

Data Entry

- You can enter transactions via chequebook register-style [windows](#), the special purpose [Write Cheques](#), [Enter Deposits](#) and [Credit Card Charges](#) windows, or a [journal entry](#) window.
- You can [set up vendors](#), [enter bills](#) for later payment, and [pay those bills](#) through separate special purpose windows. (This is an "Accounts Payable" module.)
- Sales tax codes can be defined, linked to sales tax accounts. Selecting a sales tax code as part of a transaction entry does an automatic split of the transaction amount, to give the correct amounts to those linked sales tax accounts.
- You can import transactions from files downloaded from your [online banking](#), for bank and credit card accounts.
- You can [import](#) bank deposits exported from Software4Nonprofits [DONATION](#) (which is for tracking donors and donations and issuing receipts).

Reports

- ACCOUNTS has over 30 built-in reports, and a Custom Reports feature.
- It allows you to export reports to various file formats, such as PDF, Excel and CSV (comma separated value).
- You can customize reports with revised [sorting](#) and [filtering](#).
- Customized reports can be [memorized](#) for later re-use.
- You can [print cheques](#) on standard 3-part voucher check stock.

Other Features

- ACCOUNTS has context-sensitive help and a full manual online.
- It uses a powerful open source SQL-based Firebird database, and thus the data can be accessed for other purposes (with appropriate tools).
- It can be used to store the accounting for multiple organizations on the same computer.
- It has simple options to backup all of your data to a local drive (preferably a USB memory key), and to restore such backups. Those backups can also optionally be followed by an encrypted backup to a secure Internet location, and those Internet backups can be restored.
- It lets you send encrypted database backups to yourself or a colleague by email, and restore those backups.
- It reminds you to do backups of your database weekly, or at a frequency of your choice.
- While the program is entirely in English, limited entry of accents and characters for foreign languages should be possible.
- Dates and currency are displayed in your regional format, as defined in Windows Control Panel's Regional settings.

Limitations / Requirements

- It is probably best suited to small to mid-sized organizations, because many larger organizations might want a more full-featured and customizable program.

- It runs under all recent versions of Windows: Windows 8.1, Windows 10, Windows 11, or Windows Server 2008 SP2 or later.
- It is possible to use it successfully on a [Mac](#) using programs such as Parallels (which allows you to install a copy of Windows and then run Windows programs on a Mac). However, we cannot support any problems that are specific to using it on a Mac.
- It requires your screen properties to be set to 1024 x 600 or higher, with Normal size Fonts selected in your Display settings, or to 1024 x 768 or higher, if you are using Large size Fonts. This program will not work on an 800 x 600 display, because there would be insufficient room for some of the program's windows.

See Also: [What Doesn't ACCOUNTS Do?](#)

1.2 What Doesn't ACCOUNTS Do?

ACCOUNTS is not trying to have all of the features of mass-market accounting programs. Rather, it is focussed on supplying special features (especially fund accounting) that will be of benefit to small to mid-sized churches, charities and other non-profits, and enough other features to make it usable by a reasonable percentage of those organizations.

Inventory

ACCOUNTS does not have an inventory module, for tracking inventory that you have on hand. (Most smaller non-profits don't sell things, and thus don't need to track inventory.)

Accounts Receivable

ACCOUNTS does not have an Accounts Receivable module, which would be used for tracking customers (for example if you had associated businesses), entering invoices you issue, entering payments against those invoices, etc.

Of course, there is nothing stopping you from entering transactions directly against an Accounts Receivable account in your [chart of accounts](#).

Some non-profits using only a competitor's accounting program use its Accounts Receivable module to track donors and their donations. We recommend instead using our DONATION program for recording that information, and issuing the charitable receipts. It can export summary bank deposit information for importing into ACCOUNTS.

Payroll

ACCOUNTS does not do payroll calculations. As a tiny business, it is unfortunately not realistic for Software4Nonprofits to learn and keep up with all of the payroll rules for each major country we sell to (the U.S.A. and Canada), not to mention differences by state and province within those countries.

What we do instead, for those organization that require payroll, is recommend affordable online 3rd-party payroll systems where we can. Currently we have one recommendation, for Canada, which has the ability to export a file containing either summary or individual transactions for one payroll, which can be [imported](#) into ACCOUNTS.

See the [Recommended Products and Services](#) web page for our specific recommendations.

If you are in Canada and wish to do your own calculations, the Canada Revenue Agency also has a simple online calculator for provinces other than Quebec [here](#).

See also: [Payroll Samples](#) help page.

Multiple Currencies

There is no support for having different accounts (for example bank accounts) in different currencies in ACCOUNTS. So it is not recommended to use it if you have such accounts that you need to track for your organization, because everything will be treated as being of the same value (no exchange rates are taken into account).

Upcoming Features

While they are not in ACCOUNTS yet, the following are some features that will most likely be added at some point:

- Setting up additional users, each with their own password, within each database

The following are some possible features, that are under consideration, and may or may not be added in the foreseeable future:

- Graph-style reports, like income and expense pie charts
- The ability to make some unneeded features invisible.

1.3 Accounting Concepts

This page is a brief introduction to accounting concepts. If you are absolutely new to bookkeeping, you may need more education on it than is available here, because no bookkeeping/accounting software program can teach you to be a bookkeeper all by itself! Software4Nonprofits always encourages you to consult a professional accountant if you have any questions that are about accounting, as opposed to about how to use the program.

Even if you are an experienced bookkeeper, please be sure to read the section [Funds and Fund Accounting](#) below to understand how ACCOUNTS "thinks" about funds.

Classes of Accounts

In accounting, there are five standard types or classes of account, in which you record balances and transactions:

- **Assets** are what you (or your organization!) own, or what is owed to you. They include bank accounts, petty cash, real property like buildings, investments, and debts owed to you.

- **Liabilities** are what you owe. They include bank loans, mortgages, and accounts payable (bills that have come in for you to pay, that you have not paid yet). Also if you have payroll, any government-mandated deductions that you have made from employee paychecks, but not yet submitted to the government, would be liabilities.
- **Equities** or **Funds** are the "net" of what you own, which is why they are alternatively called **Net Assets**. The total of your equity account balances is always equal to the total of your assets, minus the total of your liabilities.
- **Income** or **Revenue** accounts record the different categories of income that your organization receives, such as donations, grants, etc.
- **Expense** accounts record the different categories of expenditures that your organization makes, such as salaries, rent, office expenses, etc.

One of the first things you need to do in the ACCOUNTS program is set up your list of accounts, commonly called the "chart of accounts". After optionally choosing a set of [startup accounts](#) during the setup of the program, usually either a standard sample charts of accounts, or an import from another program, you will want to edit the list further. You do that with the **Maintenance** ⇒ **Chart of Accounts** [menu option](#). You normally need one account for each distinct asset or liability (or type of asset or liability, in some cases) that your organization has, one for each fund (General Fund, Building Fund, etc.) and one for each type or category of income and expense that you have.

Each account has an account number, which is useful for keeping them organized. By accounting convention (or Generally Accepted Accounting Principles - GAAP), there are fixed ranges of numbers for each class of account. ACCOUNTS allows you to choose during the initial startup that your account numbers will be either four or five digits long (they must be consistent!). The ranges of numbers you can use are:

Class of Account	Range if 4 Digits	Range if 5 Digits
Assets	1000 to 1999	10000 to 19999
Liabilities	2000 to 2999	20000 to 29999
Equities / Funds	3000 to 3999	30000 to 39999
Income / Revenue	4000 to 4999	40000 to 49999
Expenses	5000 to 5999	50000 to 59999

Different non-profit organizations and charities seem to use different terminology for the various classes of accounts, and some other things like common report names. ACCOUNTS allows you to select your desired terminology with the **Maintenance** ⇒ **Entity and Report Names** [menu option](#).

Grouping and Hierarchy of Accounts

Accounts within one class are grouped into sub-sections, which the program calls Types of account. For instance, Asset accounts are classified as Bank, Cash, Accounts Receivable, Other Current Asset, Fixed Asset or Other Asset.

Accounts can also be grouped into "parent" accounts and sub-accounts. For instance, within your Income accounts you might have a parent account for Donations, and sub-accounts for Cash Donations (including cheques) and Credit Card Donations.

Note: When you do set up parent accounts and sub-accounts, you can only post (i.e. enter) transactions using accounts that have no sub-accounts under them. If you are used to an accounting system like QuickBooks that allow you to post transactions both to a parent account and to its sub-accounts, and displays transactions for the parent account on reports with a heading such as "Other *Parent Account Name*", there is a solution. Just add another sub-account, called "Other *Parent Account Name*", or whatever you want to call it, and then you can post the transactions that belong to the parent account, but not to any of its existing sub-accounts, to that additional sub-account.

Three levels of accounts are available in the program - top level, sub-account and sub-sub-account.

Funds and Fund Accounting

Many non-profits maintain multiple funds, each representing a specific purpose or source of their income. There is always a General Fund, which represents all money that is not associated with a more specific fund. (Of course, you may choose to call that something else.) Other types of funds might be a Building Fund, with money being saved up (and spent) to buy or improve a building, or a fund associated with a specific large bequest or grant to the organization, that is restricted to being used for a specific purpose.

Generally you would only consider something to be a fund if you need to track income and expenses related to it, report on its net income (income minus expenses) and **also** want to track a running balance in the fund. If it doesn't have a running balance that you care about, often one that continues from one year to the next, it may not be worth considering it to be a fund.

Example: People are donating money to fund the upkeep of your organization's library, and you have decided that only money donated in that way can be spent on the library. You would have a Library Fund account that holds the balance, a Library Donations income account to track the donations, and a Library Expenses account (or perhaps multiple such accounts for different parts of its expenses) to track the expenses.

When you have multiple funds, it is crucial that your bookkeeping software allows you to carefully track all income to and expenses from each fund, and the balance in each fund at any time.

The ACCOUNTS program makes this very simple. What the program calls "fund" accounts are actually equity accounts in conventional wording. (And the only equity accounts in the program are funds!). The balance in a fund account is the fund balance. Each income or expense account that you have must be associated with one fund account, either the General

Fund (which is the default, when you create new income and expense accounts) or another fund that you specify. You associate income and expense accounts with a fund in the [editing window](#) for that income or expense account, accessed from the [Chart of Accounts](#) window. You can also view and edit those associations in the **Maintenance ⇒ Funds for Accounts** menu option's [window](#).

All income and expense transactions involving an account that is associated with a specific fund implicitly and automatically change the balance in that fund. So unlike with most methods of handling funds in general-purpose programs like QuickBooks, Quicken or Simply Accounting / Sage 50, there are no special entries needed to maintain your correct fund balances, like assigning classes, tags or projects to each transaction line. There are also no periodic transactions needed to maintain the fund balances, as with most methods commonly used in those other programs. Some organizations using general-purpose accounting programs even resort to using a separate spreadsheet to maintain the fund balances, because it is so difficult in their program!

For-profit companies, or non-profits using programs that do not handle funds this automatically, often have one or more additional equity accounts named something "Retained Earnings", and either "Current Earnings" or "Net Income". Retained Earnings usually represents the total net income (income minus expenses) over all years of the business, sometimes including the current year's net income. Current Earnings generally represents your net income for the current period (usually a fiscal year). The accounts sometimes have to be manually maintained via journal entries. None of that is required in the ACCOUNTS program - it takes care of that automatically in the Fund account balances, without needing such accounts.

In ACCOUNTS, your total retained earnings (including the current year) show up as the total of all of your Fund account balances. The current earnings or net income show up at the bottom of **Reports ⇒ Summary ⇒ Income Statement**. If you have multiple funds, you can see those same figures broken out by fund in **Reports ⇒ Fund ⇒ Income Statement**. (That latter report also includes the starting fund balance in each fund for the reporting period, the changes in that fund balance, and the ending fund balance.)

Particularly in the U.S.A., it is common to group your funds into Unrestricted, Temporarily Restricted and Restricted Funds. Those could be set up in ACCOUNTS as top-level fund accounts, with the specific funds being sub-accounts under them. (So for instance, "General Fund" would become a sub-account of the parent account "Unrestricted Funds".)

The program's original General Fund account can be modified in some ways, including changing its name or number, or as mentioned above making it a sub-account of another fund account. However, it cannot be deleted, and cannot have sub-accounts. It can always be identified in the [Chart of Accounts](#) window, because when you hover over its Number or Name fields, a message pops up saying it is the original General Fund account.

Each fund account that does not have sub-accounts must generally have at least one income account and at least one expense account associated with it. (We also call this being "linked" to a fund account.) Transactions involving those linked accounts would be the normal ways

that the fund balance gets increased (via transactions on linked income accounts), and decreased (via transactions on linked expense accounts).

Without those linked income and expense accounts, there would be no normal way (other than inter-fund transfers) for the fund balance to change, which does not normally make sense. If you exit the [Chart of Accounts](#) window with any such fund **not** having at least one income account and at least one expense account associated with it, you will be given a message about that, and an option to fix it. If you are finding it difficult to figure out what is missing, you may want to use the **Reports ⇒ Listing ⇒ Revenue and Expense Accounts by Fund** menu option to see a report of which accounts are associated with which funds, and which funds have no revenue accounts or no expense accounts (or neither) associated with them.

As mentioned above, you cannot enter transactions against Income and Expense accounts that have sub-accounts. However, parent accounts that do have sub-accounts also have to be associated with a fund, but it actually doesn't matter what fund you associate them with - any numbers displaying in those accounts in any report are just totals from their sub-accounts.

It is important to understand where the balances displayed for fund/equity accounts in reports such as the Balance Sheet come from. They are composed of two parts, added together:

- The total of any transactions directly affecting that fund, for example inter-fund transfers, for all dates up to the date the balance is being displayed for, plus
- The total of any transactions on income and expense accounts that belong to (are associated with) that fund, for all dates up to the date the balance is being displayed for.

The transactions that make up the total referred to in the 2nd bullet point above will not show up in that fund's [register](#) window, though what we call the "implicit balance" that includes them is displayed at the bottom right of the window. The "implicit balance" is what this program calls the balance in a fund, **including** the transactions on income and expense accounts belonging to that fund. It is in some ways similar to the implicitly calculated "Net Income" or "Current Earnings" account balance in traditional accounting programs.

For accountants and trained bookkeepers only: One way to understand this is that the difference between the explicit balance in a fund account (which is made up of any Opening Balance plus or minus any inter-fund transfers), and the implicit balance, is the same as the total of all years' Net Income that relates to that fund. So the difference at any given date between the sum of the explicit balances of **all** funds and the sum of the implicit balances of **all** funds is equal to the total of all years' Net Income, up to that date.

It is almost never correct to have a transaction directly affect a fund balance, except in two cases. The first is when you are entering your [Opening Balances](#) transaction, and the second is if you are making a transfer between funds. (For example move \$1,000 from the General Fund to the Building Fund.) Because of this, most places in the program do not even show Fund accounts as accounts you can do transactions directly on. The only exceptions are [register windows](#) and [Journal Entries](#), and even then, register windows don't allow you to mix

fund and non-fund accounts in one transaction, and you will receive a warning if you try to mix fund and non-fund accounts in a journal entry transaction.

If you are having any difficulty understanding this, there is a good detailed series of articles on Fund Accounting written by an accountant staff member from Icon Systems, the authors of the online fund accounting program IconCMO. (That is more expensive, and more comprehensive, than ACCOUNTS, but fairly similar in its fund accounting design.) You can see the four parts of that article starting [here](#). (The other three parts of it are linked to near the top of the article.) Where their articles refer to their product's contributions module, that would be the equivalent of the Software4Nonprofits [DONATION](#) program. Their accounting module would be the equivalent of this ACCOUNTS program.

Asset and Liability accounts, including bank accounts, are **not** associated with specific fund accounts. While some organizations choose to keep the money related to each fund in a different bank account, there is no requirement to do that when you use ACCOUNTS. The automatic maintenance of the fund balances that ACCOUNTS does for you means that you can always know how much money is in each fund, without having to separate it out into different bank accounts.

Another thing that some users are used to doing with general-purpose bookkeeping programs when they have funds is to create sub-accounts of the Bank accounts, to track the portion of the balance in that bank account that belongs to that fund. **Do not do that in ACCOUNTS!** It is not required, because the fund balances are maintained for you automatically without needing to do that. In addition, doing that would prevent you from being able to properly [reconcile](#) that Bank account, because only accounts with no sub-accounts can be reconciled!

We actually fairly **strongly recommend** not having separate bank accounts associated with each fund. It just complicates your banking, can cause cash flow problems, is error-prone (if you make transactions using the wrong bank account for the wrong fund) and there are far too many ways that the fund balance can end up different from the bank balance. Since the only good reason for associating different bank accounts with different funds that we are aware of is if you do **not** have a true fund accounting program like ACCOUNTS that tracks the fund balances properly and automatically for you, you will be able to simplify your banking by not doing that.

For some discussion of potentially complex issues in maintaining a fund and its balance, see the Help topic [Mortgage Samples and Building Fund](#). The examples there could also apply to other sorts of funds!

Transactions

The bulk of what you do in an accounting system is enter transactions, such as bank deposits, cheques or other payments, etc.

In ACCOUNTS, there are several ways to do this.

One way is with the special purpose data entry windows: [Write Cheques](#), [Enter Deposits](#), [Credit Card Charges](#), [Enter Bills](#) and [Pay Bills](#).

A more general way is to use a [register window](#) for the main asset or liability account involved to make the entry. Register windows are much like your paper chequebook register, with a space for the date, a cheque number, a description, the other account (generally income or expense) and the amount. Transactions in a register window can also be split into multiple other accounts.

Very occasionally you will use a register window on a fund account, for instance to enter an inter-fund transfer that does not involve bank accounts, just changing fund balances.

Some users will prefer to mostly use special purpose data entry windows for their initial data entry; others will prefer to use the register windows most of the time. You can only use the Write Cheques, Enter Deposits and Credit Card Charges windows to enter **new** transactions - to review, edit or delete transactions you have previously entered with those windows, you need to use the register window.

The other way to enter transactions is as journal entries, with the **Actions** ⇒ **Journal Entries** [window](#). Most users will only enter journal entries at the direction of their accountant, or have their accountant make the journal entries themselves. This should very seldom be needed!

One specialized type of journal entry that almost every organization will want to make as they start using ACCOUNTS is an [Opening Balances](#) transaction, done with the **Actions** ⇒ **Opening Balances** menu option. It shows the balances in your accounts just before you are going to start using ACCOUNTS, so it is usually done as at a year-end date.

Every transaction must affect two or more accounts, such as a bank account and an income or expense account. The details of each account that a transaction affects are also known as the "splits" for that account. When there is a main account in a transaction, like the bank account used in a register window, or the Write Cheques or Enter Deposits window, the other account or accounts in the transaction are also known as the "counter" account(s).

Debits and Credits

Each part, or split, of a transaction either increases or decreases the balance in the account it affects. Increasing an asset balance means having more money in that asset (for example that bank account). Increasing a liability balance means having a larger debt, for example when you take out a loan, you increase (or establish) the balance in that liability account. Increasing a fund / equity account means that your net assets in that fund are greater. Increasing an income or expense account means having a larger total of income or expenses in that account.

Accounting technically uses the words "debit" and "credit" for increases and decreases in accounts, but depending on the class of account, a debit can be an increase or a decrease, and the same with credits. The following table explains whether a debit or credit increases or decreases each class of account:

Class	Debit	Credit
Asset	Increases	Decreases

Liability	Decreases	Increases
Equity / Fund	Decreases	Increases
Income / Revenue	Decreases	Increases
Expense	Increases	Decreases

Fortunately in ACCOUNTS you seldom need to know about debits and credits, and when each is an increase or a decrease in a given account. The register windows have specific labels for the places you enter increases or decreases, such as "Payment" and "Deposit" for bank accounts etc., rather than using the words "Debit" and "Credit". Similarly, the special purpose data entry windows like Write Cheques etc. are all only for one type of transaction, so there is no need to consider whether they are debits or credits.

The only time you have to know about debits and credits is if you have to enter journal entries, or when you are entering your [Opening Balances](#) (which is a form of journal entry). The journal entry and opening balances windows display a handy up or down arrow at the end of each split row, so that after entering an amount in the Debit or Credit column, you can see whether it increased or decreased the balance of the account listed on that row. That can be used to double-check whether you have entered the journal entry correctly, or have reversed the debits and credits!

Cash Basis versus Accrual Basis Accounting

Cash basis accounting is when an income or expense is recognized in your accounting (and entered into your accounting system) on the date that cash actually "changes hands". For instance, if you receive a phone bill on June 1, and pay it by writing a cheque on (and dated) June 15, with cash basis accounting you would just enter that into the program as a cheque on June 15.

With accrual basis accounting, an income or expense is recognized in your accounting (and entered into your accounting system) on the date that the income is "earned" or the expense is "incurred". In the example above, the phone bill expense was incurred on June 1, the date the bill was received. So you would need to make two entries into your accounting system, one (using [Enter Bills](#)) dated June 1 to indicate a debt to the phone company, and one (using [Pay Bills](#)) on June 15 to indicate that you have paid off that debt.

If you are not sure which basis of accounting your organization is using, or should be using, please consult your accountant.

Other than your choice of what transactions to enter and when, there is no special action you have to take in ACCOUNTS to tell it whether you are using the cash or accrual basis of accounting.

2 LICENSE INFORMATION

2.1 License Information

ACCOUNTS is licensed and copyrighted software. You are free to download it and evaluate it without charge, but you are required to pay for the software to continue using it after your evaluation period. Details are on the [PRICING](#) page on the program's web site.

The software license agreement is provided in the file LICENSE.htm, which is installed in the program's main directory, usually C:\Program Files\ACCOUNTS. The license can be easily viewed by using the program's **Help** ⇒ **View License Agreement** menu option.

Additional license information for components of ACCOUNTS that were not created by Software4Nonprofits:

The Firebird database included with ACCOUNTS is subject to both [The InterBase Public License](#) (a version of the Mozilla Public License 1.1) and the [Initial Developer's Public License](#).

2.2 Software Licensing and Evaluation

ACCOUNTS has software licensing built into the program.

What this means is that when you first install ACCOUNTS, it will start out as an Evaluation version of the program. This evaluation period will expire in 30 days (though your data will still be there!). There is a 30-day grace period in which you can continue using the program after that.

The Evaluation version always starts up on the Evaluation and Licensing window of the program. As long as your evaluation period and grace period have not yet expired, you can click the **Continue** button on that window to continue on into the program, and use all features.

All features of the program work in the Evaluation version. The only change is that a footer line is printed on every page of every printed report, mentioning that it was printed from the evaluation version.

If the Evaluation and Licensing window is not coming up when you start the program, you get to it with the **Tools** ⇒ **Request or Install License Key** menu option.

Extending your Evaluation Period

The Evaluation and Licensing window that comes up when the program is an Evaluation version tells you how many days you have left in your evaluation period. If your evaluation period and grace period have 14 or fewer days left in them, and you need more time to decide on whether or not to purchase ACCOUNTS, you can click the **Request Key for Extension of Evaluation Period** button. That brings up an email, addressed to Software4Nonprofits.com, requesting a 30-day extension. Please fill in the reason for your

request, then [send the email](#). (Note: Until you only have 14 days left in your evaluation period, this option is not displayed.)

Note: The email request will **not** appear in your email program's Sent Mail folder.

You should receive an email response, generally within 2 business days, but usually much sooner. This response will explain what to do. Basically, the email contains a key, consisting of numbers and letters. In the Evaluation and Licensing window, click the **Install Key for Extension of Evaluation Period** button. That brings up the Install Evaluation Extension Key window. You will need to copy the key out of the email you received (by highlighting it with your mouse and pressing Ctrl+C) and paste it into the entry field in this window (by pressing Ctrl+V). Click the **Accept Key** button, and it should extend your evaluation period by another 30 days.

Obtaining a License Key for the Program

In order to have ACCOUNTS stop being an Evaluation version, you need to pay the Annual Fee to Software4Nonprofits and install the License Key that that entitles you to in the Evaluation and Licensing window. After doing this, that window will no longer come up every time you start ACCOUNTS, and there will be no further time limit.

You are entitled to receive a License Key for your organization if you paid for ACCOUNTS within the last 12 months prior to your request for the Key.

For links to make a payment by credit card, or from your bank, [contact us](#).

Assuming that you are entitled to a license key (and a payment has already been received and acknowledged by Software4Nonprofits), if you have at least version 2.04 of ACCOUNTS and an active Internet connection, normally when you start the program it will detect that you have a license key available, and prompt you to automatically retrieve it. You will not have to follow any of the further instructions in this section (the next few paragraphs up to the next heading).

If that does not happen, you can instead click the **Request License Key for your Organization** button in the Evaluation and Licensing window. After asking you a question about whether you have paid in the last 12 months, that normally brings up an email, addressed to Software4Nonprofits.com, requesting the license key. If desired, you can add any further comments to this email, then [send it](#). (If you have not yet paid, it gives you options on how to do so.)

Note: The email request will **not** appear in your email program's Sent Mail folder.

You should receive an email response, within 2 business days, but usually much sooner. This response will explain what to do. Basically, the email contains a two-line key, consisting of numbers and letters. In the Evaluation and Licensing window, click the **Install License Key for your Organization** or **Install Updated License Key for your Organization** button. That brings up the Install License Key window. You will need to copy the two-line key out of the email you received (by highlighting it with your mouse and pressing Ctrl+C) and paste it

into the entry field in this window (by pressing Ctrl+V). Click the **Accept Key** button, and it should install your license key, and change ACCOUNTS from an Evaluation version to a full version, and/or update the email support and upgrades eligibility date.

ACCOUNTS is Subscription Software

Any users of the [OnDemand](#) version of ACCOUNTS, and users of the Standard or [Local Network](#) versions who have made a payment in 2022 or later, are using subscription software. As such, the program requires Annual Fee payments if you wish to keep using it in each successive year, since you are getting continued value from it.

The subscription payments are actually enforced by the program, for all users of the OnDemand version, and all users of the Standard or Local Network versions who have paid in 2022 or later and also upgraded to Release # 3.00 or later of ACCOUNTS. For all of those users, the program will start warning you as you get to the end of your 12-month payment period, and will stop working when it expires (after an extra 30-day grace period). It will start working again when you pay your Annual Fee again and get an updated license key, and your data will of course still be there!

License Keys are Connected to Organization Names

Your license key is partly based on your Organization Name. If you change the name of your organization in the **Maintenance** ⇒ **Organization Info** window, the program will give you a couple of messages telling you that it is inserting that new name into your license key file. Please also [email us](#) to inform us of any significant changes to your Organization Name, for our records.

If you use **File** ⇒ **New Database** and **File** ⇒ **Open Database** to create or switch to additional databases for other organizations, or **Backup/Restore** ⇒ **Restore Database** to restore a database with a different organization name in it, you may need to obtain another license key for the different organization names. There is no additional charge for maintaining databases for more than one organization on the same computer. (Users of the Standard version will have to pay at the Local Network version rate if they have more than 5 databases, though they do not have to switch to that version.)

If you need to [move the program to another computer](#) for the same organization (or, for instance, rebuild your computer after a hard disk crash), you can use the same license key for that other computer. The same applies if you use ACCOUNTS on two computers, and [transfer your database](#) between computers. If you no longer have the email containing the license key, just request it again.

Eligibility for Upgrades and Support / Annual Payments

When you make your Annual Fee payment, you are then eligible for upgrades or support for one year from your payment date, which is the date we receive your cheque, or the date you paid online. If you pay before your support expiry date, the new expiry date will be a year from the current expiry date. The expiry date for your eligibility for upgrades and support is

part of the license key that you install. To see your expiry date, use **Tools** ⇒ **Request or Install License Key**. It will be displayed in the window that comes up.

After making any payment, or being informed for any other reason that your eligibility period for support or updates has been extended, if you have at least version 2.04 of ACCOUNTS and an active Internet connection, normally when you start the program it will detect that you have a license key available, and prompt you to automatically retrieve it.

Otherwise, you can use the **Request License Key for your Organization** button on the Evaluation and Licensing window to request an updated key. Installing this updated key will inform the program that your eligibility for support and updates has been extended appropriately, and will allow it to accept updates.

2.3 Sending Emails from the Program

A few places in the program need to send an email to Software4Nonprofits.com. Two of those places are related to [software licensing](#), and are for requesting a License Key for your organization, or requesting an Evaluation Extension (for longer than the normal 60-day evaluation period plus grace period). Another use is for sending your [registration](#) information.

(Other email sending in the program, such as for [emailed backups](#), is based on the [settings](#) set up with **Maintenance** ⇒ **Email sending Configuration**.)

When you use either of those licensing options mentioned above, a window such as the following comes up:

The screenshot shows a 'Send Email' dialog box with the following fields and options:

- Title:** Send Email
- Instructions:** Use this window to send an email to Software4Nonprofits.com in order to request your license key.
- Buttons:** Cancel, Help
- From:** Name: Your Organization, Email: info@software4nonprofits.com
- To:** info@software4nonprofits.com
- Subject:** ACCOUNTS License Key Request
- Body:** Please issue a license key for ACCOUNTS to:
Organization Name: Your Organization
Address Line 1: 100 Main Street
Address Line 2: Anytown ON
- Additional Comments (optional):** (Empty text area)
- Instructions:** Please use one of the following options, and the Send button, to send this email:
- Options:**
 - Use this default option if you have a connection to the Internet on this computer:
 - Send this exact email using a web form on the Software4Nonprofits.com web site
 - Use this option if you DON'T have a connection to the Internet on this computer:
 - Copy this email to the clipboard, so that you can send the email manually
- Buttons:** Send

The Subject line and Body of the email will already have been filled in for you with the required contents, and are not editable.

Note: one of the things that is displayed in the Body of a license key request is your Organization Name, as taken from **Maintenance** ⇒ **Organization Info**. If that is not exactly the way you want it to appear on your reports, you must first go back and change it in **Maintenance** ⇒ **Organization Info** before you make a license key request, because the license key needs to correspond exactly to your Organization Name, both in the spelling and in the capitalization. (Do **not** just change it in this email.)

When you are using this window to send an evaluation extension request, the optional Additional Comments field shown above is changed to a required Reason for Request field, so that you can inform us of why you need the extension.

When you are using this window to send your Registration information, the Subject and Body fields are *not* editable - they are determined by what you put into the Registration window. And there is also no Comments or Reason for Request section.

There are two options for how to send the email:

1. **If you have an Internet connection on your computer:** Use the default radio button option, "Send this exact email using a web form on the Software4Nonprofits.com web site" (which is already selected for you), and click the **Send** button. That will invisibly send the contents of the email to a form on the Software4Nonprofits.com web site, which in turn actually sends a real email to us.

For this option, you also need to fill in the From Name and Email, at the top of the "Send Email" window, changing them from the default values ("Your Name" and "YourEmail@Address.com") that may come up when the window opens. However, it will re-use any previously used From Name and Email address. If this window hasn't been used before, the program tries to determine your Name and Email address from an Outlook, Outlook Express or Thunderbird profile if you use one of those email programs.

Note: The email request will **not** appear in your email program's Sent Mail folder after you send it this way.

2. **If you DO NOT have an Internet connection on your computer, or the Send in the previous step fails for any reason:** In this case, you will have to send the email more manually. Select the radio button "Copy this email to the clipboard, so that you can send the email manually", then click **Send**. (You don't have to fill in the From Name and Email for this option.)

What this does is put the contents of the email into the clipboard (the place Windows uses for doing Copy and Paste). After this, please follow one of these two sets of steps to send the email:

a) If you **do** have Internet access on this computer, and the **Send** in Step 1 above just failed:

- Open up your email program, or connect to your web-based email (like Hotmail, Gmail or Yahoo mail), and start a new email.
- Paste the email from the clipboard into the body of your new email by pressing **Ctrl+V** (hold down Ctrl and press V) or using the **Edit ⇒ Paste** menu option in your email program.
- The email that you have pasted in includes the To: address and the Subject line. Copy those out of the body of the email into the appropriate places in your email that you are sending.
- Send the email.

b) If you do **not** have Internet access on this computer:

- Open up any program that you can save a text file in, such as Word or Notepad, on your computer.
- Paste the email that is on the clipboard into that program, by pressing **Ctrl+V** (i.e. hold down Ctrl and press V) or using the **Edit ⇒ Paste** menu option in that program.
- Save that into a file (say, Email.doc, if you are using Word).
- Copy that file onto something that you can take to another computer that does have an Internet connection, such as a USB memory key.

- On the other computer that has the Internet connection, open up that file from the USB memory key.
- Highlight the contents of the email with your mouse, then press **Ctrl+C** or use the **Edit** ⇒ **Copy** menu option to copy it to the clipboard.
- Open up your email program, or connect to your web-based email (like Hotmail, Gmail or Yahoo mail), and start a new email.
- Paste the email from the clipboard into the body of the email that you have started, by pressing **Ctrl+V** or using the **Edit** ⇒ **Paste** menu option.
- The email that you have pasted in includes the To: address and the Subject line. Copy those out of the body of the email into the appropriate places in your email that you are sending.
- Send the email.

There is actually a third option, if you don't have an Internet connection on your computer. Just go to another computer that has an Internet connection, and manually type in at least roughly the same email that was displayed in the "Send Email" window, and send it to the same To: address that was displayed (info@software4nonprofits.com). However, please be very careful to include your **exact** Organization Name from **Maintenance** ⇒ **Organization Info**, with the correct spelling, capitalization and punctuation, because as mentioned above, if this does not match, your license key that we send back to you will not work.

3 TECHNICAL SUPPORT

3.1 Technical Support

There are three ways that we would recommend for resolving problems with the ACCOUNTS program, and to answer questions about it:

1. **Read the Manual:** Yes, we know many people hate reading manuals or help files. However, many of the questions we get asked can indeed be answered by carefully reading or searching in the manual or this help file. The help file has exactly the same contents as the manual. Don't forget that you can search in the help using the Index or Search tabs. (You get to the Help via the **Help Contents & Index** quick link or **Help** ⇒ **Contents and Index** menu option on the main window, or the **Help** button on virtually every other window in the program.)
2. **Check the FAQs:** There is a Frequently-Asked Questions page on the web site, at <https://software4nonprofits.com/faqs/>.
3. **Email us directly**, using the [Contact Information](#) below. Please send as much detail about possible about your problem, with screenshots where appropriate. Please **do not** send camera photos for screenshots: they are enormous attachments and often very hard to read. [Click here](#) for instructions on screenshots.

We have found that email almost always works better than phone, for several reasons. First, you don't have to catch us at a given time. Second, it is better for handling details, especially if there are a lot of details in our reply to you - you will have them in writing, to work through. And finally, with email we both have a record of the conversation, which we can look back on later if necessary. For this reason, only email support is included in with standard payments.

Support Policies

Personal support by email is only available to users in organizations who have paid for the program or purchased an annual support and updates renewal within the last year, or are still in their initial 60-day evaluation period plus grace period for the paid versions.

When you inform us of problems or have questions, we have the following policies, in order to optimize the use of our resources and give you the most efficient and effective support:

1. We reserve the right to first ask you to read a relevant Help topic or web page that we recommend, if you have not already done so, and try the instructions included in it. If that does not work, you can get back to us and let us know where you are stuck.
2. We ask you to send us your problem or question by email, with appropriate [screenshots](#) where relevant, and we will normally respond by email, rather than doing support over the phone.

3. If you do phone us, you will almost always have to leave a message, and we will generally answer you by email.
4. If **we** decide that it would be more effective to answer you by phone, we will do so. We can also use remote control sessions to see what is happening on your computer, if we feel that would be a more effective way to resolve your problem than email.

ACCOUNTS support cannot replace your accountant!

It is important to understand that while we can advise you on **how** to use the program to enter your transactions, get your reports, etc., we cannot advise you on **what** transactions you should be making, **which** reports you should use for which purposes, etc. It is your accountant's job to give you that advice, and it would be a major liability issue for us to do so!

Maximum Two Business Day Response Time for ACCOUNTS Support

You should expect a reply to your emails within 1-2 business days. Please be sure to check your spam folders.

Contact Information

You may contact us in any of the following manners:

Email info@Software4Nonprofits.com (You can also send an email to this address
(**Recomm** by using the **Help** ⇒ **Email Software4Nonprofits.com** menu option.)
ended):

Web: <https://www.Software4Nonprofits.com>

Mail: Software4Nonprofits
 16192 Coastal Highway
 Lewes DE 19958, U.S.A.

We hope that the program is so simple that there should be very few problems that this help file / manual and a bit of experimenting will not solve.

Please be sure to report any bugs you feel you find in the program to us, and we will try to fix them (if we agree that they are bugs!) within a reasonable period of time. We would also be pleased to hear enhancement requests, to add or improve features. We do not promise to add any such requests to the program though, only to consider them.

ACCOUNTS Support Exceptions

There are various things that are not included in our standard support, which you are eligible for because you are either still in the evaluation period for the program, or have paid in the last 12 months. For the unusual few things that we do not consider to be reasonably included in our standard support, we will ask you to pay an hourly rate if you need assistance.

Examples of things that would not be included in our standard support include (but are not limited to):

- Creating your own reports with SQL via the **Database** ⇒ **SQL Select [window](#)**, or with an external SQL-based report designer.
- Significant accounting questions that should be answered by your accountant. (We would not do those regardless, whether or not you were willing to pay.)
- Designing your own [transaction import](#) files.

3.2 Screenshots for Tech Support Emails

When you are [contacting us](#) for technical support on a problem you are having in the program, it can often be helpful to include one or more screenshots. A screenshot is an image of the messagebox or screen you need help with.

Screenshots of Program Windows

With the current version of the program, most windows have a small camera icon in some corner of them, most frequently the bottom-right corner. Here's a sample:

Account	Amount	Memo

Total: \$0.00

If you hover over that camera icon, you will see a popup tooltip that says "Email Screenshot of this Window". If you click on the camera, it will take a screenshot, save it into an image file named Screenshot.bmp in your program's Temp directory, and bring up the following window that allows you to email it to us:

Send Email

Use this window to send an email to Software4Nonprofits.com in order to send a screenshot from ACCOUNTS to request our support.

From: Name: Your Name Email: youremail@yourorg.com

To: info@software4nonprofits.com

Subject: Screenshot from ACCOUNTS for Your Organization

Body: [PLEASE DESCRIBE WHY YOU ARE SENDING THE SCREENSHOT HERE]

Your Organization
100 Main Street
Anytown ON
M1M 2L2

Attachment: C:\Users\dcoop\AppData\Local\Temp\Screenshot.bmp

Send

Please be sure to correctly fill in your Name and Email for replies, and replace that first line in the Body section with a description of what you were doing and what your issue is with the situation.

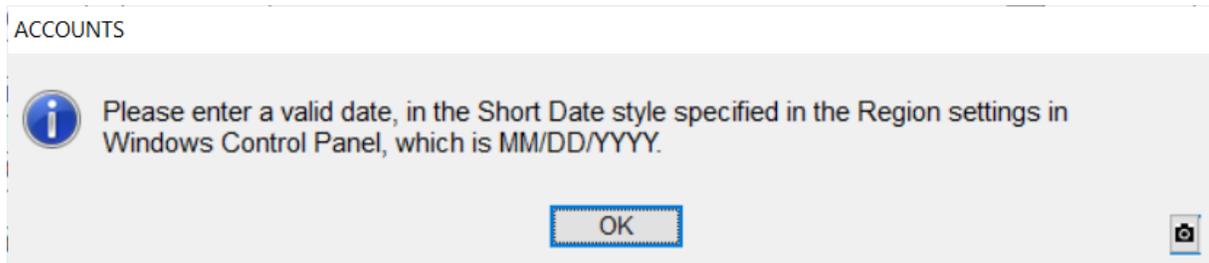
You can use the **View** button to the right of the Attachment file name to see the image that will be attached (the screenshot of the window on which you clicked the camera icon).

When you are ready, click the **Send** button to send the email to us. You do **not** have to have configured emailing in the program with the **Maintenance** ⇒ **Email Sending Configuration menu option** for this to work! You will also receive an email yourself, sent to the Email address you entered, showing what you sent to us, with the same attached screenshot.

Some windows do not have the camera icon, either because they are already windows for sending screenshots or other emails (like the one above) or because, for technical reasons, we are unable to add them. (File Open and File Save dialog windows are examples of ones we cannot add the camera icon to for technical reasons.)

Screenshots of Messageboxes

Most messageboxes in the program have a small camera button at their bottom right corner, as in the following example that comes up if you enter an invalid date:



If you click that camera button, nothing happens immediately, but when you return to the program by clicking a regular button in the messagebox (like **OK** in this example), you will be prompted to email a screenshot of that messagebox using the window described above.

Some technical messageboxes that can come up in the program, generally ones that we do not expect to come up except in the case of unusual errors, will not have the camera button, but rather have text added at the end of their message such as the following:

Note: After you click a button in this messagebox, you will be prompted to email a screenshot of it to Software4Nonprofits, with your comments. You can cancel that window if you do not wish to do so.

That message should be self-explanatory - after you click a button on the messagebox, such as **OK**, it will take you to the window above for emailing us a screenshot of the messagebox.

In either case (using the camera button on a messagebox, or the technical messageboxes that tell you they will automatically prompt you to send the screenshot), you get to the window for sending the screenshot. Click **Send** in that window to send it to us, or **Cancel** if you don't want to send it to us. After that, the program will continue on appropriately, based on whatever regular button you clicked in the messagebox and its normal processing following that click.

For windows that do not include the camera icon, or if you are reading this help page online but using an older version of the program that does not have the camera icons on windows and camera buttons on messageboxes, you can use the following method, which also works in any other program you are using!

How to Email Screenshots without the Camera Icon

You can take a screenshot of any single message box or window by pressing **Alt+PrtSc** (or on some laptops, **Fn+Alt+PrtSc**). Pressing that doesn't appear to do anything, or make any sound, but it puts that screenshot into the Windows clipboard. You can then paste that directly into an email with **Ctrl+V**, a right-click and pick **Paste** from a popup menu, or the **Edit ⇒ Paste** menu option in your email program. If that doesn't work in your email program, you can instead paste it into a Word document that you can send to us.

Please be sure to use **Alt** with **PrtSc**, so it doesn't take a screenshot of your whole Windows screen, and **please do not send camera photos** - both of those alternatives are generally huge, and much harder for us to read.

If you have any problems following the instructions using **Alt+PrtSc** in this section, you can watch our short video demonstration that is included on the [Demos and Samples](#) web page.

3.3 Who Are We?

Our business is generally referred to as Software4Nonprofits. The website is <https://www.Software4Nonprofits.com>. Cheques (which are generally no longer accepted!) must be made out to the business name Cooperstock Software!

Who is Dan Cooperstock?

You may be asking yourself, "Who is this Dan Cooperstock, and why did he start a business of providing low-cost software to charities, churches and non-profits?"

Dan is a computer programmer with an M.Sc. In Computer Science and over 35 years working experience. He has worked with PowerBuilder, which was used to create this program, for over 25 years.

Dan is also a Quaker, and has been both Treasurer and Clerk (chair) of his Quaker Meeting's Finance Committee, and chair of the Canada-wide Quaker organization's Finance Committee. Based both on this experience, and his experience writing and supporting the DONATION program since 1999, and the ACCOUNTS program since 2012, Dan has a solid understanding of the financial requirements of a small charitable organization.

[DONATION](#) is the other program that Dan Cooperstock has created, and sells through Software4Nonprofits.com. It is used by churches and charities to track their donors and donations and issue charitable receipts.

Dan wrote the original DOS version of the DONATION program when his Quaker Meeting was using a commercial donations package, and he observed several drawbacks of it. He was not able to get the improvements he requested made. He talked to people that were using other packages, and none of them were completely satisfied. He decided that he would write his own program to handle donations, because he knew he could depend on its quality, and he could put in whatever improvements he wanted.

In 1998, Dan rewrote DONATION as a Windows program, and started giving it away for free (and later also accepting voluntary contributions) on the www.FreeDonationSoftware.org web site. It was initially free for a few reasons. The first was just out of a desire to help other charitable organizations and churches with part of their work, without costing them any additional money. Another was that Dan just didn't want the bother of getting into a sideline business as well as his full-time job, and it was satisfaction enough to have his work used and appreciated.

In 2007, Dan took time off from his employment to do another complete rewrite of DONATION, and add a lot of long-requested features. During this time, Dan concluded that he could best serve the charitable sector by working full-time on DONATION, and thus he

decided to start charging affordable prices for it, so that he could afford to do so. As part of that change, the domain name was changed from FreeDonationSoftware.org to Software4Nonprofits.com.

In 2012, Dan created the ACCOUNTS program for simple bookkeeping with fund accounting.

Other Staff

Information about our other staff can be found on the [About Us](#) page on the website.

3.4 How to Use Help

ACCOUNTS contains extensive context-sensitive help. To access it, from the program's main window, use one of several options on the **Help** menu, including:

- **Contents and Index**, which opens this Help file, initially on the Index tab, from which you can search by topic titles or keywords. (You can also press **F1** to get there.)
- **Search by Topic or Keyword**, which actually just brings up a messagebox giving you instructions for how to do that, but also has buttons that take you either to the Help file where you can use the Index for searching, or to this How to Use Help help page for further instructions.
- **Help on the Main Window**, which opens the Help page on that topic. (You can also press **Shift+F1** to get there.)
- Several others, which take you to specific commonly needed help pages, like **Quick Start**, **Technical Support Information**, **Move ACCOUNTS to Another Computer**, and **Revision History**.

Virtually every other window in ACCOUNTS includes a **Help** button, which takes you to context-sensitive help about how to use that particular window.

Searching in the Help File

Once you are in the Help file, you will see that near the top left, there are four tabs you can select: Contents, Index, Search and Favorites.

- **Contents** displays a table of contents, which you can drill down into to find topics.
- **Index** displays a searchable index of all topics, with many topics listed in several different ways to make them easier to find.
- **Search** allows you to search on any individual words in the entire Help file, and shows you all topics that contain that word.
- **Favorites** allows you to add the current Help page to a list of your own favorite Help pages, or display a favorite page that you have previous added. (This is rarely used, by most users!)

The **Index** tab is usually the most useful, for looking up Help topics either when you already know the title (perhaps Software4Nonprofits has told you the title to look for), or to search by keywords that seem sensible to you. Just type the first word or words of that title, or a

keyword, into the text field underneath the Index tab, and it will immediately scroll the index to the topics that start with what you have typed.

For instance, to search for information about Reports in the program, start typing in "report" (upper or lower case doesn't matter), and it will scroll to show you all topics that start with "report". If the first one it finds, and highlights, appears to be the one you want, just press **Enter** to display it. If you want to see one lower down the list, just double-click on it to display it.

If you can't find what you need on the **Index** tab, try the **Search** tab, to search on individual words. If that doesn't work, contact [Technical Support](#) for assistance.

Links in the Help

Just like on web pages, Help pages often contain hyperlinks to other related Help pages, usually shown in blue and underlined on most systems. Just click a link to go to the Help topic it points to. Also as with web pages, there are **Back** and **Forward** buttons at the top left of the Help viewer, to navigate back to previous Help topics you clicked through from etc.

4 DOCUMENTATION STANDARDS

4.1 Documentation Standards

Within this document, when referring to menu options on the menu of the main program window, we will use the notation **File** ⇒ **Exit** to refer to picking the File menu, then picking the Exit option on that menu.

All names of menu options, buttons (for example "**New**"), and keys on the keyboard (for example **F10**) will always be shown in boldface.

In a few pages there are optional instructions for executing commands in a Command Prompt window, editing SQL statements etc. Those instructions will be shown in *courier font like this*. (However, most users will never have to do anything like that.)

5 INSTALLATION INSTRUCTIONS

5.1 Installation Instructions

Installation

The program is distributed as one executable installation file, `accinst.exe` for the full installation or `accupdt.exe` for an upgrade to a new version. (For the [Local Network Version](#) of ACCOUNTS, for use by multiple users on a local-area network within one organization's office, it is `accinstNetServer.exe` or `accinstNetClient.exe`.) We will assume that you have downloaded that file from the [DOWNLOAD](#) page on the program's web site, at <https://software4nonprofits.com/download-all/>. After you have downloaded that file, run it. Just follow the prompts, and it should be quite straightforward. [Contact us](#) if you have any problems. For more details, see the [Installation Instructions](#) page on the program's web site.

When you are done with the Setup, look on your desktop. There should be a new icon there for ACCOUNTS. Double-click that icon to run ACCOUNTS. If all has gone well, you will now be running the program.

Users of the [OnDemand](#) version do not have to install ACCOUNTS directly, but rather just a small OnDemand client program.

Initial Startup

On your first startup, the program will ask you whether you are a first-time user, or whether you are an existing user who wants to start by restoring a backup ACCOUNTS database from a previous installation of the program on the same or another computer. Normally you would leave it at the default setting, which is for a first-time user, and click OK.

If you selected the option to restore a backup database, see [Restoring Backups](#) for more detailed instructions.

In the more usual case where you selected the option for new users, the program will prompt you for two things before you can start entering data:

- Your organization's information (name, address, etc.). (This uses the **Maintenance** ⇒ **Organization Info** [window](#), and if you need to make changes to this information in the future, you can come back to that menu option.)
- Choosing options for how to start out your chart of accounts. (This uses the [Startup Accounts](#) window.)
- Adding any further accounts to your Chart of Accounts. (This uses the **Maintenance** ⇒ **Chart of Accounts** [window](#).)

Further details on these steps, and some additional steps you may want to take before you get started, are in the [Startup Options](#) page.

You should now be ready to start entering data! See the [Regular Operating Procedures](#) page for an introduction to your daily activities.

Setting a Shortcut Key for Starting ACCOUNTS

If you wish, you can set up a keystroke such as Ctrl+Alt+A to start ACCOUNTS, without having to find and click or double-click its icon on your Desktop. ("Ctrl+Alt+A" means to hold down Ctrl and Alt and press A.) To set that up, right-click on the Desktop icon for ACCOUNTS, and pick Properties from the popup menu. Click into the "Shortcut key" field with your mouse, then press any letter alone for a Ctrl+Alt letter combination (for example press "A" for Ctrl+Alt+A), or press any other combination you want to use, like say Ctr+Shift+A. It will be displayed in that field. (Ctrl+Alt+A displays there as "Ctrl + Alt + A".) Click **OK**, and that shortcut will be saved. You should then be able to use it, even when other programs are displayed on your screen.

The only issue with Shortcut keys is you have to make sure you are not using a key combination that another program you use uses as a hotkey for one of its normal actions. However, since very few programs use the type of key combinations that the "Shortcut key" field accepts (you have to use at least two of Ctrl, Alt, and Shift), this should not be a problem.

5.2 Paying for DONATION

The program's **Tools** ⇒ **Subscription Management Portal** menu option can be used for two different purposes.

Creating a New Subscription

To make your initial payment for ACCOUNTS, or create a new subscription if for some reason your existing subscription has been deleted, use the program's **Tools** ⇒ **Subscription Management Portal** menu option.

This takes you to our payment processor Stripe to pay your annual fee by credit card, or from your bank account. For Canadian users, this prompts for the payment method, and if you choose bank account, you are prompted for the name and email address for your account. For US and other users, this is not required - US users automatically get a choice to pay either way, without a separate prompt about it being needed.

Making this payment sets up an automatic recurring annual subscription.

Viewing and Changing your Payment Status

For users with an active subscription to ACCOUNTS, the same **Tools** ⇒ **Subscription Management Portal** menu option takes you to the Stripe Customer Portal where you can review your contact information, subscriptions and payments, get paid invoices (by clicking on a row for a payment), update your stored payment methods, or cancel a subscription.

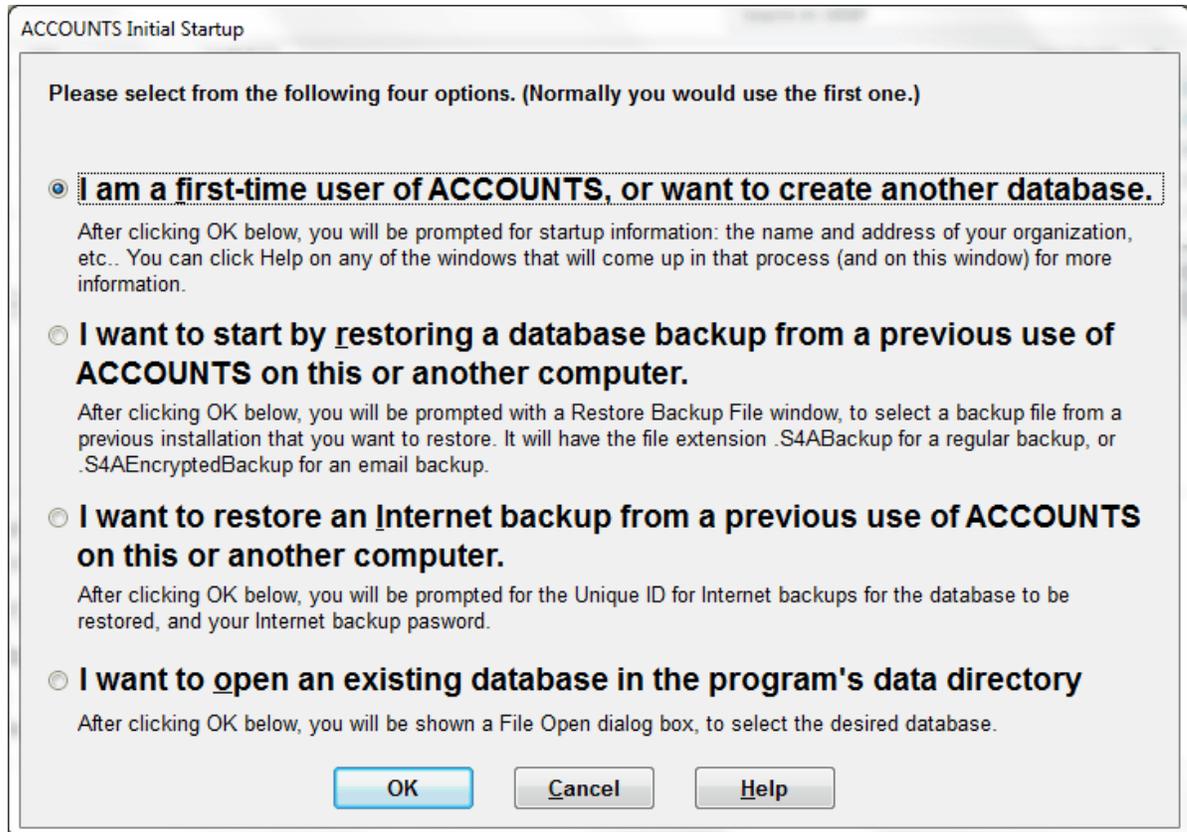
If you own both DONATION and ACCOUNTS, this page lets you manage both of them.

5.3 Startup Options

If you have already finished the initial setup of ACCOUNTS and gotten to the main window, please skip down to the section on [Passwords](#) towards the end of this Help page.

Initial Startup Window

The first time you start ACCOUNTS after you install it, the program will show you the following window:



You can also get to this window via the **File** ⇒ **New Database** menu option.

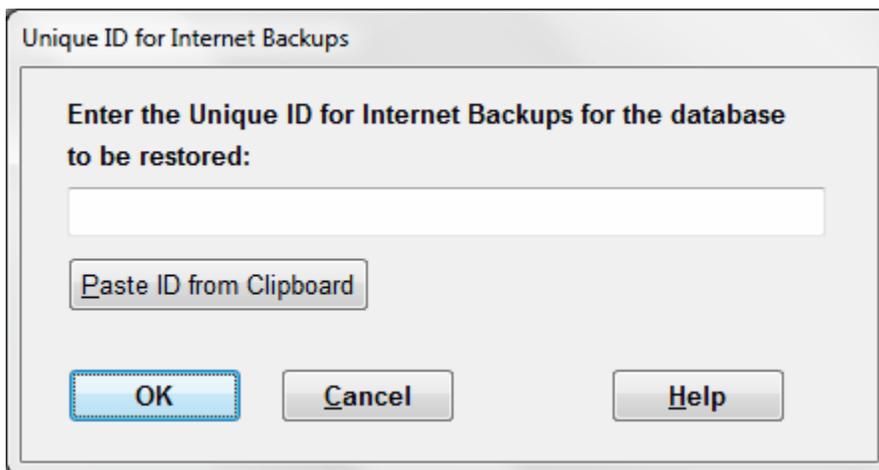
The window should be mostly self-explanatory, if you read the options in it carefully. New users, whose organization has not used ACCOUNTS before, should stick with the first option (the default) and just click OK. (You also use that first option to create an additional database for another organization.)

Users who have a backup database from a previous installation, either because they have to re-install after getting a new computer or having their computer rebuilt, or because they are transferring the program from another user in their organization, should pick the second or third radio button option (depending on what type of backup they plan to restore) and click OK. Users who already have databases and somehow get to this window by mistake can select the fourth option, to prompt to open an existing database.

If you selected the 2nd option, to restore a backup database, please see [Restoring Backups](#) for more details about the restore process. The startup windows described in the section below will not be shown.

Note: If you do select this 2nd option, check the filename of the backup that you have received, or that was emailed to you. It should be something like *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup* or *OrganizationName-YYYY-MM-DD.S4ABackup*, where *OrganizationName* is the File Name from the **Maintenance** ⇒ **Organization Info** window in the program (details below), *YYYY-MM-DD* represents the date the backup was made, and *HH.MM.SS* is the time. (If it is an email backup, it will be named something like *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4AEncryptedBackup* or *OrganizationName-YYYY-MM-DD.S4AEncryptedBackup*.)

If you selected the 3rd option, to restore an Internet backup, please see [Restoring Internet Backups](#) for more details. The following window will come up when you choose that option:



To get the Unique ID into this window, you have to first copy it to the Window clipboard from wherever you have it stored, then click the **Paste ID from Clipboard** button on this window to get it displayed here. (You can also *carefully* type it in manually, or directly paste it into the entry field.) After clicking **OK** and entering the Internet Backup password that it will next prompt you for, you will be able to select from the Internet backups - choose the most recent one. As with choosing the 2nd option in the window above, the further startup windows described in the section below will not be shown.

The fourth option allows you to re-open an existing database that has been used in the program before.

Further Startup Windows

In the more usual case where you selected the first option in the initial startup window, for new users, the program will prompt you with several additional startup windows before you can start entering transactions.

First window:

Organization and other Constant Information

Organization Name: Your Organization

File Name: Your Organization .S4A

Address Line 1: 100 Main Street

Address Line 2: Anytown ON

Address Line 3: M1M 2L2

Phone: 800-555-1111

Country: Canada (English only)

Charitable #:

Paper Size: Letter

Fiscal Year Starts: March 15

OK Cancel Help

In this window, you enter your organization's basic information (name, address, fiscal year start if different from the calendar year etc.). You can also come back later and change this basic organization information with the **Maintenance** ⇒ **Organization Info** [window](#).

Startup Accounts Window

This [window](#) prompts you with a number of options about how your chart of accounts should be initialized.

Once you are finished with that, you go on to the following window, where you can make further detailed edits to your chart of accounts.

Edit Chart of Accounts Window

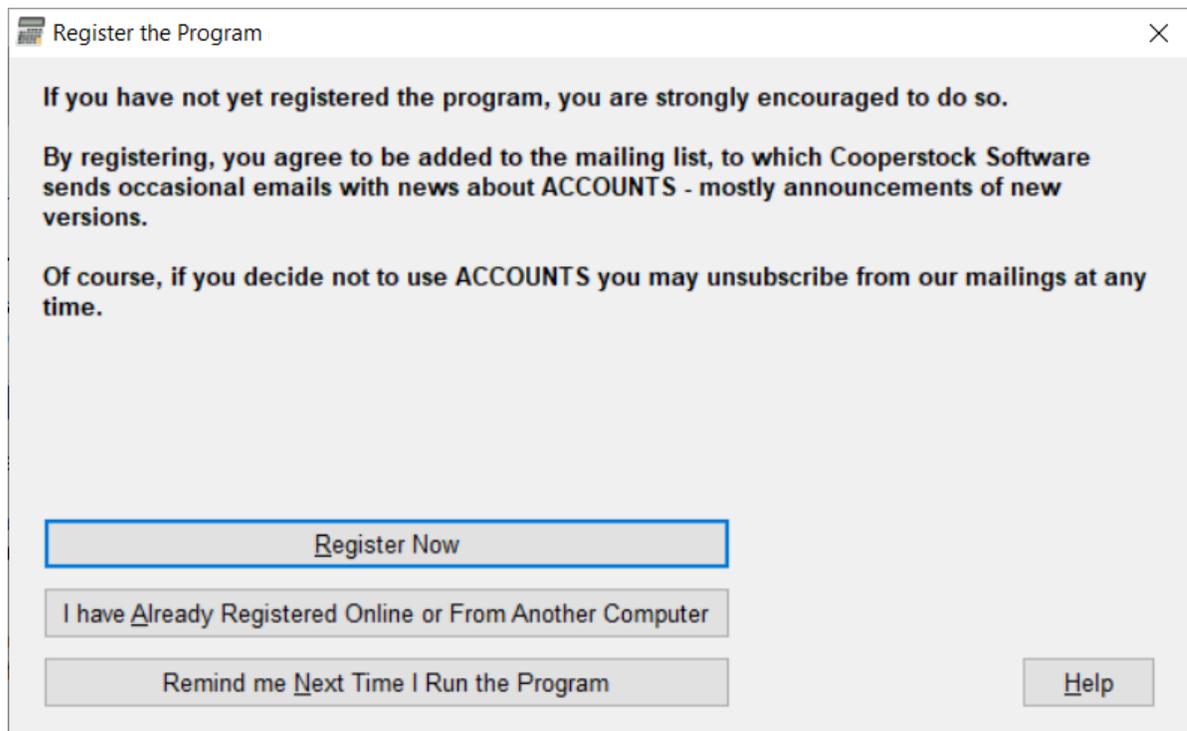
This window lets you add additional accounts to your Chart of Accounts, and/or edit the ones that are there already. (It uses the **Maintenance** ⇒ **Chart of Accounts** [window](#).) Depending on your choices in the previous window, either an entire chart of accounts may already be present, or at least an account for your General Fund will already be there.

Evaluation and Licensing Window

If you do not yet have a license key for your organization for ACCOUNTS, or have not yet installed it on this computer, the next thing you see will be the [Evaluation and Licensing](#) window. Please read the Help on that window for details. During your initial evaluation of ACCOUNTS, you can just click **Continue** on that window to go on to the main window.

Register the Program Window

If you have not yet registered the program, or informed the program that you have already done so online or on another computer, you will also be prompted about registering ACCOUNTS, with the following window:



You may already have registered using the form on the web site, in which case you can click the second button in the window above. If you click the first button, [another window](#) will now come up prompting you to register.

Passwords

There are a couple of passwords you can set up in the program, for program entry with different permissions, and other purposes, with the **Maintenance** ⇒ **Change Password** sub-menu options. See the page on [Passwords in the Program](#) for full details.

For the OnDemand Version this is done differently, with login user names and passwords, not just passwords. You will use the OnDemand User Management application, and the DONATION program's **Maintenance** ⇒ **Administer All Users** menu option, to add additional users and set their permissions. See [OnDemand User Management](#) for full details.

Other Initial Setup

One thing you must do is set up your [chart of accounts](#) with **Maintenance** ⇒ **Chart of Accounts**.

Unless this is a complete startup organization, with no financial history, you will want to enter your [Opening Balances](#) in all accounts that have balances as at the date before you are going to start entering transactions into ACCOUNTS, with **Actions** ⇒ **Opening Balances**.

Another setup step you may wish to do before you start using ACCOUNTS includes selecting your organization's desired naming for various classes of accounts, and various reports, with the **Maintenance** ⇒ **Entity and Report Names** [window](#).

See also: the [Regular Operating Procedures](#) page for an introduction to your daily activities.

5.4 The Startup Accounts Window

When you are first running ACCOUNTS, or setting up a new database, after filling in the Organization Information window, you are presented with the following window:

Options for Chart of Accounts

Number of digits in account numbers: 4 5

Start with just a General Fund account

Initial General Fund account number:

Start with a standard Sample Chart of Accounts

For a: Church Charity Other Non-Profit

For Canada

For the U.S.A.

That submits form: Full 990 990-EZ Neither

Include accounts for Payroll

Import a Chart of Accounts exported from:

QuickBooks Desktop QuickBooks Online Quicken

Simply Accounting / Sage 50 Canadian Edition

OK Cancel Help

This lets you choose between a number of options for what to start with in your chart of accounts (list of accounts).

Number of digits in account numbers: Choose between 4 or 5 digits. (Note: if you choose to import a chart of accounts from QuickBooks, this will be forced to be 5 digits, because QuickBooks charts of accounts usually use 5 digits.)

Warning: The number of digits in your account numbers cannot be changed after you make the decisions in this window and click **OK**. If you did need to change it after that, your only option would be entirely start over, with the **Database** ⇒ **Delete All Data** [menu option](#)!

Start with just a General Fund account: If you select this radio button, you then also need to review the suggested Initial General Fund account number, which starts out as 3000 if you have selected 4-digit account numbers, or 30000 for 5-digit accounts. That will be the only account that the program creates for you, giving you full control over all of the other accounts.

Start with a standard Sample Chart of Accounts: This offers a number of options that determine a specific sample chart of accounts that we have come up with, mostly based on the categories in the required annual returns for charities in Canada or the U.S.A. (the T3010 for charities and churches in Canada, the T2 for incorporated non-profits in Canada, or form 990 or 990-EZ for the U.S.A.). You will still of course be able to make changes after the sample accounts are created for you, if you do select this option. See the section below for further details.

Which of the two options of "For Canada" and "For the U.S.A." can be picked will depend on (and match) your choice of Country in the Organization Info [window](#).

Import a Chart of Accounts exported from: This lets you import a file containing your chart of accounts that you have exported from an existing accounting program, specifically QuickBooks (Desktop or Online), Quicken, or Simply Accounting / Sage 50 Canadian Edition.

If you choose the option for importing from QuickBooks Desktop, see [Importing Accounts from QuickBooks Desktop](#) for full details.

If you choose the option for importing from QuickBooks Online, see [Importing Accounts from QuickBooks Online](#) for full details.

If you choose the option for importing from Quicken, see [Importing Accounts from Quicken](#) for full details.

If you choose the option for importing from Simply Accounting / Sage 50 Canadian Edition, see [Importing Accounts from Simply Accounting](#) for full details.

Once you have made your selections, click **OK** to have the program create your chart of accounts based on those selections. After that, it will go on to the [Edit Chart of Accounts](#) window, to let you further fine-tune your desired chart of accounts. Or of course you can instead click **Cancel** in this window, to stop creating the new database.

Detailed Selections for the Sample Charts of Accounts

The first selection is to specify whether your organization is a **Church, Charity or Other Non-Profit**. There are actually relatively few changes made to the chart of accounts based on this selection.

The main difference between Church and Charity or Non-Profit is the names of the sample funds other than the General Fund. For a Church, they are Benevolent Fund and Building Fund. For a Charity or Non-Profit, they are Temporary Fund #1 and Permanent Fund #1 (under the headings Temporarily Restricted Funds and Permanently Restricted Funds). In

either case, you will quite likely want to rename, add to, or even delete these fund accounts (and their associated Revenue and Expense accounts), depending on what you really use in your organization. For the sample funds for a Church, you may also want to change which category of fund they are listed under (Unrestricted Funds, Permanently Restricted Funds, or Temporarily Restricted Funds).

For a non-profit in Canada (not a church or charity, and thus presumably not having to fill in the T3010 form), a number of detailed accounts required by the T3010 form are eliminated, and the links are instead to the T2 form, a required submission if the non-profit is incorporated.

For a non-profit in the U.S.A., the sample charts of accounts are identical to the ones for a charity.

The next selection is whether your organization is in **Canada** or the **U.S.A.** As mentioned above, when you select Canada, accounts that match most of the fields you need to report on the T3010 are included. When you select the U.S.A., accounts required for the form **990** or **990-EZ**, or **neither**, are included, based on the next set of selections.

For users in Canada, one major breakdown from the T3010 is omitted, which is in lines 5000 through 5050 of the form. That is a secondary breakdown of your other accounts, and it did not seem obvious how to decide which of your other accounts would correspond to which of those lines. So you will have to add in that distinction yourself, later.

For users in the U.S.A., not all of the possible things you might need to track for the full form 990 are actually included in the sample chart of accounts, because it would lead to an absolutely enormous chart of accounts. In particular, the breakdown of revenue accounts between Related or exempt function revenue, Unrelated business revenue, and Revenue excluded from tax is not represented. Nor is the breakdown of expense accounts between Program service expenses, Management and general expenses, and Fundraising expenses. If you need those breakdowns for some of your accounts, you can add them yourself. A few other small breakdowns are also excluded, including line 1g, which breaks out noncash contributions included in lines 1a to 1f.

To understand how the form 990 and 990-EZ line numbers are represented in the sample charts of accounts, [see here](#).

Important Note: You need to review the association of government form lines with accounts, via the **Reports** ⇒ **Listing** ⇒ **Chart of Accounts with Government Form Lines** report, to ensure that you agree with the way the samples we supply have matched those government form lines up with your accounts.

The final selection for **Include accounts for Payroll** should be left checked (the default) if you have any staff on payroll, and unchecked only if you have no paid staff. If you uncheck it, all of the sample accounts for payroll liabilities and expenses are omitted.

[What if I Decide I've Made the Wrong Choices Here?](#)

If you choose one option for creating your chart of accounts and decide you should have chosen another option, and you haven't yet started entering any (or many) transactions, you can start from scratch again on this database. You do that by using the **Database ⇒ Delete All Data** [menu option](#), which does exactly what it says - deletes everything, including the chart of accounts, initial organization information (name, etc.), and any transactions you had entered, including opening balances. After using that menu option you would have to (and get to!) re-do all of the steps listed on the [Startup Options](#) page, including the selections on this Options for Chart of Accounts window.

5.5 Multiple User Options

There are several ways to allow users on multiple computers to run ACCOUNTS for the same organization (i.e. on the same database). These same considerations apply whether you need different users on the different computers, or just one user who needs to use the program on multiple computers.

Warning: There is a major danger of having the program on only one computer, and not at least sharing backups with another user. The computer can die, and no good backups might be able to be found, or various other situations can occur where the data just cannot be passed on to another user. So we do recommend choosing a method of regularly sharing at least a database backup, if not the program itself, with at least one other person in your organization.

Each section below lists pros and cons of one of the options for how to do that, after describing the option.

1. Multiple Standard Version Installs, Copy the Database Around

Prior to the release of the Cloud Storage Service, which builds on this way, and the OnDemand Version (both described below), the most common way was for each user to install the normal Standard version, and to pass around copies of the database, via backup and restore. (Email or Internet backups can also be used.) That way, each user has a local copy of the database, and everything runs at full speed. **However**, only one user can be modifying the database in any way (data entry, receipting etc.) at a time, and you have to have a clear agreement who that is. **There is no way to merge changes made by two or more users on their own copies of the database** if they do not keep track of who has control of the database at any one time. Full details about this are in the topic [Transfer your Data between Computers](#).

Because of the danger of not coordinating the users correctly and having users make independent changes to different copies of the database, this is the most dangerous of the options to use! **It is only really recommended for users who do not have Internet access on their computers, because it is the only method that we recommend that is available that does not require Internet access.**

There is no additional charge for installing the Standard version on multiple computers and using it in this way.

Pros:

- No extra cost, even for users with multiple databases for multiple organizations (up to 5)
- Runs extremely quickly.

Cons:

- Significant danger of two users making changes on their own copies of the database, which can't be merged.
- Some delays when you switch to using the program on one computer (have to restore a backup from somewhere) and when you prepare to switch to another computer (have to make a backup).

2. Cloud Storage Service

This method is similar to the previous method, but it ensures that only one user can use the database at a time. It is only advised to use this if you have consistently reliable reasonably high-speed Internet on all of the computers that you want to use ACCOUNTS on.

This option completely eliminates the danger of not coordinating the users correctly and having users make independent changes to different copies of the database.

A quick explanation of this service is that the official copy of the database is always an [Internet Backup](#). When any user starts ACCOUNTS, the program takes control of the database, and downloads it to their computer. The user does the work on their computer, then when they exit ACCOUNTS, the program uploads the database back to the Internet storage, and releases control. When any one user has control, no other user can get control. (Other users can still access the database read-only, for lookups and reporting.) This prevents the sort of problems that can come up with the previous solution, if the users don't keep track of who has control of the database.

See [Cloud Storage Service](#) for full details.

There is no additional charge for installing the Standard version on multiple computers and using it with the Cloud Storage Service.

If all of the computers that you want to share the same ACCOUNTS database on are on the same local network (connected to the same modem or router via direct cables or WiFi) we would strongly recommend that you consider the Local Network Version of ACCOUNTS instead. Another very good alternative, if your users are not on the same local network, is the OnDemand Version. (See below for details of that option.)

Pros:

- No extra cost, even for users with multiple databases for multiple organizations (up to 5)
- Runs quickly
- No danger of two users making changes on their own copies of the database, which can't be merged.
- Additional users can access an up-to-date copy of the same database read-only, while one user who has control of it is editing data. (They will not yet see any changes made by the user who is editing.)

Cons:

- Problems can occur if your Internet goes down when you want to run ACCOUNTS, or particularly while you are running ACCOUNTS. Although this is very rare in our experience, in the latter case you could lose your work during that session.

- Short delays starting and exiting ACCOUNTS, as it downloads and uploads the backup at those points. However, if your computer was the last user, no download on startup is required, and if you don't make any changes, no upload on exit is required.
- While this version is very reliable, it does have more "moving parts" than other sharing methods so occasionally users have problems, such as if one user changed the password and didn't tell the other users.

3. Local Network Version

The [Local Network Version](#) of ACCOUNTS is designed to be used on a local-area network (several computers within your office, connected to the same modem or router via direct cables or the same WiFi source). In this case, there is only one copy of the database, on the computer running the Local Network Server Version of ACCOUNTS, and all of the other computers run the Local Network Client Version of ACCOUNTS and access the database that is on the Local Network Server Version's computer.

Multiple users can access the program simultaneously with the Local Network Versions, though there are a few limitations as to what they can do when there are simultaneous users, explained in its Help topic.

The advantage of using the Local Network Versions over multiple Standard versions using the very first option above is that there is only one copy of the database. Thus there is no chance of having problems with multiple people making changes on multiple copies at once, and being unable to merge those changes.

On a local area network, the program should run very quickly regardless of whether you are on a computer running the Local Network Server Version of ACCOUNTS, or the Local Network Client Version.

Although the Help on the Local Network Version describes a couple of ways to have additional occasional users access it over the Internet, it is not really designed for that. The Cloud Storage Service described above, and the OnDemand Version described below, are generally better alternatives, if your computers are **not** on the same local network.

Pros:

- There is really only one copy of the database file, so there are no real dangers.
- Multiple users can use the program simultaneously, all making changes to the data.
- Works very quickly when used on a local network, with no delays on startup or exit.

Cons:

- More expensive than Standard (same price as the OnDemand Version)
- Somewhat more complex initial setup and maintenance
- Much slower if run over the Internet instead of a local network (though we do not recommend doing that with this version)
- The computer running the Local Network Server Version has to always be turned on (though not necessarily logged in) for the Local Network Client Versions to work.

4. Remote Access to One Computer running ACCOUNTS

Another way to do this is with a remote access solution, such as Windows Remote Desktop connections, or 3rd-party program such as [LogMeIn](#), [TeamViewer](#) or [AnyDesk](#). With this setup, there would only be one installation of the Standard version of ACCOUNTS. With remote access, a user on another computer can view and work on the desktop (screen) of another computer, so if you can set this up, remote users can access the computer running ACCOUNTS and run it remotely. Of course, this would only be one user at a time, and that computer has to be left on at all times during which other users might need to access it remotely. Also, this is exposing everything on that computer running ACCOUNTS to the remote user, not just the ACCOUNTS program itself.

This solution could also be used for occasional remote access to one of the computers running the Local Network Versions of ACCOUNTS.

Setting up Windows Remote Desktop for use over the Internet can be tricky - like the solution for using the Local Network Version of ACCOUNTS over the Internet, it requires that the computer running ACCOUNTS have an Internet-accessible static IP address or hostname. Also, the port it uses (3389) must be opened up on your firewall, and for port forwarding in any router. (See the instructions under [Local Network Versions](#) for how to set that up, for its port number, and then you can use the same basic idea for this port number.)

However, there are a number of other remote access products out there, such as [LogMeIn](#), [TeamViewer](#) and [AnyDesk](#), that are much easier to set up, and do not require the computer running ACCOUNTS to have an Internet-accessible static IP address or hostname, or for you to open any ports on your router or firewall.

A similar solution that will often be better than this, and require less setup, is the OnDemand Version described below. Unlike this option, it allows for multiple simultaneous users, and also runs on Apple Mac computers!

What remote access solutions do is transfer your keystrokes and mouse actions to the remote computer, and its screen to your computer. While they are usable over the Internet for limited amounts of work, they are always slower than having everything running on your computer, so you would have to test this and see whether it really seemed suitable for regular use.

Pros:

- There is only one copy of the program and its database file, so there are no real dangers.
- Most remote access solutions only allow a single user to be accessing the computer, so there are no dangers related to multiple users.

Cons:

- Depending on the speed of your Internet connection and the quality of your remote access software, will generally be noticeably slower than running on your own computer.
- Requires reliable high-speed Internet.
- Somewhat complex to set up initially.

WARNING: Do not try to use ACCOUNTS with a remote access solution (other than our OnDemand version described below) that allows multiple users to access the program on the same computer at the same time - this could cause serious problems!

5. OnDemand Version

With this version, both the program and its data are installed on an Internet server ("in the cloud"), and you only have to install a small OnDemand Client program. That Client program securely accesses the program over the Internet, and transmits its screens, and your keyboard actions and mouse movements, back and forth. This is like an enhanced version of the Remote Access to One Computer Running ACCOUNTS method listed above.

Each user of this version for a given organization will have their own login user name and password required to access the program.

Pros:

- You never have to install or upgrade the ACCOUNTS program itself - we will keep the program regularly updated for you.
- Up to 5 users can access the same database at the same time.
- There is only one copy of the database file, so there are no dangers of users making independent changes to independent copies of it, that cannot then be merged.
- The database is accessible from any computer on which you have installed the OnDemand Client program, **including Apple Mac computers** and Android and iPad tablets. (Tablet use is only recommended for very limited lookups and reporting.)
- Your existing database from other versions of ACCOUNTS can become an OnDemand Version database, or brought back down if you decide to go back to another version, using the normal database backup and restore mechanism.
- You can assign each user their own login user name and password, and permissions.
- Almost as fast as the Standard or Local Network versions, as long as you have reasonable fast Internet.
- No extra charge for additional databases.
- Fewer "moving parts" than the Standard version's Cloud Storage Service.

Cons:

- More expensive:
 - Same price as Local Network Version
 - Because this is a service (not just software installed on your computer), annual payments are required to keep using it, unlike other versions were (prior to 2022).
- Even with a very fast Internet connection, this version is always a little bit slower than regular installed versions.
- Requires reliable high-speed Internet.

Full details on this version are in the Help topic [The OnDemand Version of ACCOUNTS](#).

6. Remote Database Version (Previously called the Web Network Version)

This version was discontinued on August 1, 2021, and is no longer available for sale or use.

More details on this version are in the Help topic [The Remote Database Version of ACCOUNTS](#).

7. Using the Database on a USB Memory Key

This is quite similar to the first option above, but you have each computer [use the database on a USB memory key](#), and bring your single USB memory key containing the database around to each computer that needs to use it. That way there is only one copy of the database, and as with the Cloud Storage Service, there is no danger of modifying different copies of the database on different computers.

We really do not recommend this option, because it has too many disadvantages and dangers. Please see the "Cons" listed below for details.

This is probably most appropriate for the situation where there is really only one user, who needs to use the program on more than one computer (perhaps at home and at the organization's offices), you are quite computer literate, and you do **not** have reasonably fast Internet service on all of your computers running ACCOUNTS, or perhaps don't have Internet access at all on at least one of the computers.

There is no additional charge for installing the Standard version on multiple computers and using it in this way.

Pros:

- Fairly simple to set up
- No extra cost
- Runs quickly
- No danger of two users making changes on their own copies of the database, which can't be merged.
- No delays starting or exiting ACCOUNTS, except for having to first put in the USB memory key, and safely remove it afterwards.

Cons:

- **This should only be used by people who consider themselves to be quite computer literate, because a number of problems can go wrong that require manually navigating to and editing the program's INI file.** In particular, problems can occur if your computer gets confused and the key shows up with a different drive letter from where it normally shows up.
- You always have to have that USB memory key with you to run ACCOUNTS.
- You need to be sure you have additional backups elsewhere, in case that USB drive dies.

8. Sharing the Database with Dropbox, Google Drive, Microsoft OneDrive etc.

This is just listed here as something you absolutely **should not do!** Do not try to move the database file itself to a 3rd-party cloud storage location such as Dropbox, Google Drive, Microsoft OneDrive, Sync.com etc. It is just a recipe for disaster, because there is no way to prevent multiple users from accessing it at the same time, and there is a real potential for damaging your database because of the way those services work.

There is nothing wrong with using a shared cloud storage location as a place to save your database **backups**, though, and you could use those backups with the techniques in option (1) above, [Transfer your Data between Computers](#). However, since that option is only recommended for users without Internet access on their computers, and this requires Internet access, it may not really be a choice.

Multiple Users with Multiple Databases

The program allows you to have multiple databases for multiple organizations, through the **File** ⇒ **New Database** and **File** ⇒ **Open Database** [menu options](#), at no extra charge. If you have multiple people using the program (which we call "users"), all of whom regularly use the multiple databases, that is fine.

However, if there really is just one main person using each database, who is different from the main person using each other database, and other users never (or only rarely) access that database, that is not the intention of our allowing this to be done at no extra charge. In that case, we would expect that the main user for each organization / database would [register](#) and pay for the program separately.

For instance, if one user uses ACCOUNTS for two organizations, but occasionally another user needs to look at both of those databases, or take over while the first user is away on vacation, that's fine.

But suppose you have one primary user using ACCOUNTS for one organization, and a different primary user using ACCOUNTS for another organization, with perhaps occasional switching places while one or the other is on vacation. If they have only one registration and payment, and they are using multiple databases through **Database** ⇒ **Switch Databases** and using one of the multiple user options discussed above, that would **not** be considered to be a reasonable application of our pricing structure. They should register and pay separately.

5.6 Local Network Versions of ACCOUNTS

Note: These versions used to be called just the "Network Version", but are now called "Local Network Versions" to make it clearer where they can run.

The Local Network Versions of ACCOUNTS can be installed on multiple computers on a local area network (usually in your organization's office). With the Local Network Versions, you have only one copy of the database, on a computer running what is called the Local Network Server version of ACCOUNTS, and all other computers run what is called the Local Network Client version of ACCOUNTS, and access the database that is on the Local Network Server version's computer.

While there is a way to use the Local Network versions for computers over the Internet (for instance, home and office), it is not recommended for that use. One possible exception would be if your users are almost always within the same local network, but just very occasionally someone needs to use it over the Internet. [See below](#) for details on options to do that.

There are several better ways to run ACCOUNTS on multiple computers over the Internet, detailed in the [Multiple User Options](#) page. Using separate Standard versions with the [Cloud Storage Service](#) and the [OnDemand Version](#) are both good options.

This page is only about the Local Network Versions, however.

Local Network Server Version

The **Local Network Server** version is installed via the **accinstNetServer.exe** installation program, which you get from the DOWNLOAD page on the program's website, at <https://software4nonprofits.com/download-all/>. As part of the installation of ACCOUNTS, this installs the Firebird Server database software, which runs as a service on your computer, and which can make access to the database available from other computers as well. The database file must also be on a local hard drive of the computer that the Local Network Server version is installed on. Only one computer on a network should have the Local Network Server version installed on it.

The computer on which the Local Network Server version of ACCOUNTS is installed does not have to be what is conventionally called a network server computer, or be running a special Windows server operating system, although that certainly works. Most commonly, it should just be the computer belonging to the main user of ACCOUNTS.

If you are upgrading from the Standard version to the Local Network Versions, the easiest thing to do, assuming the Standard version was already on a computer on your network that you want to keep using ACCOUNTS on, is to just upgrade that computer to the Local Network Server version, by running **accinstNetServer.exe** on it.

Note: you do not have to share the drive or directory that contains the database file (normally `Data\OrganizationName.S4A`, under the program's [Data Directory](#)). The Firebird Server database does not require file sharing for it to work - it only uses TCP/IP.

Local Network Client Version

The **Local Network Client** version is installed via the **accinstNetClient.exe** installation program, which you get from the DOWNLOAD page on the program's website, at <https://software4nonprofits.com/download-all/>. This can be used on a second or further computer on the same network that a Local Network Server version was installed on, and it accesses the database that is on the computer that the Local Network Server version was installed on.

When you install this version, it will prompt you to specify the network name of the computer that the Local Network Server Version was installed on.

To be sure you have the correct computer name of the computer running the Local Network Server Version of ACCOUNTS, do the following. On the computer with the Local Network Server Version of ACCOUNTS installed on it, run ACCOUNTS, and use the **Tools** ⇒ **Network Client Information** menu option. It will give you the exact information needed by the prompt for the "Computer Running Network Server" in the Local Network Client Version's installation program. If that is not entered correctly, the client version will not be able to connect to the server version. On that **Network Client Information** window, you can click **Print** to print the information out, or **Open in Word** to open the information in a file in Microsoft Word, which you could then take to the client computer and use for cutting and pasting if necessary.

Important: The Local Network Client Version will not be able to run, and will give error messages during its installation, unless the computer on which the Local Network Server Version was installed is also running and logged in (though ACCOUNTS doesn't have to be running on it).

If you ever run the Local Network Client Version of ACCOUNTS and it can't open the database, the program will give you an option to correct the name of the Local Network Server Version's computer. This is useful if you are moving the Local Network Server version to a new computer.

Firewalls

If you are running a firewall on the computer running the Local Network Server version, you may have to make an adjustment, so that the Local Network Client computers can access the database on it on port 3050. You will know you might have this problem if you get an error message during the installation of the Local Network Client version (and/or when trying to run that version) that includes the words "Failed to establish a connection". (Alternatively, you could get that message because either the computer name or the directory and filename of the database file were specified incorrectly, when installing the Local Network Client version.)

If you have this problem and are using the Windows Firewall or Windows Defender Firewall on your computer running the Local Network Server version of ACCOUNTS, you can set up an appropriate Exception as follows:

For Windows 7:

1. From the Windows Start Menu, select Control Panel.
2. In Control Panel, select Windows Firewall.
3. Assuming the Windows Firewall State is On (if it is Off, this isn't the problem!), click Advanced Settings on the left.
4. In the window that comes up, click Inbound Rules on the left, then New Rule on the right.
5. In the window that comes up, click Port, then Next.
6. Make sure TCP is selected in the next screen, and Specific Local Ports is selected. To the right of Specific Local Ports, enter "3050", without the quotes, in the entry field. Click Next.
7. Make sure Allow the Connection is selected in the next screen, and click Next.
8. You can leave all of the checkboxes selected in the next screen (though it's probably safer to uncheck "Public"), and then click Next.
9. Enter a Name for this rule on the next screen (for example something like "Firebird Server for ACCOUNTS"), then click Finish.
10. You can then close the Windows Firewall with Advanced Security window

For Windows 10 with Windows Defender:

1. Right-click on the Windows Start Menu, and pick Settings from the popup menu.
2. Click on Updates and Security
3. In the window that comes up, click on Windows Defender on the left.
4. In the window that comes up, Click on Firewall and Network Protection.
5. In the window that comes up, click on Advanced Settings near the bottom.

6. At this point just follow steps 4 through 9 in the section above for Windows 7 or 8.
7. Close the remaining windows that you have opened.

For other versions of Windows, it should be something similar to one of the two sets of steps above.

If you are using different firewall software (not Windows Firewall or Windows Defender Firewall), the important thing is to allow incoming TCP accesses to port number 3050 on the computer running the Local Network Server version of ACCOUNTS.

We're sorry, we cannot help you with figuring out how to make firewall changes on other security software. Please read the Help of that software to learn how to make this change, or consult your more general Windows or network support people for assistance if necessary.

Advanced Diagnosis of Local Network Client Connection Failures

If your Local Network Client installation doesn't work, first, be sure you have done all of the following:

- opened the firewall on the Local Network Server Version computer on port 3050
- done the installation on the Local Network Client Version using the information copied and pasted from the Word document you can get from the Local Network Server computer's ACCOUNTS program, using its **Tools** ⇒ **Network Client Information** menu option, and
- informed us of any error messages that came up when you ran **Tools** ⇒ **Network Client Information** (it does various checks to help make sure the client installs will work)

Once you have done all of them, here are some advanced techniques you can use to diagnose the program.

These instructions are for people who are comfortable with Windows, including using Command Prompt windows. (In almost all cases, though, none of this should be necessary!)

First, in a Command Prompt window on the Local Network Client computer, run:

```
ping servername
```

where *servername* is what is shown as "Computer Running Local Network Server" in the Local Network Client Information window referred to above. That should return several rows of reply information, or an error message. If there's an error message, it usually means that the server name is incorrect or somehow not visible on your local network. Consult your network support people to resolve that problem.

If that worked, try the following command:

```
telnet servername 3050
```

with the same *servername*. If that comes back with an error such as "'telnet' is not recognized as an internal or external command ...", you need to make the telnet program available on your computer. To do that, go into Windows Control Panel, then Programs and Features,

then click the link for "Turn Windows features on or off". In the window that comes up, scroll down and find "Telnet client", click in the checkbox for it to turn it on, and press OK. Then you can go back to your Command Prompt window and try the above command again.

If port 3050 is available on that server computer, and not blocked by a firewall, you should get a blank screen. Press Enter a couple of times and it will come back to a command prompt.

If it fails with an error message, most likely that means the port is blocked by a firewall, or of course that Local Network Server computer might not be turned on! (In that case the ping would also have failed.)

If none of this allows you to resolve the problem, please [contact us](#) by email and inform us what you have tried and exactly what the results were, including the exact complete text of error messages you received, and we will work with you to resolve the problem.

License Keys

When you receive license keys for the program, special license keys are needed if you are using the Local Network Versions (Local Network Server on one computer, Local Network Client on one or more other computers). The Local Network Versions of ACCOUNTS always allows up to five simultaneous users for the one price.

The same license key should be installed on all computers on your network on which you install ACCOUNTS, whether they are running the Local Network Server version or the Local Network Client version. This applies both to your initial install, and if you get an updated license key after any annual payment.

Detecting your Version

If you are not sure which version of ACCOUNTS you are running, use **Help ⇒ About ACCOUNTS ...**, and it will tell you in the window that comes up.

Simultaneous Users and Limitations

To be clear about simultaneous users, you are allowed to have one Local Network Server installation, and any number of Local Network Client installations. Multiple users can be running ACCOUNTS at the same time, accessing the same database.

While you can have simultaneous users running ACCOUNTS, there are some actions in the program that can only be run when you are the only user running ACCOUNTS. There are also some actions that can only be run from the Local Network Server installation. For instance, [Restoring](#) a backup database, [Validating](#) your database or creating a new database in the **File ⇒ New Database window** can only be done from the Local Network Server installation. And making [backups](#) behaves somewhat differently, depending on which version you are using.

Some actions can only be done when you are the only user running ACCOUNTS (whether on a Local Network Server version or a Local Network Client version) because we have judged that there is too much danger of conflicting or inconsistent data being put into the database if more than one person tries to do the same actions at the same time. In these cases, you will receive a message from the program informing you of why you cannot do that action at that time. To resolve the problem, ask other simultaneous users of ACCOUNTS to exit the program, and then try the action again.

In some other cases, two or more users can do the same thing at the same time (for example entering transactions in a register window), but in unusual circumstances, you may get an error message. For instance, suppose two users are simultaneously making an address change for the exact same vendor. The first one that clicks Save will have their changes saved, but the second one will probably get a slightly technical-looking error message saying "Row changed between retrieve and update", and will not be able to save their changes. They will have to click Cancel to abandon their changes. (Please report such instances to [technical support](#), however, with as many details as possible, so we can try to figure out whether there is a way for the program to prevent that particular occurrence in the future.)

Although the ACCOUNTS program almost never crashes, if it does, or if a user running ACCOUNTS restarts or turns off their computer without exiting ACCOUNTS first or there is a power failure, a minor problem can occur. Any user on another computer that tries to run ACCOUNTS may get a message that the maximum number of simultaneous users has been exceeded, when it in fact hasn't. That's because the copy of ACCOUNTS that crashed, or wasn't exited properly when its computer was restarted, didn't have a chance to notify the Firebird Server that it had exited, and thus the Firebird Server thinks it is still using up one of your simultaneous users. Fortunately, this problem is easily resolved - wait two minutes and try again, and it will be OK, because indications in the Firebird Server that any given simultaneous user is using ACCOUNTS are automatically cleared after two minutes.

Switching Databases and the Local Network Version

If you are maintaining multiple databases for multiple organizations with the **File ⇒ New Database** and **File ⇒ Open Database** [menu options](#), only the Local Network Server version can create new databases. Once it has done so, users of the Local Network Client version can also access those new databases.

However, if there really is just one main person using each database, who is different from the main person using each other database, and other users never (or only rarely) access that database, that is not the intention of our allowing this to be done at no extra charge. In that case, we would expect that the main user for each organization / database would [register](#) and pay for the program separately.

For instance, if one user uses ACCOUNTS for two organizations, but occasionally another user needs to look at both of those databases, or take over while the first user is away on vacation, that's fine.

But suppose you have one primary user using ACCOUNTS for one organization, and a different primary user using ACCOUNTS for another organization, with perhaps occasional

switching places while one or the other is on vacation. If they have only one registration and payment, and they are using multiple databases and, that would **not** be considered to be a reasonable application of our pricing structure. They should register and pay separately.

Uninstalling the Local Network Server Version of ACCOUNTS

If you are running the Local Network Server version of ACCOUNTS, and you decide to uninstall ACCOUNTS, an extra step may be required.

If you are sure you do not want to use ACCOUNTS again, and if in addition you are sure that you are not running any other applications that use the Firebird Server database software (including Software4Nonprofits DONATION), you can uninstall the Firebird Server from Control Panel's Programs and Features tool. It will show as "Firebird 2.0.3" in the list of installed programs.

You may actually be prompted to uninstall the Firebird Server as part of the ACCOUNTS program's uninstall process. If you do get that prompt, and answer Yes, then you don't have to also separately remove it with Control Panel.

Using the Local Network Versions over the Internet

The Local Network Versions are designed to be run only over a local area network within one location. If you very occasionally have a user needing to access the system over the Internet, for instance from home or on the road, the easiest solution would be to use a [remote access solution](#) to remotely access one of your computers on your local network, over the Internet.

If that is not an option for you, it is also technically possible to have a computer with the Local Network Client version installed access the Local Network Version over the Internet. However, you will almost certainly need assistance from a network support person to get this working. (We cannot talk a person that isn't familiar with networking issues and router configurations through this!)

If you need to do this regularly, we would strongly recommend instead considering the [Cloud Storage Service](#) of the Standard version, or perhaps the [OnDemand Version](#).

The first requirement if you still wish to set up the Local Network Versions over the Internet is that you have a server (or non-server) in your office, which can be accessed via a static IP address and/or an Internet-accessible hostname, on which you can install the Local Network Server version of ACCOUNTS. You will have to leave that computer always running (though ACCOUNTS doesn't have to be running on it) so that the other computers you want to access ACCOUNTS on over the Internet can access it.

If the computer you want to run the Local Network Server version of ACCOUNTS on does not have a static IP address or Internet-accessible hostname, you can use free or inexpensive services such as www.dyndns.org or www.no-ip.com to set one up.

Next, as usual with the Local Network Version of ACCOUNTS, you need to follow the instructions above under [Firewalls](#), to open up your firewall on the computer running the

Local Network Server version, to allow incoming accesses on port 3050.

Assuming that computer is behind a router, you need to use the router's user interface (usually web-based) to allow for port forwarding of incoming requests on port 3050 to that computer running the Local Network Server version of ACCOUNTS. Some router software may call that something like enabling application support.

Once that is all set up, install the Local Network Client version of ACCOUNTS on whichever other computers you want to install it on, as long as they have high-speed Internet access. Presumably this will be some of your users' home computers. When that installation program prompts for the hostname for the Local Network Server computer, give it the correct hostname, as discussed above. (You can alternatively give it the IP address, but only if that is a true static IP address.) If everything has been set up correctly, those remote instances of ACCOUNTS should then work, accessing the database on the computer in your office that is running the Local Network Server version of ACCOUNTS.

Please note that because the data access is over the Internet, even with a high-speed Internet connection this will run significantly slower than the normal Standard version, or even the Local Network Client version installed on another computer in your office. You will have to test this for yourself to determine how acceptable you think those speeds are. If you are not satisfied, you can use one of the other [Multiple User Options](#) instead.

In our testing, we were not able to also have additional Local Network Client versions of ACCOUNTS within our own local area network work successfully accessing the Local Network Server version's computer via its external hostname (which we established via www.no-ip.org). We had to set it to the internal hostname of the Local Network Server version's computer, and then it worked fine.

If you are going to use this Local Network Version setup over the Internet, you absolutely must put a password on your database, via the **Database ⇒ Change Password ⇒ Program Entry Password** menu option. That is because anybody that knows the hostname of your Local Network Server version's computer could install the Local Network Client version of ACCOUNTS on their computer and access and modify your ACCOUNTS data, as long as they could get past any password prompt it gave them.

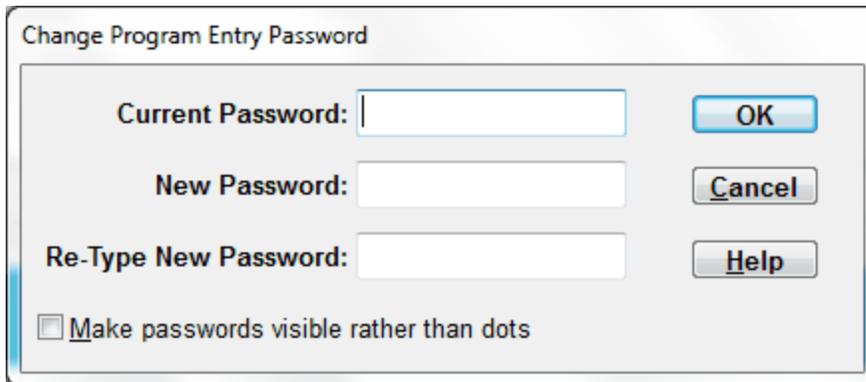
Also of course if you are going to do this, you need to purchase the Local Network Version of ACCOUNTS. (However, you **can** test it out during the initial 60-day evaluation period plus grace period, prior to your purchase.)

5.7 Passwords in the Program

In the [OnDemand](#) Version of DONATION, users have their own logins and passwords. The following page does not apply to them. (In the OnDemand version, passwords and permissions are administered in two places - see [OnDemand User Management](#) for details.)

For all other versions of ACCOUNTS, the following page explains their password capabilities and options.

You can optionally set up a password for entry to your program by using **Maintenance ⇒ Change Password ⇒ Program Entry Password**. (If you started by restoring a backup, any passwords that had been previously set up will already be present.) That brings up a window such as the following:



The first time you use this menu option (or any of the password setup windows), you need to leave the Current Password field empty, since there is no Current Password. If you have set up a Program Entry Password, you have to enter it (or one of the other passwords mentioned below, if they are set up) on the password window every time the program starts up. It will be displayed as dots as you type it in. If you want to see it as you type it in, you can check the "Make passwords visible rather than dots" checkbox. If you do specify a password, don't forget it! If you do forget it, [contact us](#) and we will assist you.

Other Passwords You Can Set Up

Read Only Password: You can set up a password for program entry for users who can view data and reports, but not enter transactions, change any other data, change passwords etc. You do that with **Maintenance ⇒ Change Password ⇒ Read Only Password**. When the program is entered with that password, all menu options, buttons etc. that are allow changing data in the program are either removed or disabled.

When you are changing the Read Only password, for the Current Password field in the window above, you can either fill in the current password of that specific type, or the current Program Entry password. Either one will allow you to save a change.

Of course, each of the above passwords need to be different from each other!

Internet Backup

Encryption Password: Finally, you can change a previously used password for the encryption of [Internet backups](#) (including those made with the [Cloud Storage service](#)) with **Maintenance ⇒ Change Password ⇒ Internet Backup Encryption Password**. These passwords have to be fairly strong - see [Passwords for Email and Internet Backups](#) for details.

Email Backup Password: If you use [email backups](#), another password can be specified to encrypt the database backups you are sending by email, and to decrypt them when you [restore](#) those backups. It is prompted for each time you make such backups, or restore them.

If you set up [multiple databases](#) for multiple organizations, any passwords that you set up are specific to each database.

If you lose or forget a password, please [contact us](#) for assistance. We can help you reset the Program Entry Password, which will then also let you reset any Read Only password. For your security, however, there is no way to recover lost Internet Backup or Email Backup passwords, but you can reset them when you make your next backup.

5.8 Converting Data from Other Programs

Some organizations may have been using other programs to track their accounting. When setting up for the first time, or setting up any additional database, ACCOUNTS can import your Chart of Accounts from [QuickBooks Desktop](#), [QuickBooks Online](#), [Quicken](#), or [Simply Accounting](#) / Sage 50 Canadian Edition. Unfortunately, your actual data (transactions) cannot be imported.

5.9 Importing Accounts from QuickBooks Desktop

It is possible to import a chart of accounts (including your classes, if you use them for funds) from the program QuickBooks Desktop from Intuit, when you are setting up a new database for a new organization in ACCOUNTS.

There is a separate Help topic on importing from [QuickBooks Online](#), if that is what you are using.

To import your chart of accounts from QuickBooks Desktop (which will mostly just be called "QuickBooks" for the remainder of this Help topic), you have to first export that information from there. The following instructions apply to QuickBooks Premier Edition 2010. Hopefully other editions or years will follow similar steps - if yours is significantly different, please carefully write down the exact steps you had to use (in a format similar to what we have below) and [email](#) that to us, and we will incorporate it into these instructions.

1. Log in to QuickBooks Desktop with a QuickBooks Administrator password.
2. Use its menu option **File** ⇒ **Utilities** ⇒ **Export** ⇒ **Lists to IIF Files**.
3. On the window that comes up, check the checkbox for "Chart of Accounts".
4. Also check the checkbox for "Class List", if you use Classes to represent your funds in QuickBooks.
5. Click OK.
6. In the Export window that comes up (a normal Save As dialog box) either note what directory it is saving the file to, or navigate to a desired directory, give the file an appropriate name (like ACCOUNTS.IIF), and click **Save**. (It may be convenient to save it in the ACCOUNTS program's [Data Directory](#).)
7. You should then get a message saying "Your data has been exported successfully."

Having done this, you can use your exported file when you are on the ACCOUNTS program's [Startup Accounts](#) window, by checking the radio button options for "Import a Chart of Accounts exported from", and "QuickBooks Desktop". When you then click **OK**, you will be prompted to select an exported file.

The window for selecting that file will start out displaying whatever is in the program's Data Directory, which is why it would be convenient to export your QuickBooks file to there. However, you can navigate to any other directory where you saved the file, and select it from there.

After selecting the file and clicking **OK**, you will be asked whether you want to import exported QuickBooks Classes as equity/fund accounts. If you used classes in QuickBooks for that purpose (identifying income and expenses on different funds), and exported the Class List, answer **Yes** to that question.

Next, just follow the prompts. After the import, you will be shown a text file containing messages about all of the issues that arose when importing your chart of accounts from QuickBooks, because of differing allowable field lengths, different concepts and capabilities in the two programs, etc. You will want to print that file out, and carefully work through each issue mentioned in it, in the [Chart of Accounts](#) window that will be displayed for you next in ACCOUNTS.

Accounts marked as Inactive in QuickBooks will not be imported (and this will have been noted, for each such account, in the text file of messages).

If you fail to print out that text file of messages, and need to get back to it, it is named ImportNotes.txt, and can be found in the program's Temp Directory by using the **Tools** ⇒ **Explore Temp Directory** menu option on the main window. (In the window that comes up, just find that file and double-click on it to view it.)

Accounts used in QuickBooks for Fund Balances

Because QuickBooks isn't really designed for fund accounting, it has no standard way to track fund balances. Some users set up sub-accounts of bank accounts for that purpose, and others use things like "Other Income" accounts to store their fund balances.

After importing the chart of accounts from QuickBooks into ACCOUNTS, you have to be sure to eliminate those extra accounts you were using in it to track fund balances, and set up real fund accounts in ACCOUNTS for them instead. Please see [Funds and Fund Accounting](#) in the Help topic on Accounting Concepts if you need to understand this better.

When you are then setting up your [Opening Balances](#) in ACCOUNTS, you need to make sure you give those fund accounts the right balances, that were stored elsewhere in your QuickBooks.

Helpful Reports

There are two reports that may be particularly helpful when reviewing and finalizing the imported chart of accounts.

The first is **Reports ⇒ Listing ⇒ Revenue and Expense Accounts by Fund**. This shows which Revenue and Expense accounts you have associated with which fund. Because the import cannot know which classes you used with which accounts (assuming you were using classes to represent funds), all imported Revenue and Expense accounts will initially be associated with a Fund / Equity accounts named "General Fund". So you will want to re-assign your desired funds to the accounts they belong with.

Note, however, that in QuickBooks, you can use the same Revenue or Expense account with different classes at different times, thus implying that those revenues or expenses belong to different funds. In ACCOUNTS, to make things simpler and clearer, each Revenue or Expense account is associated with only one fund. So, you may need to split out any Revenue or Expense accounts that you used with multiple classes in QuickBooks into multiple accounts in ACCOUNTS, and associate each one with a different fund.

You can also use the **Maintenance ⇒ Funds for Accounts** [menu option](#) to associate funds with all Revenue and Expense accounts at once.

The second helpful report is **Reports ⇒ Listing ⇒ Chart of Accounts with Government Form Lines**. It shows which accounts have which government form lines associated with them. You may have to do some editing in the Chart of Accounts window to clarify things after reviewing this, particularly to specify which accounts correspond to which lines on the T3010 form for Canada, or the form 990 or 990-EZ for the U.S.A. (Those are the forms that include financial statements that most registered charities in each country must submit annually.) See [Maintaining Government Form Lines](#) for details.

Because the ACCOUNTS and QuickBooks ways of storing the government form lines are different, the importing of those lines particularly for the U.S.A. tends to be not entirely helpful, because only the first 10 characters of the description of each line gets imported. (For Canada, for lines in the form T3010, they are numbered, so it is quite accurate.) We have also noticed that even for charts of accounts set up in QuickBooks for charities, not all of the accounts may have been associated with lines on the forms for charities, so that is another thing for you to review. (However, in ACCOUNTS, unlike QuickBooks, one account can be associated with multiple lines on multiple forms, if that is helpful to you.)

Note about Importing Transactions from QuickBooks

It would be wonderful if ACCOUNTS could also import past transaction details from QuickBooks. QuickBooks does have a way to export transactions to Excel files. Unfortunately, the concepts and organization in QuickBooks are so different from those in ACCOUNTS (particularly because of the use of classes in QuickBooks, and the fund accounting features in ACCOUNTS) that it would be almost impossible to match up and convert the transactions properly into ACCOUNTS.

Instead, what is recommended is to enter an Opening Balances transaction in ACCOUNTS, based on a Trial Balance report (with some appropriate adjustments) from QuickBooks. See the Help on [Entering Opening Balances](#) for more details.

5.10 Importing Accounts from QuickBooks Online

It is possible to import a chart of accounts from the program QuickBooks Online from Intuit, when you are setting up a new database for a new organization in ACCOUNTS.

There is a separate Help topic on importing from [QuickBooks Desktop](#), if that is what you are using.

To import your chart of accounts from QuickBooks Online, you have to first export that information from there. The following instructions apply to QuickBooks Online as of early 2021. Hopefully other releases will follow similar steps - if yours is significantly different, please carefully write down the exact steps you had to use (in a format similar to what we have below) and [email](#) that to us, and we will incorporate it into these instructions.

1. Log in to QuickBooks Online.
2. From the left-hand navigation bar, select **Accounting**, and then from the popup menu that comes up, select **Chart of Accounts**.
3. On the screen that comes up, click the **Run Report** button near the top right.
4. On the report that comes up, first, make sure that at least the ACCOUNT, TYPE and DESCRIPTION columns are showing. (If other columns are shown too, that's fine.) If any of those three columns are missing, use the Gear icon near the top right to add them.
5. Click the **Export** icon near the top right (which currently looks like a piece of paper with an arrow), then click **Export to Excel** from the drop-down list.
6. You should be able to open the exported file in your web browser then, and figure out where it was saved to, which you will need to know for the following steps.

Having done this, you can use your exported file when you are on the ACCOUNTS program's [Startup Accounts](#) window, by checking the radio button options for "Import a Chart of Accounts exported from", and "QuickBooks Online". When you then click **OK**, you will be prompted to select an exported file.

You can navigate in the window that comes up to whichever directory the file was saved in, and select it from there.

After selecting the file and clicking **OK**, if the exported file included the ACCOUNTS # field, you will be asked whether you want to omit any accounts that do not have an account number, which the first user we created this import for requested as an option.

QuickBooks Online also has Classes, which might represent what should be equity/fund accounts in ACCOUNTS. However, this import feature does not currently have a way to import them. If you did use classes in QuickBooks Online for that purpose (identifying income and expenses on different funds), you will have to create Fund accounts for them separately, after this import. See [Funds and Fund Accounting](#) for more explanation of how that works in ACCOUNTS.

Next, just follow the prompts. After the import, you will be shown a text file containing messages about all of the issues that arose when importing your chart of accounts from QuickBooks Online, because of differing allowable field lengths, different concepts and capabilities in the two programs, etc. You will want to print that file out, and carefully work through each issue mentioned in it, in the [Chart of Accounts](#) window that will be displayed for you next in ACCOUNTS.

If you fail to print out that text file of messages, and need to get back to it, it is named ImportNotes.txt, and can be found in the program's Temp Directory by using the **Tools** ⇒ **Explore Temp Directory** menu option on the main window. (In the window that comes up, just find that file and double-click on it to view it.)

Accounts used in QuickBooks Online for Fund Balances

Because QuickBooks Online isn't really designed for fund accounting, it has no standard way to track fund balances. Some users set up sub-accounts of bank accounts for that purpose, and others use things like "Other Income" accounts to store their fund balances.

After importing the chart of accounts from QuickBooks Online into ACCOUNTS, you have to be sure to eliminate those extra accounts you were using in it to track fund balances, and set up real fund accounts in ACCOUNTS for them instead. Please see [Funds and Fund Accounting](#) in the Help topic on Accounting Concepts if you need to understand this better.

When you are then setting up your [Opening Balances](#) in ACCOUNTS, you need to make sure you give those fund accounts the right balances, that were stored elsewhere in your QuickBooks Online.

Helpful Reports

There are two reports that may be particularly helpful when reviewing and finalizing the imported chart of accounts.

The first is **Reports** ⇒ **Listing** ⇒ **Revenue and Expense Accounts by Fund**. This shows which Revenue and Expense accounts you have associated with which fund. Because the import didn't import classes (assuming you were even using classes to represent funds), all imported Revenue and Expense accounts will initially be associated with a Fund / Equity accounts named "General Fund". So you will want to re-assign your desired funds to the accounts they belong with.

Note, however, that in QuickBooks Online, you can use the same Revenue or Expense account with different classes at different times, thus implying that those revenues or expenses belong to different funds. In ACCOUNTS, to make things simpler and clearer, each Revenue or Expense account is associated with only one fund. So, you may need to split out any Revenue or Expense accounts that you used with multiple classes in QuickBooks Online into multiple accounts in ACCOUNTS, and associate each one with a different fund.

You can also use the **Maintenance** ⇒ **Funds for Accounts** [menu option](#) to associate funds with all Revenue and Expense accounts at once.

Unlike QuickBooks Desktop, it is our understanding the QuickBooks Online has no association of accounts with government form lines. So if you are interested in specifying which accounts correspond to which lines on the T3010 form for Canada, or the form 990 or 990-EZ for the U.S.A., you will have to do that manually yourself later. (Those are the forms that include financial statements that most registered charities in each country must submit annually.) See [Maintaining Government Form Lines](#) for details.

Note about Importing Transactions from QuickBooks Online

It would be wonderful if ACCOUNTS could also import past transaction details from QuickBooks Online. QuickBooks Online does have a way to export transactions to Excel files. Unfortunately, the concepts and organization in QuickBooks Online are so different from those in ACCOUNTS (particularly because of the fund accounting features in ACCOUNTS) that it would be almost impossible to match up and convert the transactions properly into ACCOUNTS.

Instead, what is recommended is to enter an Opening Balances transaction in ACCOUNTS, based on a Trial Balance report (with some appropriate adjustments) from QuickBooks Online. See the Help on [Entering Opening Balances](#) for more details.

5.11 Importing Accounts from Quicken

It is possible to import a chart of accounts (including your tag or classes, if you use them for funds) from the program Quicken from Intuit, when you are setting up a new database for a new organization in ACCOUNTS.

It's important to understand that what Quicken calls "Accounts" are what ACCOUNTS (and traditional accounting) call Asset and Liability accounts. What Quicken calls "Categories" are what ACCOUNTS (and traditional accounting) call Revenue and Expense accounts. (I.e. Quicken treats them as separate types of entities; ACCOUNTS does not.) Also, Quicken allows you to hide accounts, but it always exports hidden accounts, and does not indicate that they are hidden in the export file. So as a result, they will always be imported.

Quicken doesn't have account numbering, but ACCOUNTS requires it. The imported accounts will be automatically numbered, within the 1000- or 10000-ranges as explained in [Accounting Concepts](#). If you select 4-digit account numbers in the ACCOUNTS program's [Startup Accounts](#) window, the account numbers given to Quicken accounts will increase by 5's within each class of accounts (Asset / Liability / Fund / Revenue / Expense). If you select 5-digit account numbers, they will increase by 10's.

To import Quicken's accounts and categories into your chart of accounts in ACCOUNTS, you have to first export that information from Quicken. The following instructions have been tested to work in both the 2011 and 2014 versions of Quicken Home and Business. Hopefully other editions or years will follow similar steps - if yours is significantly different, please carefully write down the exact steps you had to use (in a format similar to what we have below) and [email](#) that to us, and we will incorporate it into these instructions.

1. Use the Quicken menu options **File** ⇒ **File Export** ⇒ **QIF File**.

2. On the window that comes up, check the checkboxes for "Account List" and "Category List". (If anything else comes up checked, like "Transaction", be sure to uncheck it.)
3. Ignore the fields for "Quicken Account to Export from" and "Include Transactions in Dates" - they are irrelevant.
4. Set your desired directory to export to an appropriate export filename (like ACCOUNTS.QIF) in the field at the top for "QIF File to Export to". You can use the **Browse** button there to select a directory for it to you into - it may be convenient to save it in the ACCOUNTS program's [Data Directory](#).
5. Click **OK**.
6. If that export is successful, there will **not** be any further messages! It just goes back to whatever Quicken window you were on.

Having done this, you can use your exported file when you are on the ACCOUNTS program's [Startup Accounts](#) window, by checking the radio button options for "Import a Chart of Accounts exported from", and "Quicken". When you then click **OK**, you will be prompted to select an exported file.

The window for selecting that file will start out displaying whatever is in the program's Data Directory, which is why it would be convenient to export your Quicken file to there. However, you can navigate to any other directory where you saved the file, and select it from there.

After selecting the file and clicking **OK**, you will be asked whether you want to import exported Quicken Tags or Classes as equity/fund accounts. If you used tags or classes in Quicken for that purpose (identifying income and expenses on different funds), answer **Yes** to that question.

Next, just follow the prompts. After the import, you will be shown a text file containing messages about all of the issues that arose when importing your chart of accounts from Quicken, because of differing allowable field lengths, different concepts and capabilities in the two programs, etc. You will want to print that file out, and carefully work through each issue mentioned in it, in the [Chart of Accounts](#) window that will be displayed for you next in ACCOUNTS.

If you fail to print out that text file of messages, and need to get back to it, it is named ImportNotes.txt, and can be found in the program's Temp Directory by using the **Tools** ⇒ **Explore Temp Directory** menu option on the main window. (In the window that comes up, just find that file and double-click on it to view it.)

Accounts used in Quicken for Fund Balances

Because Quicken isn't really designed for fund accounting, it has no standard way to track fund balances. Some users might set up sub-accounts of bank accounts for that purpose, and others might use some other types of asset or liability accounts to store their fund balances.

After importing the chart of accounts from Quicken into ACCOUNTS, you have to be sure to eliminate those extra accounts you were using in it to track fund balances, and set up real

fund accounts in ACCOUNTS for them instead. Please see [Funds and Fund Accounting](#) in the Help topic on Accounting Concepts if you need to understand this better.

When you are then setting up your [Opening Balances](#) in ACCOUNTS, you need to make sure you give those fund accounts the right balances, that were stored elsewhere in your Quicken.

Helpful Reports

There is a report that may be particularly helpful when reviewing and finalizing the imported chart of accounts.

It is **Reports** ⇒ **Listing** ⇒ **Revenue and Expense Accounts by Fund**. This shows which Revenue and Expense accounts you have associated with which fund. Because the import cannot know which classes or tags you used with which accounts (assuming you were using classes or tags to represent funds), all imported Revenue and Expense accounts will initially be associated with a Fund / Equity accounts named "General Fund". So you will want to re-assign your desired funds to the accounts they belong with.

Note, however, that in Quicken, you can use the same Revenue or Expense account with different classes or tags at different times, thus implying that those revenues or expenses belong to different funds. In ACCOUNTS, to make things simpler and clearer, each Revenue or Expense account is associated with only one fund. So, you may need to split out any Revenue or Expense accounts that you used with multiple classes or tags in Quicken into multiple accounts in ACCOUNTS, and associate each one with a different fund.

You can also use the **Maintenance** ⇒ **Funds for Accounts** [menu option](#) to associate funds with all Revenue and Expense accounts at once.

Note about Importing Transactions from Quicken

It would be wonderful if ACCOUNTS could also import past transaction details from Quicken. Quicken does have a way to export transactions to its own special QIF file format. Unfortunately, the concepts and organization in Quicken are so different from those in ACCOUNTS (particularly because of the use of classes in Quicken, and the fund accounting features in ACCOUNTS) that it would be almost impossible to match up and convert the transactions properly into ACCOUNTS.

Instead, what is recommended is to enter an Opening Balances transaction in ACCOUNTS, based on current balances from Quicken. Unfortunately, Quicken does not have a Trial Balance report, the usual report that you would derive your opening balances from in a bigger program like QuickBooks. You will have to work from reports such as Income and Expense by Category, and Accounts Balances, to try to determine what the appropriate opening figures are. (You will also have to somehow figure out the starting fund balances, which are not normally tracked in Quicken!) See the Help on [Entering Opening Balances](#) for more details on doing that.

5.12 Importing Accounts from Simply Accounting / Sage 50 Canada

It is possible to import a chart of accounts (including your Projects, if you use them to represent funds) from the program Simply Accounting from Sage, when you are setting up a new database for a new organization in ACCOUNTS.

Note: As of October 2012, new versions of Simply Accounting are being renamed to Sage 50 Canadian Edition. However, this help page will refer to it as Simply Accounting.

To import your chart of accounts from Simply Accounting into ACCOUNTS, you have to first export that information from Simply Accounting. The following instructions apply to Simply Accounting Pro 2012. Hopefully other editions or years will follow similar steps - if yours is significantly different, please carefully write down the exact steps you had to use (in a format similar to what we have below) and [email](#) that to us, and we will incorporate it into these instructions.

1. Use the Simply Accounting menu options **File** ⇒ **Import/Export** ⇒ **Export Records**.
2. On the window that comes up, make sure the radio button for "Export records to a Sage Simply Accounting import file format" is selected, then click **Next**.
3. On the next window that comes up, make sure the radio button for "Accounts" is selected, fill in a name for the export file (it seems to default to "Ledger Record") and type in the location (i.e. directory) in which to store the exported file. You can also use the Browse button to navigate to your desired directory. (It may be convenient to save it in the ACCOUNTS program's [Data Directory](#).)
4. Click **Next**.
5. In the next window that comes up, first check "Include inactive accounts" if you want to do that. (Most likely you don't.)
6. Then click **Select All**, which will put checkmarks beside all accounts, then click **Next**.
7. A window will come up showing exporting progress, and finally it says "Exporting accounts completed". Click **OK** to dismiss that window, then **Finish** on the next window.

Some users of Simply Accounting use its Projects feature to track fund income and expenses. You can actually give that feature in Simply Accounting your own name, like "Funds". If you want to export the Projects (or whatever you have renamed it to) and import them as Fund (Equity) accounts into ACCOUNTS, you need to follow the above steps a 2nd time. However, in step 3 above, select "Projects" (or whatever you have renamed it to) instead of "Account", and be sure to specify a different export file name from the one you used for the Accounts. Everything else is basically the same.

Having done this, you can use your exported file(s) when you are on the ACCOUNTS program's [Startup Accounts](#) window, by checking the radio button options for "Import a Chart of Accounts exported from", and "Simply Accounting / Sage 50 Canadian Edition". When you then click **OK**, you will be prompted to select an exported file.

The window for selecting that file will start out displaying whatever is in the program's Data Directory, which is why it would be convenient to export your Simply Accounting file to there. However, you can navigate to any other directory where you saved the file, and select it from there.

After selecting the main exported Accounts file and clicking **OK**, you will be asked whether you want to import exported Simply Accounting Projects as equity/fund accounts. If you used Projects (which you could have renamed to "Funds") in Simply Accounting for that purpose (identifying income and expenses on different funds), and exported the Projects, answer **Yes** to that question. If you do answer Yes, you will be shown another window, in which you can select the file into which you exported the Projects.

Next, just follow the prompts. After the import, you will be shown a text file containing messages about all of the issues that arose when importing your chart of accounts from Simply Accounting, because of differing concepts and capabilities in the two programs, etc. You will want to print that file out, and carefully work through each issue mentioned in it, in the [Chart of Accounts](#) window that will be displayed for you next in ACCOUNTS.

If you fail to print out that text file of messages, and need to get back to it, it is named ImportNotes.txt, and can be found in the program's Temp Directory by using the **Tools** ⇒ **Explore Temp Directory** menu option on the main window. (In the window that comes up, just find that file and double-click on it to view it.)

Significant Importing Issues

One major problem that tends to come up when importing Simply Accounting accounts into ACCOUNTS is that it handles grouping of accounts differently. In ACCOUNTS, there are top-level accounts, sub-accounts, and sub-sub-accounts. Accounts at any of those levels that have no sub-accounts can have transactions recorded against them.

There are no subtotal or grand total accounts in ACCOUNTS as in Simply Accounting. (Reports just automatically subtotal as required.) So in the import, grand total accounts (type "T") are ignored, and subtotal accounts (type "S") are moved up to be a parent account above the type "A" accounts that they are the subtotal of, with an earlier account number.

Another related problem deals with subtypes of accounts, such as "Bank" versus "Cash". Both ACCOUNTS and Simply Accounting assign a subtype to each account. However, in ACCOUNTS, an account and any of its sub-accounts (and sub-sub-accounts) must all be of the same subtype. That is not the case in the Simply Accounting hierarchy.

So for instance in a typical sample chart of accounts in Simply Accounting, there are both "Bank" and "Cash" accounts adding up to the same sub-total account "Total Cash". Because that will not work in ACCOUNTS, the import routine arbitrarily picks the subtype of the first of the "A" accounts before its subtotal "S" account, and assigns that to all "A" accounts in that group. As a result, in the case of this example, your bank accounts will all come out under the subtype heading "Cash".

To fix this, you will have to go into each bank account, and change it to be of type "Bank" instead of "Cash", and also probably change it from being a sub-account (it can no longer be a sub-account of "Cash", since that's a different type) to a top-level account. That is done in the Chart of Accounts maintenance window that you are shown after the import has completed.

One other point is that after examining some Simply Accounting charts of accounts, it appeared that the "H" header accounts for Asset, Liability, and Fund/Equity accounts were not really doing anything, as they mostly corresponded to the subtypes in ACCOUNTS. So they are also not imported. The "H" header accounts used to group Revenue and Expense accounts are imported.

Accounts used in Simply Accounting for Fund Balances

Because Simply Accounting isn't really designed for fund accounting, it has no standard way to track fund balances. We would guess that some users might set up sub-accounts of bank accounts for that purpose, and others might use some other types of asset or liability accounts to store their fund balances.

After importing the chart of accounts from Simply Accounting into ACCOUNTS, you have to be sure to eliminate those extra accounts you were using in it to track fund balances, and set up real fund accounts in ACCOUNTS for them instead. Please see [Funds and Fund Accounting](#) in the Help topic on Accounting Concepts if you need to understand this better.

When you are then setting up your [Opening Balances](#) in ACCOUNTS, you need to make sure you give those fund accounts the right balances, that were stored elsewhere in your Simply Accounting.

Helpful Reports

There is a report that may be particularly helpful when reviewing and finalizing the imported chart of accounts.

It is **Reports ⇒ Listing ⇒ Revenue and Expense Accounts by Fund**. This shows which Revenue and Expense accounts you have associated with which fund. Because the import cannot know which Projects you used with which accounts (assuming you were using Projects to represent funds), all imported Revenue and Expense accounts will initially be associated with a Fund / Equity accounts named "General Fund". So you will want to re-assign your desired funds to the accounts they belong with.

Note, however, that in Simply Accounting, you can use the same Revenue or Expense account with different Projects at different times, thus implying that those revenues or expenses belong to different funds. In ACCOUNTS, to make things simpler and clearer, each Revenue or Expense account is associated with only one fund. So, you may need to split out any Revenue or Expense accounts that you used with multiple classes in Simply Accounting into multiple accounts in ACCOUNTS, and associate each one with a different fund.

You can also use the **Maintenance ⇒ Funds for Accounts** [menu option](#) to associate funds with all Revenue and Expense accounts at once.

Note about Importing Transactions from Simply Accounting

It would be wonderful if ACCOUNTS could also import past transaction details from Simply Accounting. Unfortunately, Simply Accounting does not offer a way to export such information, so this is not possible.

Instead, what is recommended is to enter an Opening Balances transaction in ACCOUNTS, based on a Trial Balance report (with some appropriate adjustments) from Simply Accounting. See the Help on [Entering Opening Balances](#) for more details.

5.13 Uninstalling ACCOUNTS

If for any reason you decide you do not want to use ACCOUNTS, you can uninstall it.

Please do not uninstall and reinstall ACCOUNTS in an attempt to resolve problems you encounter. In our experience, this is seldom helpful, and there is a chance it could be harmful. Instead, [contact us](#) and let us know what your problem is, so that we can help you resolve the problem.

Unless you are positive that neither you nor anyone else from your organization will ever want to use ACCOUNTS again in the future, you should make sure that you have a good backup of the ACCOUNTS database before doing the uninstall.

To uninstall ACCOUNTS, just go to Control Panel, and select Programs and Features. You will see ACCOUNTS on the list. Click on it, and then click on the "Remove" or "Uninstall" button.

It will confirm that you want to delete it, then begin the uninstall.

The uninstall program may ask you whether you want to delete some shared files. These are the Firebird database and PowerBuilder support files. If you are sure that you have no other applications (such as our DONATION program) that use these files, you can agree to delete them.

Completing the Cleanup After an Uninstall

In most cases, uninstalling ACCOUNTS will still leave a few files in the installation directory (usually C:\Program Files (x86)\Accounts or C:\Program Files\Accounts) and the [Data Directory](#). This is due to technical limitations in the installation program. If you have uninstalled ACCOUNTS because you are positive you do not want to ever use it again, you can delete both of those entire directories after the uninstall has completed. (There is actually a message about that at the end of the uninstall process.)

Uninstalling the Local Network Server Version of ACCOUNTS

If you are running the [Local Network Server](#) version of ACCOUNTS, and are sure you do not want to use it again, and if in addition you are sure that you are not running any other applications that use the Firebird Server database software, you can also uninstall the Firebird Server from Add or Remove Programs. It will show as "Firebird 2.0.3" in the list of installed programs.

You may actually be prompted to uninstall the Firebird Server as part of ACCOUNTS's uninstall process. If you do get that prompt, and answer Yes, then you don't have to separately remove it with Control Panel.

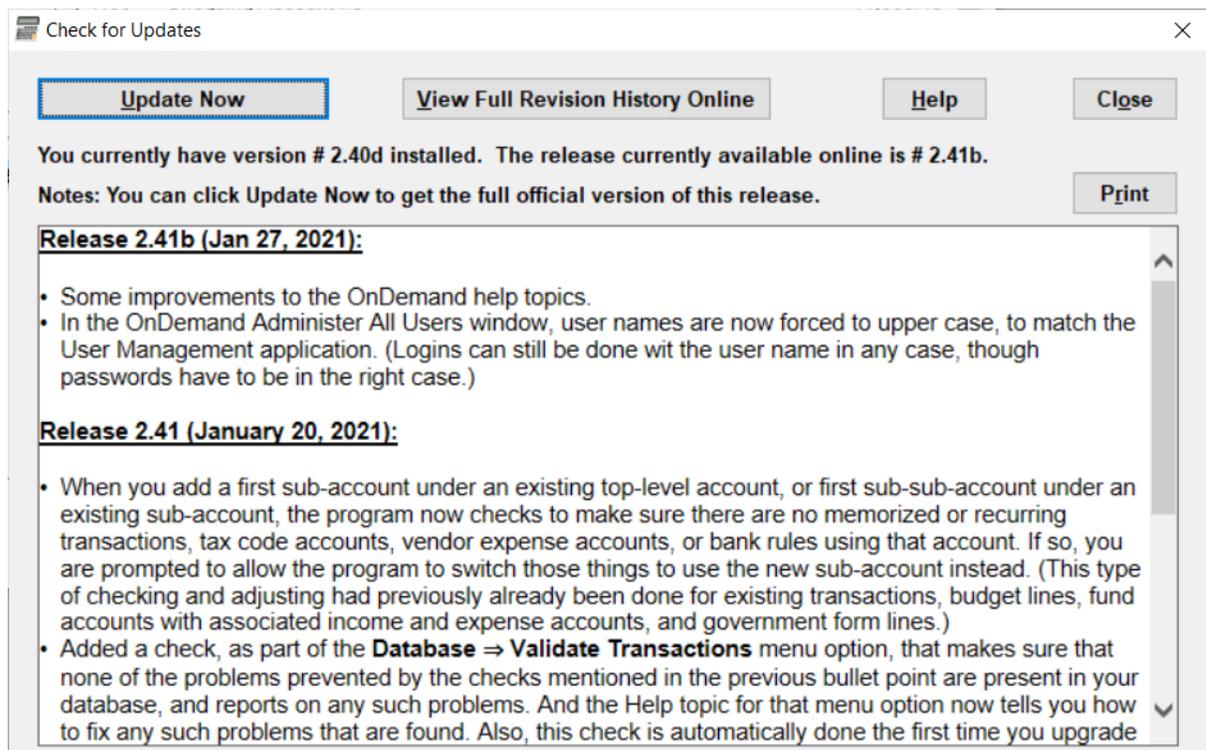
5.14 Checking for Updates

If you select **Tools** ⇒ **Check for Updates**, the program first checks whether you are connected to the Internet (which is required for it to work).

If for any reason you cannot use this menu option, or have problems with it, you can always upgrade by directly downloading and installing your current named version from the [DOWNLOAD](#) page on the website, on top of what you have now. You determine the name of your version to install with the program's **Help** ⇒ **About ACCOUNTS** menu option.

If you choose this mention option and you **are** connected to the Internet, a small file is first invisibly retrieved from the Software4Nonprofits.com web site, which has information on the latest version available for download, and when that version was released. That information is compared to your current version number (which you can also see via **Help** ⇒ **About ACCOUNTS**), and also to the date up to which you are eligible for email support and upgrades (assuming you are not still evaluating the program). That upgrades eligibility date can also be seen via **Tools** ⇒ **Request or Install License Key**. If you are still in your evaluation period, you are always eligible for updates. It also retrieves the current Revision History page, some of which may be displayed in the window.

At that point, some version of the following window comes up:



If you do not periodically use the menu option to show this window, you will be prompted to open it as you close the program, once a month, just to help encourage you to keep up to date with the latest improvements and bug fixes in the program.

To help you figure out whether you might want to take a new update, the latest changes since your current version, up to the currently available version online, are shown in the text area of the window, excerpted from current online version of the Revision History help page. You can compare that to your current version, to see whether any of those recent changes seem particularly appealing. You can use the **Print** button to print what is displayed.

If you want to see that entire page online (including the hyperlinks in it, to navigate to the detailed pages about changed features), you can click the **View Full Revision History Online** button, which takes you to that page on the Software4Nonprofits.com web site. That page shows you a list of all of the changes in all recent releases, up to the most up to date one. (By comparison, the **Help** ⇒ **Revision History** menu option shows you the same Help page in your currently installed version, which may be older.)

The first button on this window, shown above as **Update Now**, will have varying text depending on your current situation. If you are already up-to-date, the button changes to say that and is disabled, and the text area showing recent improvements is removed from the window, since there aren't any recent improvements! If your currently installed license key doesn't indicate that you are eligible for updates, the button text changes to **Check Eligibility**. Clicking the button does the actual check for updates, if you are eligible for them, and gives you more information if not.

Once you check that button you are shown a message box explaining whether or not there is a newer version of ACCOUNTS available, and if so, whether you are eligible to download and install that version, based on your email support and upgrades eligibility date.

If you are using the [OnDemand Version](#), the program is automatically kept quite up-to-date on the server on which it runs, so this window will never actually does updates, it just tells you the update status on the server. Occasionally there may be up to a week's delay between a release of the program and the OnDemand server being updated.

Sometimes the program will say that you are not eligible for updates when you know that you have indeed paid for ACCOUNTS within the last year (which is the determining factor). In that case, you just need to request an updated license key through the button on the **Tools** ⇒ **Request or Install License Key** window. (If you have an Internet connection on your computer, and have taken one of several actions that communicates your database's Unique ID to us, this may happen fairly automatically when you choose that menu option.) Once you have received and installed your updated license key, the program will know you are up to date, and you will be able to perform the update.

If there is a new version and you are eligible for it, you are given an option to download it. If you answer Yes to do the download, please read the message boxes that come up next carefully, to understand the process. Note: if you have used this option before for the same version but for some reason not completed the installation successfully, the program will

actually notice that the installation file has been downloaded before, and give you an option to just use that file, rather than downloading it again.

If there is a new version and you are not eligible for it, you are given an option to go to the [PRICING](#) page on the web site to see about making an Annual Fee payment in order to resume your eligibility for email support and upgrades. Once you have made a payment, and requested, received and installed an updated license key to inform your copy of the program that you are now once again entitled to email support and upgrades, you can come back to this option to take the upgrade.

Before actually downloading the update file, you are given an option to backup your database first, to protect yourself in the very unlikely event that the upgrade somehow affects your database. (There is no reason it would do so, but it's always better to be safe than sorry!) The only exceptions to this backup question are that users of the Local Network Client Version of ACCOUNTS are not prompted with it. For the Local Network Client Version, the user of the Local Network Server Version always needs to have updated first, to be sure the update will work for everyone, and it's easier to do the backup from the Local Network Server Version. (There is only one database when you use the Local Network Versions of ACCOUNTS - the one on the computer running the Local Network Server Version.)

During the downloading of the update file, a window will be displayed showing the progress of the download. Once the download has completed, you will be prompted to run the downloaded update installation file. Just follow the prompts - it is quite self-explanatory.

You can also click **Help** on the window above to view this help page. Click **Close** when you wish to exit the window.

5.15 Running on a Mac

The only version of ACCOUNTS that you can run directly on a Macintosh (Mac) computer is the [OnDemand](#) version, because it is cloud-based and run through just a small OnDemand client program that is also available for Macs. It will still look like a Windows program when you run it though!

For all other versions, the following information applies.

The answer to whether you can run ACCOUNTS on a Mac is "yes and no". First, ACCOUNTS is a program designed only for Microsoft Windows, and we do not expect that to change, because the programming language we write it in is not available for the Mac.

However, some newer Macs have Intel processors and allow you to boot up to either the Mac operating system or Windows. In that case, it is just like running on a regular Windows PC.

There are also programs available for your Mac such as Parallels (<http://www.parallels.com>) that allow it to run Microsoft Windows programs. (You also have to buy and install a copy of Windows to use with Parallels.) We do know of some users who have done this successfully. If you try this, be sure to reboot your Mac after the installation of ACCOUNTS. One user has reported that the PDF printer installed with ACCOUNTS would not work for them under an earlier alternate to Parallels (VirtualPC), however.

We have to make one thing clear, however, if you do want to try using programs like Parallels to run ACCOUNTS. We don't own a Mac, and we have no particular expertise with Macs. Thus, although we can answer the same how-to questions etc. as we would answer for users of ACCOUNTS on Windows, if you are using products like Parallels and you have any problems that are specifically related to running it on a Mac, we may not be able to help you with them. Sorry!

Your other option of course is to find a Windows PC you can run the program on, or have someone else do so!

5.16 Command Line Arguments and Options for DONATION

This is a technical topic, that will not be relevant to very many users, but we are including it for completeness.

Normally you start ACCOUNTS by double-clicking on its icon on your Windows Desktop. In that case, normally it starts by just running the program's executable file `accounts.exe`, without any arguments or options on the command line following that. However, there are some situations where arguments are added automatically, and some other situations where you may want to create an alternate icon that adds some options.

ACCOUNTS will process a filename argument, or one or more options, as described below, but never both.

Filename Arguments on the Command Line

ACCOUNTS has several file associations set up for it, which means that if files with certain extensions (the part of the filename after its last period) are opened or run, then ACCOUNTS will be run with the complete path to the filename added as an argument. This is not generally something you would do directly (like by typing a command in a Command Prompt window) but rather happens automatically based on the file association.

The associations for ACCOUNTS are:

- **.S4ABackup**: regular database backup files made with the **Backup/Restore** ⇒ **Backup Database** [menu option](#).
- **.S4AEncryptedBackup**: emailed database backup files made with the **Backup/Restore** ⇒ **Email Backup** [menu option](#).
- **.S4AIF**: [transaction import](#) file (most likely a Bank Deposit export from the Software4Nonprofits DONATION program).
- **.QBO**, **.QFX**, **.OFX**, and/or **.ASO**: various extensions for downloaded [online banking import](#) files. (Which of these are associated with ACCOUNTS depends on which other programs you already have on your system - if one of those extensions is already in use by another program, like Quicken or QuickBooks, the ACCOUNTS installation program will not override that and will not create a file association.) See also [File Associations](#) for more details, and how you can adjust these associations.

So for instance what actually happens when you double-click on a backup file named YourOrganization-2018-09-20.14.00.03.S4ABackup, or ask to Open it as an attachment in an email program etc., is that the following command line gets automatically run (with variable elements indicated in italics):

```
"C:\path to executable file\accounts.exe" "C:\path to backup file\YourOrganization-2018-09-20.14.00.03.S4ABackup"
```

As long as ACCOUNTS is not currently open, doing this will start ACCOUNTS and cause it to prompt you to restore that backup file.

Options for All Versions of ACCOUNTS

One that applies to all versions except for OnDemand is **/D**, which puts the program into "debug" mode. What that means is that it will give some extra technical message boxes in some parts of the program, and do some extra logging to files, such as the debug.txt file found in the directory accessed with the **Tools** ⇒ **Explore Temp Directory** menu option. We would strongly discourage anyone from using this option unless we ask you to do so, as part of trying to determine the reason for a problem you are having. (And only a very small fraction of the problems that can occur with ACCOUNTS will be helped by turning on this option, so again, please don't just try it yourself!)

Another way to put the program into "debug" mode, if we ask you to do so, is with the **Tools** ⇒ **Turn Debug Mode On** menu option.

The option **/F "basename"** can be used when you have multiple databases that you can switch between with the **File** ⇒ **Open Database** [menu option](#). Adding it on the command line does an automatic switch to the database with that basename (the part before .S4A) in the Switch Databases window.

So for instance if your databases are named "Church 1.S4A" and "Foundation 2.S4A", using **/F "Church 1"** will automatically open the program switched to that database, regardless of which database you were last using. (Normally the program opens to the one you were using last.)

Do not include the ".S4A" part in the **basename** argument, as it will not work. And you only need double quotes around that argument if it includes spaces.

Some users with two or more databases may want to make copies of their icon for ACCOUNTS, add this switch to them, and rename them appropriately, so they can immediately open a specific database by using that alternate icon. Details on how to do that are lower down on this Help page.

Options for the Standard and Local Network Versions of ACCOUNTS

Another option that is available for only these versions is:

/P "ProgramEntryPassword"

Using that options causes the supplied program entry password to be automatically entered into the Standard or Local Network Version's in login window, and the **OK** button on that window to be clicked, thus doing an automatic login, as long as it is correct of course.

This could be added to a copy of your icon for ACCOUNTS, renamed appropriately, to do an automatic login. Details on how to do that are lower down on this Help page.

Please be aware that if you do add this option to an additional icon for starting ACCOUNTS, you are essentially giving away any security on the program enforced by requiring the entry of the program entry password. So we would strongly encourage you to only consider using this option on a secure computer, not accessible to anyone that you don't wish to have access to your ACCOUNTS data!

Also there's one tricky issue: if by any chance your program entry password includes a double quote character, that must be changed to two double quote characters, within the double quotes surrounding it, after **/P**. So for instance if your program entry password is **a234"B567**, the option you would use would be:

/P "a234""B567"

Options for the OnDemand Version of DONATION

You can add options to the existing command line for starting the OnDemand client program, in the Properties of the icon used for it. Specifically, if you wish to supply your username and password and not have to do a login every time, add this at the end of the command line:

-u username -p password

If you do that, you will have to change the command line arguments every 180 days, when the OnDemand system requires you to change your password.

How to Add Options to a Copy of your ACCOUNTS Shortcut Icon

If you do want to create an alternate version of your ACCOUNTS icon with certain options listed above added to it, unfortunately it is not as easy as one might hope. Copying and pasting right on the Desktop just causes problems and creates copies that aren't working shortcuts. Instead, please follow these steps:

1. Open Computer or Windows Explorer.
2. Navigate to where the ACCOUNTS program files are located - most commonly C:\Program Files\ACCOUNTS, or on 64-bit computers C:\Program Files (x86)\ACCOUNTS.
3. Find accounts.exe there, right-click on it, and pick **Send To** ⇒ **Desktop (create shortcut)** from the popup menu.
4. Go to your Windows Desktop. There will now be two icons for ACCOUNTS.
5. Right click on the one you suspect is the new one (generally, the one added at the end of your existing icons) and pick **Properties** from the popup menu.
6. Change to the General tab in the window that comes up, and make sure that under Location, it says C:\Users\yourloginname\Desktop. If it says C:\Users\Public\Desktop, that

is the original icon installed by ACCOUNTS, and you need to exit that window, find the other icon, right-click on it and pick **Properties**.

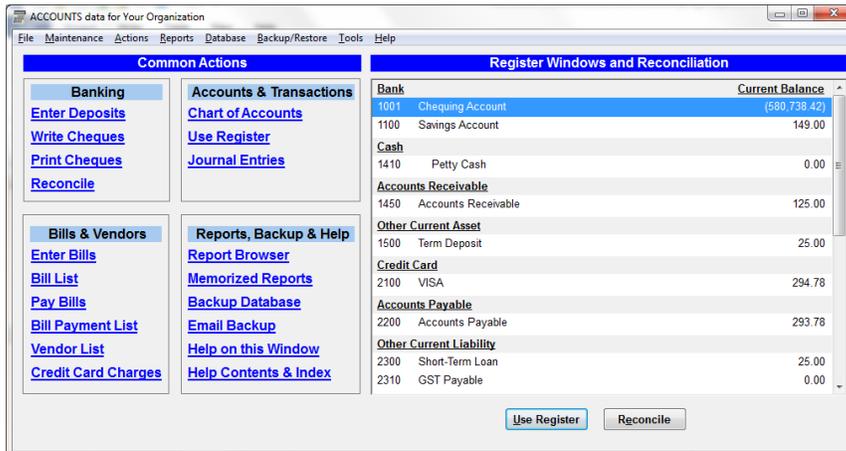
7. Still on that General tab, in the editable field at the top for the name of the shortcut, change it to something identifying, like say **ACCOUNTS with Password** if this is for the purpose of adding pro-specifying your program entry password with the **/P** option.
8. Switch to the Shortcut tab. In the editable field for Target, get your cursor to the end of what is there, add a space, and then add whichever options you want to add.
9. Click **OK** at the bottom to save your changes.
10. Test both icons to make sure they do what you want!

If something gets messed up and your icons don't work, your best option to fix things is to just re-download and install the desired version from the DOWNLOAD page on the website, <https://software4nonprofits.com/download-all/>, on top of what you have now. That will restore a normal desktop icon for ACCOUNTS, in C:\Users\Public\Desktop.

6 REGULAR OPERATING PROCEDURES

6.1 Main Window and Regular Operating Procedures

The program starts on the following main window:



This window can be resized, by holding your mouse over any edge or corner, then clicking and dragging it to a new size. (However, it will only be helpful to make the window taller.)

The main window contains the [main menu](#) at the top, a number of quick links for common actions (including data entry windows for special purposes) on the left, and also a listing of your balance sheet accounts (Assets, Liabilities, and Funds / Equities) on the right, for which you can use register windows to enter transactions.

Most of your work will involve the entry of financial transactions. That will be done either with the special purpose data entry windows listed in the quick links on the left, or on the [register windows](#) for the accounts listed on the right. To open up a register window from this main window, you can double-click on an account, or click on an account and then click the **Use Register** button. Note: Only accounts with no sub-accounts can have transactions entered for them, and thus only those accounts are displayed in the list.

The accounts displayed in the list at the right also display their Current Balance, i.e. their balance as of the current date. That excludes any future-dated transactions. These balances are updated after any action that can change them, such as using a register window or a special purpose data entry window.

All of the quick links options on the left are exactly the same features as the options with the same (or very similar) names on the main menus, mostly the **Actions** or **Maintenance** menus.

Note: Almost all transactions you need to enter will affect a balance sheet account, and thus can be entered from the special purpose data entry windows and/or register windows accessed from here. Very unusual transactions that affect only Income or Expense accounts, without affecting a balance sheet account, can be entered as journal entries, via

the **Actions** ⇒ **Journal Entries** [menu option](#) or the **Journal Entries** quick link on the main window.

If you need to [reconcile](#) a bank or credit card statement, click on the account on the right and then click the **Reconcile** button. (This is available for any Asset or Liability account.)

There is also a right-click menu on the list of accounts in this window. Right-click on an account for options for Use Register and Reconcile.

If you make a number of entries and have not done so recently, do **Backup/Restore** ⇒ [Backup Database](#) or use the quick link for **Backup Database**. (You will also be [reminded](#) to do so regularly, unless you have purposely turned that option off.)

If you realize that you need a new account, add it in with the **Maintenance** ⇒ **Chart of Accounts** [window](#), also accessed via the **Chart of Accounts** quick link. After you have added it, it will appear on the main window (if it is a balance sheet account with no sub-accounts). Most data entry windows on which you have to select accounts also have an "<Add Account>" entry on their drop-down list of accounts, for adding an account during your data entry.

You may want to run one or more [reports](#) after each day's work to have a printed record of your entries from that day.

List of Quick Links

Banking

- | | |
|-----------------------|--|
| Enter Deposits | Brings up a window for entering deposits to a bank account. The same as the Actions ⇒ Enter Deposits menu option. |
| Write Cheques | Brings up a window for writing / recording cheques against a bank account. The same as Actions ⇒ Write Cheques . |
| Print Cheques | Brings up a window for printing a range of cheque numbers from a bank account. The same as File ⇒ Print Cheques . |
| Reconcile | Just gives a message explaining that to reconcile an account , you select the desired account on the list of accounts on the right side of this window, then click the Reconcile button below the list. |

Bills and Vendors

- | | |
|--------------------|---|
| Enter Bills | Brings up a window for recording a bill from a vendor, for later payment. The same as Actions ⇒ Enter Bills . (If you just want to pay bills immediately, you don't have to use this option or any of the following ones - you can use Write Cheques or various other methods to pay them directly.) |
| Bill List | Brings up a window with a list of your bills that you have entered but not yet fully paid off (with another option to also show paid bills), and |

allows you to do maintenance on them, including deleting or editing bills entered in error. The same as **Actions** ⇒ **Bill List**.

Pay Bills Brings up a window for [paying bills](#) that were previously entered via **Enter Bills**. The same as **Actions** ⇒ **Pay Bills**.

Bill Payment List Brings up a window with a list of your previous [bill payments](#), and allows you to do maintenance on them, including deleting or editing bill payments entered in error. The same as **Actions** ⇒ **Bill Payment List**.

Vendor List Brings up a maintenance window with your [list of vendors](#). The same as **Maintenance** ⇒ **Vendor List**.

Credit Card Charges Brings up a window for entering [credit card charges](#). The same as **Actions** ⇒ **Credit Card Charges**.

Accounts & Transactions

Chart of Accounts Brings up the window displaying your entire [chart of accounts](#), and allows you to do maintenance on that list. The same as **Maintenance** ⇒ **Chart of Accounts**.

Use Register Just gives a message explaining that to use a chequebook-register style [register window](#) for an account, you click on the account in the list on the right side of this window, then click the **Use Register** button below that list.

Journal Entries Brings up a window listing your past [journal entries](#), with the ability to do maintenance on them (including entering new journal entries). The same as **Actions** ⇒ **Journal Entries**.

Reports, Backup & Help

Report Browser Brings up the [report browser](#) window, allowing you to see all of the program's built-in reports, with descriptions, and run them. The same as **Reports** ⇒ **Report Browser**.

Memorized Reports Brings up the [Memorized Reports](#) window, which allows you to re-run reports memorized from the report viewer, [Custom Reports](#), or via the **Database** ⇒ **SQL Select** [menu option](#). For the latter two types, it also allows you to further edit their definitions.

Backup Database Starts a backup of your current database. (You can also set up regular prompts to do this, and optional [Internet backups](#), with the **Backup/Restore** ⇒ **Backup Frequency and Options** [menu option](#).) The same as **Backup/Restore** ⇒ **Backup Database**.

Email Backup Creates a backup of your database, then allows you to [email the backup](#) to any email address. The same as **Backup/Restore** ⇒ **Email Backup**.

Help on this Window Brings up this help page.

Help Contents & Index Brings up the program's help file, pointing to either the Contents tab or the Index tab (whichever one you used last). Very useful for looking up help via keywords.

See Also: [Year End Procedures](#)

6.2 Year End Procedures

This page lists the processes that you might want to do at each year end. (Everything on this Help page applies whether you have a calendar year end, or work on [fiscal years](#).)

Unlike the Software4Nonprofits DONATION program, and many older accounting programs, there are really no required year-end procedures, other than of course whatever reports you want to print.

Some organizations may have certainly technical accrual transactions they need to do at the year end, such as for things like prepaid insurance. These are things your accountant, if you have one, might ask you to do. But probably most small to mid-sized churches, charities and non-profits (the usual users of this program) would not have to worry about such transactions.

Once you have entered all of the transactions for the year, and left enough time to make sure no corrections are needed, make an extra year-end [backup](#) of your data with **Backup/Restore** ⇒ **Backup Database** and store it somewhere carefully.

One other step is if you are using budgets, you will want to use the **Maintenance** ⇒ **Budgets** [menu option](#) to enter the next year's budget.

There is nothing you have to do to ensure that your Income Statements and other similar reports start out empty for the new year - it just works. (If you try to run an Income Statement for a new year before you have entered any transactions at all with dates in that year, you will just get a message like "There is no matching information for this report.")

7 GENERAL INFORMATION ON USING THE PROGRAM

7.1 General Information on Using the Program

We will assume that you have a basic familiarity with using Windows programs. There are just a few hints here to avoid common mistakes.

- When moving between entry fields on a screen, press **Tab** to move forward or **Shift+Tab** (i.e. hold down Shift and press Tab) to move backward. Do not use **Enter** to move forward, as it will click the current highlighted button (for example **Save**, assuming changes have been made).
- Some fields can hold more than the displayed size of the field indicates. They will automatically scroll left and right as needed to allow you to enter or edit the data.
- Some menu options have keyboard shortcuts listed on the menu. For instance, the **Help** ⇒ **Contents and Index** menu is equivalent to pressing the key **F1**. See also the [Keyboard Shortcuts](#) help page for further hints.
- Some windows, like the main window, the Edit Accounts window, Register windows, Reconciliation details windows etc., can be resized. To do so, click and drag any edge or corner. You can also move these windows by clicking on their title bars and dragging them. When you re-open them the next time, they will be the same size and at the same position as when you last used them.

7.2 Keyboard Shortcuts

For those who wish to do so, a great deal of your work in ACCOUNTS can be done without ever using the mouse. In many cases, once you learn how to do this, it is much faster than using the mouse.

Many keyboard shortcuts available in the program are obvious, because they are displayed alongside the menu items. Some of them are:

<u>Key</u>	<u>Action</u>
F1	Help Contents and Index
Shift+F1	Help on the main window

Other keyboard shortcuts are standard shortcuts that work in most Windows programs:

<u>Key</u>	<u>Action</u>
Tab	Moves from field to field in a form, for example between fields when editing an account or a transaction
Shift+Tab	Moves backwards between fields in a form
Enter	"Clicks" the default button of a form, usually called Save, OK, etc. You can see which button is the default button because it has a darker border than the other buttons. (On a Register window, Enter saves the current transaction and moves down to the next one.)

- ESC** "Clicks" the "cancel" button of a form, usually called Cancel, Close etc.
- Alt+Down** Drops down a drop-down list of options in the current field
- nArrow**
- Ctrl+A** Selects all of the text in a field, so that it can be overtyped, deleted, cut or copied
- Ctrl+C** Copy highlighted text in a field to the Windows clipboard
- Ctrl+X** Cut highlighted text out of a field and put it in the Windows clipboard
- Ctrl+V** Paste text from the Windows clipboard into the field the cursor is in

Entering Amounts

When you are entering amounts, do not enter currency symbols such as the dollar sign, or commas - neither are allowed.

There is no need to enter ".00" after an amount if it has no cents.

Many fields for entering amounts open a [Calculator](#) window, if you enter any arithmetic operator (+, -, * or /) in the field, other than a leading minus sign.

Entering Transaction and Other Dates

You can type dates in directly, using the short date format set in the Windows Control Panel's Regional and Language Options. But you can also click on the calendar button to the right of the date, which pops up a calendar that you can use. Details on keystrokes you can use in the calendar are in [Using the Popup Calendar to Enter Dates](#).

When you first enter a date field, normally its first component (before the first slash or dash) will become selected (highlighted). Pressing the left or right arrow keys or the forward slash key (/) will cycle through the three components of the date field (month, day and year, in whatever order they are displayed on your computer). That can make it easy to just change one of those components, for instance the day of the month. Once it is highlighted, just type what you want to replace it with - there's no need to delete what is there first.

Special keys you can use to change the date in a date field itself (not the popup calendar) are:

- **T**, for **T**oday, sets it to today's date
- **+** increases the current field value by one day
- **-** (minus/dash) decreases the current field value by one day
- **M**, for **M**onth, goes to the start of the month currently in the field (or this month, if the field is empty) If the current field value is already the start of a month, goes to the start of the previous month
- **H**, for month**H**, goes to the end of the month currently in the field (or this month, if the field is empty). If the current field value is already the end of a month, goes to the end of the next month
- **Y**, for **Y**ear, goes to the start of the year currently in the field (or this year, if the field is empty). If the current field value is already on the start of a year, goes to the start of the previous year

- **R**, for **year**, goes to the end of the year currently in the field (or this year, if the field is empty) If the current field value is already on the end of a year, goes to the end of the next year
- **F**, for **Fiscal**, goes to the start of the fiscal year of the date currently in the field. If you are already on a fiscal year start, goes to the start of the previous fiscal year
- **L**, for **fiscal**, goes to the end of the fiscal year of the date currently in the field. If you are already on a fiscal year end, goes to the end of the next fiscal year

For all of these, it doesn't matter if you use the capital or small letter. And for + and -, it doesn't matter if you use the keys on the normal keyboard area, or the numeric keypad (if your keyboard has one), and whether or not they are shifted. (So for instance since in most keyboards + is the shifted = key, you can press =, without shifting, and it will still work to increase the date by one day.)

Another shortcut you can use is that you can omit the year when you are typing in a date, and it will assume it is for the current calendar year. So for instance if your date format is MM/DD/YYYY, and you want to enter January 31, you can type in just 1/31, and **Tab** or click out of the field, and it will add the year portion.

Entering Fields with Drop-Down Lists

When you are entering drop-down fields in which you can only select values that are on the drop-down list, such as selecting a Tax Code for transactions, or a Type, Parent Account or Fund for an Account's details, you can also use the keyboard. Just press the first letter of the name of the entry on that list that you want to select, and it will appear. If there are multiple entries that start with the same letter, press that letter repeatedly, and it will cycle through the ones that start with that letter. You can also use the up and down arrow keys to move between the entries on the list.

Another common case for using first letters in a drop-down list is for the named date ranges in windows prompting for a range of [dates for reports](#).

For fields which have a drop-down but also allow you to type in values (for example Accounts, Vendors, and Payees for cheques), the keyboard technique is slightly different. They use a method generally called "**autocomplete**". Type in a letter or letters that are the initial part of the value you want to select, for example at least "D" for a payroll cheque to "Dan Cooperstock"- use enough to make it distinct. As you continue typing (if necessary), the first match from the drop-down list that starts with what you have typed will appear, with the rest of that you have not yet typed highlighted. When you see the desired value, just go on to the next field with **Tab**.

Of course in those fields that have a drop-down but allow typing, you can still also just use the drop-down list, and the up and down arrow keys.

Fields for names of accounts actually normally drop their lists down automatically, as soon as you **Tab** or click into them, though this can be changed with an option on the **Maintenance ⇒ Main Options window**. (If that option is turned off, you can drop down the list by clicking on it with your mouse, or pressing the keyboard combination **Alt+DownArrow**.)

Using Underlined Letters in Menus and Buttons

If you see an underlined letter in a main menu option (such as File) or a button (such as Save), that means that you can activate that menu or button by holding down Alt and pressing the letter. For example Alt+F for File, Alt+S for Save.

In drop-down menu options, such as the options on the File menu, when there is an underlined letter, just press that letter when the menu has been displayed and the option will be selected. So, for instance to select Open Database from the File menu, press Alt+F for File, then O for Open. (It doesn't have to be a capital "O".)

In current releases of Windows, the default setting may be that you cannot see these underlined letters in menus or buttons unless you press and hold the Alt key. So, one option is to first press Alt so that you can see the underlined letters, then you can use the letter. (They work whether you can see them or not, however.)

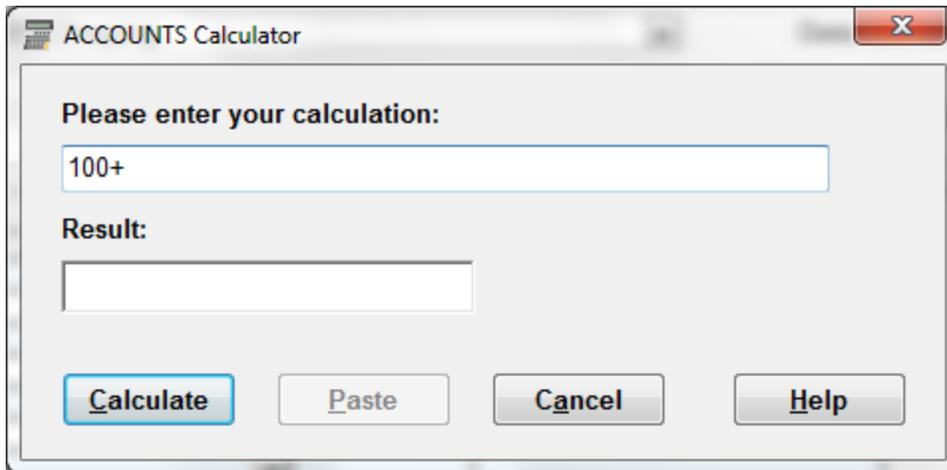
If the Windows setting to see underlined letters is not turned on, the installation program will offer to turn it on for you. If you did not do that, the following instructions tell you how to do it yourself.

In Windows 10, search on "Underline", and select what comes up ("Underline access key shortcuts in menus when available"). The window that comes up should be scrolled to the heading "Change how keyboard shortcuts work". Make sure the selector for "Underline access keys when available" there is set to On.

7.3 Calculator for Amounts

In many fields in the program in which you can enter a currency amount, you can pull up a calculator by typing an arithmetic operator in the field. Those operators are + for addition, - for subtraction, / for division, and * for multiplication. Entering a left parenthesis, (, also pulls up the calculator, because parentheses can be used for grouping. The only exception to this happening is if the first character in the field is a minus sign, which of course is used to indicate a negative number.

When you do that, the following window will come up, filled in with that you have typed so far in the amount field:



This example would come up if you had typed exactly "100+" in a field.

At this point, just type the rest of any desired calculation in the field at the top, and click **Calculate** or press **Enter** to see the results of the calculation in the Result field. If that was successful, the **Paste** button becomes enabled, and you can click it or press **Enter** to paste that Result value back into the field in the window you came from.

Click **Cancel** or press **ESC** to abandon this window without pasting anything back.

Some Example Calculations

100 * .08

100 / 4

100 + 35

100 * (3 + 4)

Note that in that last example, the parentheses (brackets) are used to indicate that the addition should be done first, before the multiplication. Normally multiplications and divisions are done first, before additions or subtractions, if parentheses are not used. So, $100 * 3 + 4$ would evaluate to 304, whereas $100 * (3 + 4)$ evaluates to 700.

Spaces are never required - they are just used in the examples above to make them easier to read.

Using the Windows Calculator

The ACCOUNTS main menu also has the option **Tools** ⇒ **Run Windows Calculator**, which starts the standard Windows calculator application. That can be helpful if you want to do certain types of more complicated calculations. However, for it to be helpful, you would have to first start it from the main window, then switch to it from whatever ACCOUNTS window you needed a calculation on. Then after getting the result, you would have to use the calculator's

Edit ⇒ **Copy** menu option to copy the result to the clipboard, switch back to your ACCOUNTS window, and paste the result into the desired field. (Or of course you could manually type the result into that field instead of using copy and paste.)

So in almost all cases it will probably be much easier to use the built-in calculator described in this Help topic.

7.4 Testing the Program Out

When you first install the program, you will probably want to test it out to see whether it really suits your needs. This will probably involve at least entering an initial part of your chart of accounts, one or more transactions, and generating sample reports. There are a couple of possible strategies for doing this.

1. Real Data: Enter real data (chart of accounts, transactions etc.), and run reports to verify your entries. If you are satisfied with the program, just continue working on the real data (you don't have to delete anything). This is probably the simplest way to test the program.
2. Fake Data: Enter completely fake data for your testing. When you are satisfied, you can delete all of the transactions that you have entered, using the **Database** ⇒ **Delete All Transactions** [menu option](#). This deletes all transactional information, but leaves things like your Chart of Accounts alone.

Alternatively, you can delete absolutely all data and setup information you have entered, using the **Database** ⇒ **Delete All Data** [menu option](#). (However, note that this deletes your initial Organization Info and Accounts as well as transactions - you will have to re-enter everything.)

One further alternative is to just start a completely new database with the **File** ⇒ **New Database** [menu option](#).

8 THE MAIN MENU

8.1 The Main Menu

The main menu on the program's main window has the following choices:

File	Creating new databases for new organizations, etc.
Maintenance	Assorted functions for maintaining data other than financial transactions
Actions	Various ways of entering transactions, including bills and bill payments
Reports	Creates all reports, such as Income Statements, Balance Sheets etc.
Database	Various database maintenance tasks, including importing data, verifying your database etc.
Backup/Restore	Making backups of your database, and restoring backups.
Tools	Various helper tools for the program, including requesting license keys and upgrading the program.
Help	Viewing the Help contents and index, the version number and contact info for this program, contacting Software4Nonprofits.

The following sections explain the options on each of these main menus.

8.2 The File Menu

New Database Choosing this menu option allows you to [create](#) a new database for another organization, or restore one.

Open Database Choosing this menu option allows you to open another previously created database for another organization.

See [Switching Databases](#) for details on the previous two options.

Print Cheques Goes to the window for [printing cheques](#) from bank accounts.

Print Setup Pulls up a standard Print Setup dialog box, which lets you select which printer to print to for reports etc., and if necessary, modify the detailed setup of the current printer by clicking the "**Setup ...**" button.

Exit Exits the ACCOUNTS program (same as pressing **Alt+F4** or using the "X" in the top right-hand corner of the window).

8.3 The Maintenance Menu

The maintenance menu contains options for maintaining various sorts of general information, setup and options for the program. The following is the list of options on this menu:

Organization Info Edit the name, address etc. for your organization, etc. For more information see [Editing General Info](#).

Entity and Report

- Names** Allows you to change what various entities (for example Funds, or Income) and reports (for example Income Statement, or Balance Sheet) are called in the program, to match the terminology commonly used in your organization.
- Main Options** View or edit a number of options for the program overall, such as how many digits there are in account numbers, and whether to display account numbers in most places in the program. For more information see [Editing Main Options](#).
- Email Sending Configuration** Set up the settings to allow the ACCOUNTS program to send emails. (These are your SMTP settings.) For more information see [Email Sending Configuration](#).
- Chart of Accounts** Used for maintenance of the [chart of accounts](#) for your organization.
- Budgets** Used enter or edit a [budget](#) (how much you expect in income and expenses) for any specified fiscal year.
- Vendor List** See your list of vendors, and add, edit or delete them. For more information see the [Maintaining your List of Vendors](#).
- Government Forms** Used to specify the names of government forms. You can later associate lines on those forms with specific accounts on your chart of accounts, when [editing](#) individual accounts.
- Sales Tax Codes** Used to specify [sales tax codes](#), and associated tax-related accounts, for use in [register](#) transactions.
- Recurring Transactions** Used to see and maintain your list of both [memorized](#) and [recurring](#) transactions, including to turn a memorized transaction into a recurring one.
- Online Banking Bank Rules** Brings up the window for editing [bank rules](#) for use in matching when importing downloaded [online banking transaction](#) files.
- Online Banking File Associations** Brings up the window for viewing and editing the [file associations](#) for file types that can be used for importing downloaded [online banking transaction](#) files. Those file associations allow you to just specify to Open a downloaded online banking transaction file in your web browser, and have it immediately open for importing in ACCOUNTS.
- Date Formats** **This menu option is only present for users of the OnDemand Version.** See [OnDemand Date Formats](#) for details.
- Administer All**

- Users** This menu option is only present for users of the **OnDemand Version**. See [OnDemand User Management](#) for details.
- Change Password ⇒
Program Entry
Password** Set or change the password used to get into the program. You can remove the password by leaving the New Password fields completely empty. See [Passwords](#) for details. Not available in the [OnDemand](#) version - see the **Administer All Users** options above instead.
- Change Password ⇒
Read Only
Password** Set or change the password for read-only users. Such users can view data and reports, but not enter transactions or change any data. See [Passwords](#) for details. Not available in the [OnDemand](#) version - see the **Administer All Users** options above instead.
- Change Password ⇒
Internet Backup
Encryption Password** Set or change the password used to encrypt [Internet Backups](#), which is also used for the [Cloud Storage Service](#). As long as you have not set up a Read Only password, this can be the same as the Program Entry Password, as long they both satisfy the stricter requirements for Internet passwords.

8.4 The Actions Menu

The Actions menu includes a number of different ways to enter financial transactions (most of which can also be done using quick links on the main window). The following options are on this menu:

- Write Cheques** [Write a new cheque](#) on a bank account.
- Enter Deposits** [Record a deposit](#) to a bank account.
- Enter Bills** Record a bill from a vendor, for later payment. See [Entering Bills](#).
- Bill List** See your list of outstanding bills (with an option to see already paid bills), and add, edit, or delete them. See [Maintaining your List of Bills](#).
- Pay Bills** Pay one or more outstanding bills that were recorded with **Enter Bills**. See [Paying Bills](#).
- Bill Payment List** See your current list of bill payments, with an option to add one (the same as using the **Pay Bills** menu option), or edit or delete them. See [Maintaining your List of Bill Payments](#).
- Journal Entries** Used to enter [journal entries](#), using debits and credits. (Most transactions are not entered this way. Rather, they are entered using the special purpose data entry windows listed earlier in this menu, or [register windows](#).)

Opening Balances Used to enter the [opening balances](#) (most likely from a previous accounting program) for all of the accounts on your chart of accounts.

8.5 The Reports Menu

There are two ways to select the built-in reports:

- with the **Report Browser**, which allows you to select from a tree of reports, and see descriptions for them before you run them, or
- with the Listing, Summary and other sub-menus of the **Reports** menu.

Both of these ways include all of the same built-in reports. The Report Browser is better for learning which reports are available, and what they do, whereas the sub-menus are better for quickly selecting a report when you already know which one you want.

The following links go to Help pages about each of the items on the Reports menu. The pages for the report sub-menus include descriptions for each report (basically the same descriptions that you can see in the Report Browser).

[Using the Report Browser](#)

The Reports ⇒ [Listing Sub-Menu](#)

The Reports ⇒ [Summary Sub-Menu](#)

The Reports ⇒ [Details Sub-Menu](#)

The Reports ⇒ [Fund Sub-Menu](#)

The Reports ⇒ [Banking Sub-Menu](#)

The Reports ⇒ [Vendors and Bills Sub-Menu](#)

The Reports ⇒ [Accountant Sub-Menu](#)

The Reports ⇒ [Administrative Sub-Menu](#)

[Custom Reports](#)

[Memorized Reports](#)

The Listing sub-menu contains various lists of information, such as the Chart of Accounts.

The Summary sub-menu contains reports that show general summary financial information, such as the Income Statement and Balance Sheet.

The Details sub-menu contains reports that show transaction details, organized in various ways.

The Fund sub-menu contains summary and detail reports, split out by fund.

The Banking sub-menu contains reports related to your banking activities, such as reconciliations.

The Vendors and Bills sub-menu contains reports related to vendors, bills, and your accounts payable.

The Accountant sub-menu contains reports for your accountant, such as the trial balance and audit trail.

The [Custom Reports](#) option allows you to create custom reports with up to 4 columns, each for their own range of dates. Each column can be Income and Expenses, Budget, or a Difference between two previous columns.

The [Memorized Reports](#) option allows you to re-run reports memorized from the report viewer, [Custom Reports](#), or via the **Database** ⇒ **SQL Select** [menu option](#). For the latter two types, it also allows you to further edit their definitions.

8.6 The Reports -> Listing Sub-Menu

Chart of Accounts Lists your entire chart of accounts in order, including hidden accounts (in italics), and which fund/equity account each income or expense account is associated with.

Chart of Accounts with Government Form Lines

Lists the accounts in your chart of accounts that have no sub-accounts, in order, also showing associated government form lines for each account. If you want to see them listed by form and line instead of account order, use the Sort button and re-sort on the form_name and form_line fields.

Income and Expense Accounts by Fund

Lists just income and expense accounts, broken out by which fund/equity account each one is associated with. It also shows which funds (that don't have sub-funds) have no associated income and expense accounts.

Note: The name of the previous report can be changed via your choices on the **Maintenance** ⇒ **Entity and Report Names** [menu option](#).

Annual or Monthly Budget

Lists just the budget amounts (with no corresponding actual amounts) for one specified year. Includes hidden accounts if they have a budget, in italics. If the specified year's budget is monthly rather than annual, shows each month's budget, plus an overall total. If your fiscal year starts from the first day of the month, the heading of the month will reflect the name of the month, otherwise the heading of the month will show Month 1, Month 2, etc. Prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report

8.7 The Reports -> Summary Sub-Menu

Income Statement Lists your income and expenses, consolidated across all funds, for a selected range of dates. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report. You can drill-down on total fields for accounts that don't have sub-accounts to see a detail report of the transactions that make up that total.

**Income Statement
by Months**

Lists your income/revenue and expenses for two or more complete months, with one column per month, plus a totals column, for a selected range of dates. This report may be printed in either portrait or landscape mode, depending on how many months are included. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report.

Warning: If you select enough months that the report is multiple pages wide, the Save PDF button will not operate properly, and part of the 2nd page will be at the right edge of the first page, etc. To avoid this, print to a PDF printer instead, like "Microsoft Print to PDF" which is included in Windows 10.

**Income Statement
by Quarters**

Lists your income/revenue and expenses for two or more complete fiscal quarters, with one column per quarter, plus a totals column, for a selected range of dates. This report may be printed in either portrait or landscape mode, depending on how many quarters are included. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report.

Warning: If you select all four quarters, so that the report is multiple pages wide, the Save PDF button will not operate properly, and part of the 2nd page will be at the right edge of the first page, etc. To avoid this, print to a PDF printer instead, like "Microsoft Print to PDF" which is included in Windows 10.

**Income Statement
Yr/Yr Comparison**

Lists your income and expenses, consolidated across all funds, for a selected range of dates in one year, the same dates in the previous year, and the difference between them. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report. You can drill-down on total fields for accounts that don't have sub-accounts to see a detail report of the transactions that make up that total.

This report puts the current year in the first column, and the previous year in the 2nd column. If you want it the other way around, you can do that with the Income Statement General Comparison report.

The Difference column shows how much "better" the later year is than the earlier year. So for Income accounts a Difference amount is "better", and so positive, if the later year's amount is more than the earlier year's amount. For Expense accounts it is positive if the later year's amount is less than the earlier year's amount.

Income Statement

General Comparison Lists your income and expenses, consolidated across all funds, for one specified range of dates, and a second specified range of dates, and the difference between them (later amounts minus earlier amounts). It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report. You can drill-down on total fields for accounts that don't have sub-accounts to see a detail report of the transactions that make up that total.

The Difference column shows how much "better" the later date's amount is than the earlier date's amount. So for Income accounts a Difference amount is "better", and so positive, if the later date's amount is more than the earlier date's amount. For Expense accounts it is positive if the later date's amount is less than the earlier date's amount.

Balance Sheet Shows the Asset, Liability and Fund (Equity) balances as at a given date. Fund balances are the "implicit" balances, that include totals of all income and expenses on accounts with that as their associated fund. Hidden accounts with zero balances are omitted. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report.

Balance Sheet Comparison Shows the Asset, Liability and Fund (Equity) balances, for two given dates, and the difference between them. The "Date 1" initially defaults to the previous fiscal year-end date, but can be changed. Whether the "Date 1" is earlier or later than the "Date 2" is remembered for future prompting of the same report. Fund balances are the "implicit" balances, that include totals of all income and expenses on accounts with that as their associated fund. Hidden accounts with zero balances at both dates are omitted. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report.

Budget Comparison Lists your income and expenses, along with the budget for the same period, and the difference between the actuals and the budget. This report prompts for a range of dates for the report, within one budget year. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report. You can drill-down on total fields for accounts that don't have sub-accounts to see a detail report of the transactions that make up that total.

The Difference column shows how much "better" the actuals are than the budget. So for Income accounts, a Difference amount is positive (better) if the actual amount is more than the budget amount. For Expense accounts it is positive if the actual is less than the budget.

The report includes all accounts with a budget (even if that is \$0) plus

any other accounts with transactions within the selected range of dates.

Percentage of Annual Budget

Lists your income and expenses for a selected period, along with the budget for the entire year, the difference between the actuals for the period and the annual budget, and the percentage that the actuals are of the annual budget. This report prompts for a range of dates for the actuals, within one budget year. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report.

You can drill-down on total fields for accounts that don't have sub-accounts to see a detail report of the transactions that make up that total.

The Difference column shows how much "better" the actuals are than the budget. So for Income accounts, a Difference amount is positive (better) if the actual amount is more than the budget amount. For Expense accounts it is positive if the actual is less than the budget. Percentages are omitted when the budget is 0, because they would not make sense.

Government Form Amounts

Lists all accounts with no sub-accounts that are attached to government form lines for one selected form, a specified range of dates, and whether to omit lines for \$0, with their balances, by lines of the form. The report is split into one or more pages for the Balance Sheet accounts connected to that form, then one or more pages for the Income Statement accounts connected to that form. (For the balance sheet accounts, the ending date of the specified range of dates is used.)

It is strongly recommended that you run Reports ⇒ Listing ⇒ Chart of Accounts with Government Form Lines before running this report, to make sure that all accounts listed on it that should have lines associated with the desired form do have such lines, and that those lines are all correct.

You also need to understand that not all lines on the form may be uniquely representable by this association of form lines with accounts.

Note: The names of the Income Statement reports and Balance Sheet reports can be changed via the **Maintenance ⇒ Entity and Report Names** [menu option](#), and will change on this sub-menu accordingly.

Cash Flow Report

Users sometimes ask whether ACCOUNTS has a Cash Flow Statement report. It does not. Users have told us that a Cash Flow Statement is not commonly used or needed by small to

mid-sized charities, churches and non-profits, which is who this program is primarily intended for. Usually a combination of an Income Statement and a Balance Sheet Comparison report will give you all of the information you really need about cash flow.

In fact, it is not actually clear how realistic it would be to think we could enable the program to figure out what should go on a Cash Flow Statement, because that really requires a deep understanding of the meanings of the accounts your chart of accounts, which cannot be determined just from their names and types. As a result, such a report is something that your accountant or bookkeeper needs to do, if you really need it.

8.8 The Reports -> Details Sub-Menu

Transactions by Date	Lists all transactions in date order, with their splits (shows as debits and credits), for a specified date range.
Transactions by Account	Lists all transactions, grouped and subtotaled by account, for a specified date range.
Transactions by Payee/Description	Lists all transactions, grouped by payee/description, for a specified date range.
One Account Details	<p>Lists all transactions affecting one selected account for a selected date range, with the details of the splits, and a summary of the transactions in that range of dates by transaction type. You can also select whether to include or exclude the splits / counter accounts in the transaction details. For asset, liability and fund/equity accounts, starting and ending balances are also shown. For income or expense accounts, only transaction totals are shown, no balances, because they don't really make sense.</p> <p>For fund/equity accounts, only the explicit transactions that have been directly posted to that account are shown and included in the displayed balances (which are the explicit, not implicit balances). A similar report that includes the transactions on linked income and expense accounts for one fund, and the implicit balances, is available as Reports ⇒ Fund ⇒ One Fund Details and Balances.</p>
One Account with Running Balances	<p>Lists all transactions affecting one selected account for a selected date range, without the details of the splits. For asset, liability and fund/equity accounts, starting balances are also shown. This report displays a running balance on each detail line.</p> <p>For fund/equity accounts, only the explicit transactions</p>

that have been directly posted to that account are shown and included in the displayed balances (which are the explicit, not implicit balances). A similar report that includes the transactions on linked income and expense accounts for one fund, and the implicit balances, is available as **Reports ⇒ Fund ⇒ One Fund Details and Balances**.

8.9 The Reports -> Fund Sub-Menu

Income Statement Lists your income/revenue and expenses, split out by fund, for a selected range of dates. Also, for each fund, includes a section at the bottom showing the starting balance of the fund for the period, the net income for the period, total transfers into or out of the fund for the period, and the ending balance for the fund. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report. You can drill-down on total fields for accounts that don't have sub-accounts to see a detail report of the transactions that make up that total.

One Fund Income Statement

Gives totals by account of the income/revenue and expenses for a specified fund and any funds underneath it (sub-funds), including hidden ones. It includes a summary section at the bottom which by default shows the starting balance of each bottom-level fund for the period, its net income for the period, the total transfers into and out of the fund for the period, and the ending balance for the fund, plus another section like that summarizing all of the included funds. You can specify a range of dates for the report, the desired fund (which may be a parent fund with sub-funds), an "include" setting to determine the levels of accounts and sub-accounts in the income and expense details of the report, and options about which summaries to include below the report – overall only, individual bottom-level funds only, or both overall and individual summaries.

Income Statement by Months

Lists your income/revenue and expenses, split out by fund, for two or more complete months, with one column per month, plus a totals column, for a selected range of dates. Also, for each fund, includes a section at the bottom of the final page for that fund, showing the starting balance of the fund for the entire period, the net income for the period, total transfers into or out of the fund for the period, and the ending balance for the fund. This report may be printed in either portrait or landscape mode, depending on how many months are included. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report.

Income Statement

by Quarters Lists your income/revenue and expenses, split out by fund, for two or more complete fiscal quarters, with one column per quarter, plus a totals column, for a selected range of dates. Also, for each fund, includes a section at the bottom of the final page for that fund, showing the starting balance of the fund for the entire period, the net income for the period, total transfers into or out of the fund for the period, and the ending balance for the fund. This report may be printed in either portrait or landscape mode, depending on how many quarters are included. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report.

Income Statement

Yr/Yr Comparison Lists your income and expenses, split out by fund, for a selected range of dates in one year, the same dates in the previous year, and the difference between them. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report. You can drill-down on total fields for accounts that don't have sub-accounts to see a detail report of the transactions that make up that total.

This report puts the current year in the first column, and the previous year in the 2nd column. If you want it the other way around, you can do that with the Income Statement General Comparison report.

The Difference column shows how much "better" the later year is than the earlier year. So for Income accounts a Difference amount is "better", and so positive, if the later year's amount is more than the earlier year's amount. For Expense accounts it is positive if the later year's amount is less than the earlier year's amount.

Income Statement

General Comparison Lists your income and expenses, split out by fund, for one specified range of dates, and a second specified range of dates, and the difference between them (later amounts minus earlier amounts). It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report. You can drill-down on total fields for accounts that don't have sub-accounts to see a detail report of the transactions that make up that total.

The Difference column shows how much "better" the later date's amount is than the earlier date's amount. So for Income accounts a Difference amount is "better", and so positive, if the later date's amount is more than the earlier date's amount. For Expense accounts it is positive if the later date's amount is less than the earlier date's amount.

Summaries

Includes just a section for each fund showing the starting balance of the fund for the period, the net income for the period, total transfers into or out of the fund for the period, and the ending balance for the fund. (This is identical to the section at the bottom of the Fund Income

Statement report.) A range of dates is specified, to determine the reporting period.

Budget Comparison Lists your income and expenses, along with the budget for the same period, and the difference between the actuals and the budget, with one report per fund. This report prompts for a range of dates for the report, within one budget year. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report. You can drill-down on total fields for accounts that don't have sub-accounts to see a detail report of the transactions that make up that total.

The Difference column shows how much "better" the actuals are than the budget. So for Income accounts, a Difference amount is positive (better) if the actual amount is more than the budget amount. For Expense accounts it is positive if the actual is less than the budget.

The report includes all accounts with a budget (even if that is \$0) plus any other accounts with transactions within the selected range of dates.

Percentage of Annual Budget

Lists your income and expenses for a selected period, along with the budget for the entire year, the difference between the actuals for the period and the annual budget, and the percentage that the actuals are of the annual budget, with one report per fund. This report prompts for a range of dates for the actuals, within one budget year. It also prompts for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report.

You can drill-down on total fields for accounts that don't have sub-accounts to see a detail report of the transactions that make up that total.

The Difference column shows how much "better" the actuals are than the budget. So for Income accounts, a Difference amount is positive (better) if the actual amount is more than the budget amount. For Expense accounts it is positive if the actual is less than the budget. Percentages are omitted when the budget is 0, because they would not make sense.

One Fund Details and Balances

Shows all of the transaction details in all accounts affecting one selected fund balance over a specified date range, plus the starting and ending implicit balances in that fund.

Note: The name of the Income Statement report can be changed via the **Maintenance** ⇒ **Entity and Report Names** [menu option](#), and will change on this sub-menu accordingly.

8.10 The Reports -> Banking Sub-Menu

Prior Reconciliation Lists the details and totals of your cleared and uncleared transactions for one selected account and ending statement date for which you performed a reconciliation on that account. You also specify whether to only include uncleared transactions up to the statement ending date, or rather include any later-dated uncleared transactions. Only transactions cleared by a reconciliation (marked with "R" in the Clr column in the Register window), not ones marked with "c" by an [online banking import](#), are considered to be cleared for the purposes of this report.

Please note that reprinting reconciliation reports prior to the most current one will often not list the same uncleared transactions as when those reports were originally printed. That is because transactions that were subsequently cleared will no longer be listed as uncleared on the reprinted report.

8.11 The Reports -> Vendors and Bills Sub-Menu

Overdue Bills Aging Summary Lists summaries by vendor of your due and overdue bills, with the amounts broken out by how many days they have been due for: Current (due today), 1 - 30, 31 - 60, 61 - 90, or Over 90 days. Bills that are due in the future are not included in this report.

All Bills Aging Summary Lists summaries by vendor of all unpaid bills, with the amounts broken out by in how many days in the future or past they are due: Future over 30 days, Future 1-30 days, Current (due today), Overdue 1 - 30, Overdue 31 - 60, Overdue 61 - 90, or Overdue over 90 days.

Vendor List Lists all vendors, with their account numbers and names for cheques.

8.12 The Reports -> Accountant Sub-Menu

Trial Balance Used by your accountant, lists the debit totals for accounts with a debit balance, and the credit totals for accounts with a credit balance, which should be equal. Prompts for an "as of" date, and reports from the start of the fiscal year (or calendar year, if you don't use fiscal years) including that date, up to that date.

On this report, Asset and Liability balances include all transactions up to the "as of" date. Fund/Equity balances include direct transactions on their accounts up to the "as of" date, plus the [implicit balance changes](#) from transactions on linked income and expense accounts up to the end of the previous fiscal year. Income and Expense totals are for the fiscal year, up through the "as of" date.

The balances on this report will agree with a Balance Sheet for the

same date, in Asset and Liability accounts, but Fund balances will differ because the Balance Sheet's Fund balances include implicit balance changes right up to the "as of" date, not just up to the previous fiscal year end.

Note: In traditional manual accounting, the Trial Balance report was very important, because it could catch posting errors. In the ACCOUNTS program (and most current accounting software) it is impossible to get the accounts out of balance, unless of course there is a bug in the program! So it is not clear why most users would really ever need this report.

General Ledger Used by your accountant. For each account with either a starting balance or transactions during the current fiscal year (up to a prompted-for "as of" date), lists the starting balances at the previous fiscal year end, all explicit transactions on the account in the year up to the "as of" date, and the ending balances at the "as of" date.

The starting balances will match the Balance Sheet at the previous fiscal year end, so all Income and Expense starting balances will be 0.

The ending balances will match the Trial Balance at the "as of" date. Please see the description of the Trial Balance above, to understand what this means for Fund accounts.

Audit Trail Lists all creation, updating and deleting of transactions (your [Audit Trail](#)). Prompts for a date range of the activity dates (i.e. the original entry date, or the date it was last updated) of transactions to include, but then includes all history of transactions with activities within those dates.

8.13 The Reports -> Administrative Sub-Menu

The **Reports** ⇒ **Administrative** sub-menu includes any reports that are not really about data in the program, but rather about administrative information.

User Login History Lists all dates and times that any user logged on or off of the program, in descending date order (latest first), for any selected range of dates (not necessarily in the current year).

Unbalanced Transactions Lists any transactions in your database that are unbalanced (total debits do not equal total credits). Please see [Validating your Transactions](#) for more information about what this does and why it is extremely unlikely to find anything.

8.14 The Database Menu

Import Transactions [Imports transactions](#) from files whose file extension is .IIF (the format used by QuickBooks Desktop for importing transactions) or .S4AIF, for example bank deposits from the [DONATION](#) program, or transactions from a payroll system.

Import Online

Banking Download Prompts for an [online banking download](#) file to import. Such downloaded files can also be automatically opened for importing, without having to use this menu option, by using the [file associations](#) and picking Open in your web browser when you download them.

Export Chart of Accounts

[Exports](#) a file containing details about the accounts in your chart of accounts that don't have sub-accounts (the ones you can post transactions to), other than fund/equity accounts, for importing into other programs.

Validate Database [Checks](#) that your data has not been damaged in any way, for example by suddenly turning off your computer while ACCOUNTS is working on something.

Validate Transactions [Checks](#) for the extremely unlikely occurrence that you have any unbalanced transactions in the database (total debits not equal to total credits). It also checks for a type of error where an account that has sub-accounts, which should not be able to be used directly in any transactions, is somehow used in transactions (or in other places in the program that can create transactions using that account).

Delete Old Data [Deletes old transactions](#) up to a fiscal year end date that is no later than 2 full years prior to the current date, and replaces them with a new rollup Opening Balances transaction.

Delete All Transactions

[Deletes all transactions](#) from your database, including any Opening Balances transaction, but leaves other setup information alone (such as the Chart of Accounts etc.).

Delete All Data [Deletes all data](#) from your database, so that you are starting over with a new empty database.

SQL Select Create simply formatted ad-hoc reports and data extractions using [SQL Select](#) statements. (Most users would never need to use this option.)

8.15 The Backup/Restore Menu

The following are the menu options on this menu:

Backup Database [Copy](#) a backed-up version of your database, which contains all of your current data, to a USB memory key, writeable CD, or a subdirectory on your hard drive. That backup can be optionally followed by an [Internet Backup](#).

Email Backup [Email](#) a compressed and encrypted backup of your database to any desired email address.

Restore Database [Bring back](#) a backed-up database from a USB memory key, CD, or subdirectory on your hard drive etc., overwriting (i.e. completely replacing) your current database. Backups are filenames ending in ".S4ABackup". This menu option can also bring back an emailed backup that you have received, with a filename ending in ".S4AEncryptedBackup".

Restore Internet Backup Allows you to [restore](#) a backup that you saved to the Software4Nonprofits Internet backup storage area. Not available in the [OnDemand](#) version, which does not need or use Internet backups because it is already running on a server.

Restore Non-Backup Database Allows you to [restore](#) an actual copy of the database file (for example *OrganizationName.S4A*) rather than a backup file (one with a filename ending in ".S4ABackup" or ".S4AEncryptedBackup"), if you don't have an up-to-date backup file.

Backup Frequency and Options This window allows you to set the frequency at which you are reminded to backup your database, and determine how many older backups are stored in your backup location. The reminder frequency defaults to Weekly, and the reminders occur just as you are exiting the program. This window also allows you to set up for [Internet Backups](#).

8.16 The Tools Menu

Register Online Brings up a [Registration window](#) that displays the [Organization Info](#) data, and allows you to fill in a few other fields, to submit your registration information to Software4Nonprofits.com, and thus get onto the mailing list, so you hear about new releases of the program etc.

Check for Updates Brings up a window that allows you to [check for updates](#) to the program that are newer than your current version. It also allows you to specify whether or not the program should remind you to check for updates monthly. (By default, it does remind you.)

Request or Install License Key Brings up the [Evaluation and Licensing](#) window in which you can request or install keys for extending your evaluation period (if your ACCOUNTS is an unlicensed evaluation version) or for licensing your installation of ACCOUNTS. If you are already licensed, this shows you that fact and whether or not you are eligible for support and updates, based on the last payment date.

If you have an Internet connection on your computer, and have taken one of several actions that communicates your database's Unique ID to us, updating your license key may happen fairly automatically when you choose this menu option, if you have paid since you last updated your license key.

Subscription Management Portal

If you have never [paid](#) for ACCOUNTS, or do not have an active subscription, this takes you to our payment processor Stripe to pay your annual fee by credit card, or from your bank account. For Canadian users, this prompts for the payment method, and if you choose bank account, you are prompted for the name and email address for your account. For US and other users, this is not required - US users automatically get a choice to pay either way, without a separate prompt about it being needed.

If you have an existing subscription, it takes you to the Stripe Customer Portal where you can review your contact information, subscriptions and payments, get paid invoices (by clicking on a row for a payment), update your stored payment methods, or cancel a subscription.

Explore Data Directory

Brings up a Windows Explorer or My Computer type window, to view the files in the program's [Data Directory](#) (which is in different places depending on your version of Windows).

Explore Temp Directory

Brings up a Windows Explorer or My Computer type window, to view the files in the user's Temp directory (which is in different places depending on your version of Windows and your login username). This can be useful in certain support situations, because there are various files that the program might put there.

View Saved Settings

Allows you to [view all settings](#) saved by the program for later use.

Network Client Information

This menu option only appears in the [Local Network Server](#) version of ACCOUNTS. It displays the server name needed to successfully install the Local Network Client version of ACCOUNTS on other computers in your network, and gives you an option to print that information, or open it in a document in Microsoft Word.

Run Windows Calculator

Starts the standard Windows Calculator application. However, ACCOUNTS also has a built-in [Calculator](#), that can be started from any field for entering a currency amount just

by typing any arithmetic operator (+, -, * or /) in it. That will usually be more helpful because it can automatically paste the result of a calculation back into that field.

Turn Debug Mode On This menu option lets you temporarily turn what is called "Debug mode" on in the program, if we have asked you to do so. Doing that causes certain debug messages and logging to occur, to help us solve problems you are having.

8.17 The Help Menu

Contents and Index Initially shows the Index section of this Help file, which allows you to search for all topics in the Help. You can switch from there to the Contents tab, if you want to browse by general subject areas.

Search by Topic or Keyword This just brings up a messagebox giving you instructions for how to do that, but it also has buttons that take you either to the Help file where you can use the Index for searching, or to the How to Use Help help page for further instructions.

How to Use Help Show help on using Windows help files, if you are not familiar with them.

Help on ... Changes its text (and effect) to show the help appropriate to the current section of the main window, or the previous top-bar menu that you pulled down.

Training Videos on the Web Goes to the Demos and Samples page on the program's web site, which has training videos on it that you can watch.

Quick Start Go straight to the [Startup Options](#) page in this help file.

Technical Support Information Go straight to the page on [Technical Support](#) in this help file, that explains the various options you have for support.

Move ACCOUNTS to Another Computer Go straight to the help page [Move the Program from One Computer to Another](#), to learn how to do that.

Revision History Go straight to the page on [Revision History – Latest Version](#) in this help file, to read about the most recent changes to the release of the program that you currently have installed.

To see the revision history for the most up to date release of the program, which may be newer than what you have installed, go to the **Tools** ⇒ **Check for Updates** [window](#) and use the **View Updated**

Features button, which takes you to the current web version of this same Help page.

Software4Nonprofits

Web Site

Use an Internet browser to connect to the main Software4Nonprofits.com web page (requires that you be connected to the Internet).

Email

Software4Nonprofits.com Use your Windows default email program, or a plain-text email form with the program. to send an email to us at [Software4Nonprofits.com](mailto:info@Software4Nonprofits.com). (The first option requires you to be using a standard email program like Outlook, Outlook Express, the Windows 10 Mail application, or Thunderbird. If you use only web-based email like Hotmail, Yahoo Mail or Gmail, just send an email to info@Software4Nonprofits.com yourself, or use the 2nd option, the plain-text form in the program.)

View License Agreement Displays the Software License Agreement for ACCOUNTS in a web browser window, which also allows you to print it.

About ACCOUNTS ... Gives some information about the author of this program, and tells you which version of it you are using.

9 EDITING GENERAL INFO

9.1 Editing Organization Info

You use the following **Maintenance** ⇒ **Organization Info** window to edit the general information about your organization. You are always put into this window the first time you use the program, or when you create an additional new empty database and use it for the first time.

The screenshot shows a dialog box titled "Edit Organization Information". The main heading is "Organization and other Constant Information". The form contains the following fields:

- Organization Name: Your Organization
- File Name: Your Organization .S4A
- Address Line 1: 100 Main Street
- Address Line 2: Anytown ON
- Address Line 3: M1M 2L2
- Phone: 800-555-1111
- Country: Canada (English only)
- Charitable #:
- Paper Size: Letter
- Fiscal Year Starts: March 15

On the right side, there are three buttons: OK, Cancel, and Help.

The **Organization Name** should be the official name of your organization. It will be printed at the top of all reports.

The **File Name** field is only editable when you are initially creating a new database for a new organization, and will be initially based on what you enter in the Organization Name field (with any special characters that are illegal in Windows file names removed). Whatever is there, with the ".S4A" extension as shown, will be the file name for your database. It will also form the base part of backup filenames etc.

Enter the **Address** fields and **Phone** number of your organization exactly the way you would like them to appear on any reports that will be printed from the program that include those fields. (Currently there are no such reports!)

The **Country** field identifies your country. When you are first setting up a new database for a new organization, it determines what sample charts of account options will be available in the [Startup Accounts](#) window (which is displayed after this one). See below for the **Paper Size** field.

Charitable # is your organization's charitable registration number (or business number). For U.S. users you may optionally enter your Tax ID / EIN here. However, the program does not currently use this information in any way.

If your organization's fiscal year is different from the calendar year, you can change the **Fiscal Year Start** month and day here as well. For instance, if your fiscal year runs from June 1 to May 31, set the start month to June and the start day to 1. This affects fiscal year reporting. Please see [Fiscal Years in ACCOUNTS](#) to better understand this.

Press **Enter** or click the **OK** button on this window to save your changes. Pressing **ESC** or clicking the **Cancel** button reverts back to the unedited version of the Organization Information.

Note on Changing your Organization Name

The [software licensing](#) in ACCOUNTS is by Organization Name. So, if you already have a license key for ACCOUNTS, and you change the name of your organization via the Organization Name field in this window, you will get a couple of messages saying that the new Organization Name is being written into the license key file, so that you will still be licensed for it. Please also [email us](#) to inform us of any significant changes to your Organization Name, for our records.

Users who are still in their initial evaluation period do not have or need licenses, so this is not an issue.

Changing the Paper Size

For users in a country other than Canada or the U.S.A., the A4 paper size may be the default. If that is your paper size, you can set it with the **Paper Size** drop-down option in this window. You cannot set A4 paper if your country is Canada or the U.S.A.

For Canada and the U.S.A., you can choose between Letter and Legal size paper.

This setting will affect all reports.

9.2 Fiscal Years in ACCOUNTS

Unlike the Software4Nonprofits [DONATION](#) program, ACCOUNTS is not strongly year-based, and there are no absolutely required year-end procedures. You can usually enter data for any date / any year at any time.

For organizations whose fiscal year is different from the calendar year, reporting options are provided that cover exactly the fiscal year. Before using any fiscal year options, you must set up what your fiscal year start date is in the **Maintenance** ⇒ **Organization Info** [window](#).

Many reports then default to being for the fiscal year.

What is considered to be the current fiscal year?

All fiscal year reports include transactions for the entire current fiscal year. What this means is if for instance your fiscal year runs from June 1 to May 31, reporting on "fiscal 2013" includes transactions dated from June 1, 2012, to May 31, 2013.

See also: [Selecting Dates for Reports](#)

9.3 Editing Main Options

You use the following **Maintenance** ⇒ **Main Options** window to specify some options for the program.

Number of digits in account numbers: 4 5

Hide Account Numbers except in Chart of Accounts

Show Cents in Reports

Don't Indent Amounts in Reports

Give messages about due and overdue bills on program startup

Print Account Names on Cheque Vouchers

Drop down Account fields on entry to them

Don't prompt before open Register Splits window with Ctrl+S

Only match transactions to online banking downloads if more than just the Amount matches

Use words "Dollars" and "Cents" in amount in words on cheques

If a transaction is more than days in the past: Allow it
 Ask for Confirmation
 Don't Allow it

If a transaction is more than days in the future: Allow it
 Ask for Confirmation
 Don't Allow it

The setting for the **Number of digits in account numbers** can actually only currently be changed during the initial setup of each organization's database. After that, they are fixed.

The checkbox for **Hide Account Numbers except in Chart of Accounts** determines whether account numbers are hidden in most places in the program, such as drop-down lists of accounts, reports etc. It defaults to not being checked (account numbers not being

hidden) if you have not changed it in this window. The account numbers are always displayed when you are maintaining the [chart of accounts](#).

The checkbox for **Show Cents in Reports** determines just that, whether the cents (or decimal places in countries where the currency is not called "dollars" and "cents") are shown in all quantities in reports. It defaults to being checked (cents are shown) if you have not changed it in this window. Please note that even if this unchecked, all additions of totals and subtotals in reports are still done with all decimal places in the amounts, so occasionally those totals that show only the full dollar amounts may appear to be slightly incorrect, because of rounding differences between the numbers making up the total and the total itself.

The checkbox for **Don't Indent Amounts in Reports** controls the indenting of the amounts in reports such as the Income Statement and Balance Sheet. If this is not checked (which is the default), and you have defined sub-accounts and perhaps sub-sub-accounts in your [chart of accounts](#), the account names are indented further to the right as you go down those levels of accounts in such reports, and the amounts are indented further to the left. If you instead check this checkbox, the account names are still indented, but the amounts are all level with each other vertically.

One reason you might want to check that checkbox is if you are planning to use the **Save As** button in the report window to [save the report](#) as formatted Excel. For reports that are affected by this option, when there are indented amounts, the underlining does not come out well in Excel, due to a bug in the software that ACCOUNTS uses to do the exporting. When the indenting is removed by using this checkbox, the underlining looks fine in the Excel exports.

We should also mention that unfortunately the exporting to formatted Excel is done with some 3rd-party software that we include with ACCOUNTS, that is not at all perfect, and that we cannot do much about. In some cases there may be missing data in the exported Excel files, and the formatting is always somewhat different from our original report. You will have to carefully check any exported reports before you use them. *If you encounter any reports where the save the formatted Excel has missing data, please contact us immediately with full details, so we can try to fix that report.*

The checkbox for **Give messages about due and overdue bills on program startup** determines whether you will be shown a message box every time you start ACCOUNTS, with an option to go to the [Pay Bills](#) window, if you have bills entered with the [Enter Bills](#) window that are due today or overdue. It defaults to being checked (showing such messages).

The checkbox for **Print Account Names on Cheque Vouchers** refers to the 2nd and 3rd (voucher) parts of cheques [printed](#) from the program. Those sections of the cheques include a list of the split account(s) for the cheque transaction. If you uncheck this checkbox (which defaults to checked), the account names are omitted, and only any memos and the split amounts are printed.

The checkbox for **Drop down Account fields on entry to them** determines whether, in the data entry windows where there is a field for selecting an account, those fields immediately drop down their list when the focus moves to them. (That could be either

because they are the first field on a window, or when you Tab to them.) This defaults to checked, but if you don't like that behaviour, you can turn it off. If you turn it off by unchecking this, you can still drop down that list either by clicking on the field with your mouse, or using the keyboard combination **Alt+DownArrow**.

The checkbox for **Don't prompt before open Register Splits window with Ctrl+S** determines whether, when you press **Ctrl+S** in a transaction in the [Register window](#), it immediately opens the [Register Splits window](#) (if it's checked) or asks you to confirm doing so (if it's unchecked). The default if you haven't changed it is unchecked, so it does prompt.

The checkbox for **Only match transactions to online banking downloads if more than just the Amount matches** determines whether matches can be made when [importing](#) downloaded online banking transaction files if nothing other than the Amount matches (not the Description, or a cheque or reference #, or a [bank rule](#) on the Description). Check this checkbox if you have a lot of transactions with the same dollar amounts, and find that the automatic matching is making too many incorrect matches.

The checkbox for **Use words "Dollars" and "Cents" in amount in words on cheques** determines how the amounts in words on your printed cheques appear. If the checkbox is checked (the default if you have never changed it), cheque amounts in words are written as things like "Ten Dollars and 5 Cents". If you uncheck it, that will be written as "Ten and 5/100".

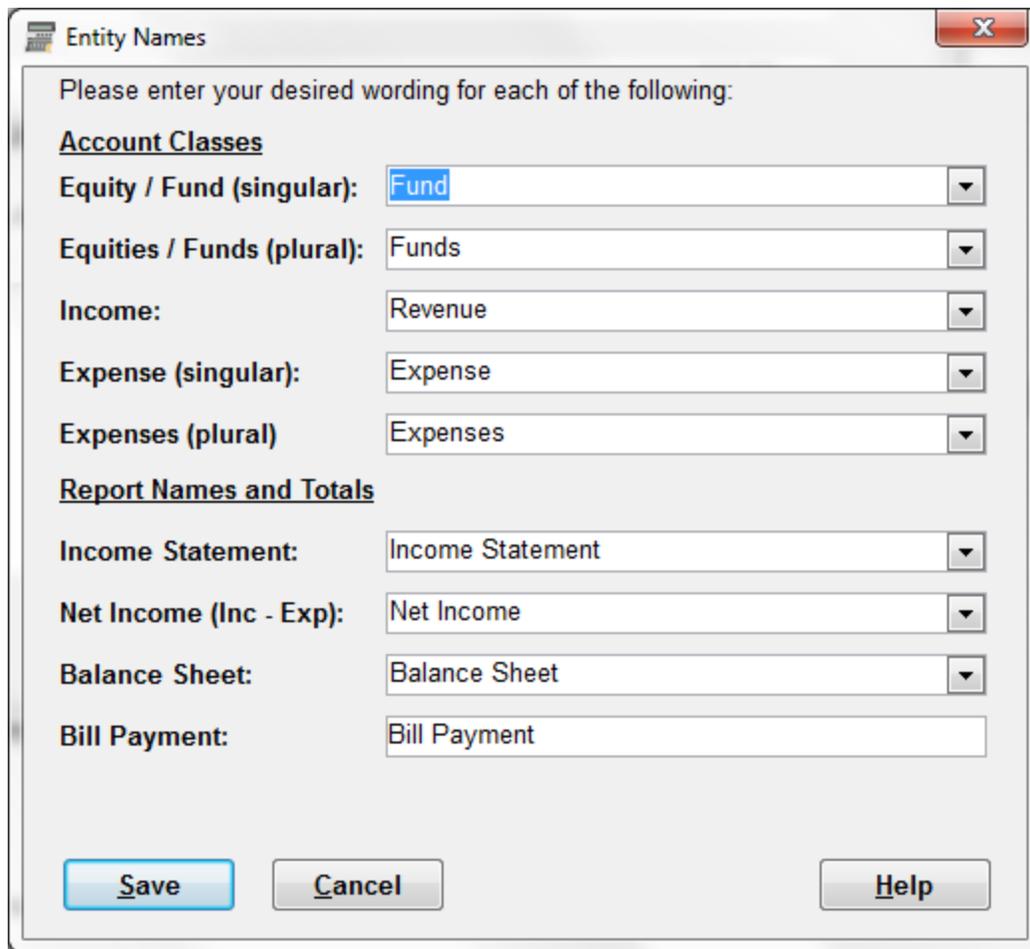
The settings in the bottom part of the window allow you to control whether the program warns you about entering transactions whose dates are too far in the past or future, or even prevents you from entering such transactions. The default, if you have not changed the settings in this window, is as shown in the sample window above: Ask for Confirmation (i.e. warn) if a transaction is more than 31 days in the past, or the future. These settings apply to everything in the program except for the option to add interest or service charge transactions on the bank reconciliation window.

Please note that if you have [multiple databases](#) for multiple organizations, all of the settings on this window are specific to each database (they do not automatically carry over from one to another).

When you are done making changes, press **Enter** or click the **OK** button to save your changes. Pressing **ESC** or clicking the **Cancel** button reverts back to the unedited version of the Main Options.

9.4 Editing Entity and Report Names

Different non-profit organizations and charities seem to use different terminology for the various classes of accounts, and some other things like common report names. ACCOUNTS allows you to select your desired terminology with the **Maintenance ⇒ Entity and Report Names** window:



The image shows a dialog box titled "Entity Names" with a close button (X) in the top right corner. The dialog contains the following fields:

- Account Classes**
 - Equity / Fund (singular): Fund
 - Equities / Funds (plural): Funds
 - Income: Revenue
 - Expense (singular): Expense
 - Expenses (plural): Expenses
- Report Names and Totals**
 - Income Statement: Income Statement
 - Net Income (Inc - Exp): Net Income
 - Balance Sheet: Balance Sheet
 - Bill Payment: Bill Payment

At the bottom of the dialog are three buttons: "Save", "Cancel", and "Help".

For each of the names on this window, you can select a different option from the drop-down list, or just type in your own desired option. For the two pairs that have both a singular and a plural version, if you select an option for the singular version, the corresponding plural version will be automatically set for you.

When you are satisfied with your changes, click **Save**. To abandon any changes you have made, click **Cancel**.

The setting for "Bill Payment" is only used to replace the name of your Accounts Payable account on the voucher section when [printing cheques](#) for bill payments. The main reason you might want to change that here is if you want it in a different language.

Releases of ACCOUNTS prior to 2.20 also had a row on this window for "Cash Flow Statement". It was removed, because there is currently no Cash Flow Statement report in ACCOUNTS, so having it here was misleading. Users have told us that a Cash Flow Statement is not commonly used or needed by small to mid-sized charities, churches and non-profits, which is who this program is primarily intended for. Usually a combination of an Income Statement and a Balance Sheet Comparison report will give you all of the information you really need about cash flow. And enabling the program to figure out what should go on a Cash Flow Statement would actually introduce significant complications.

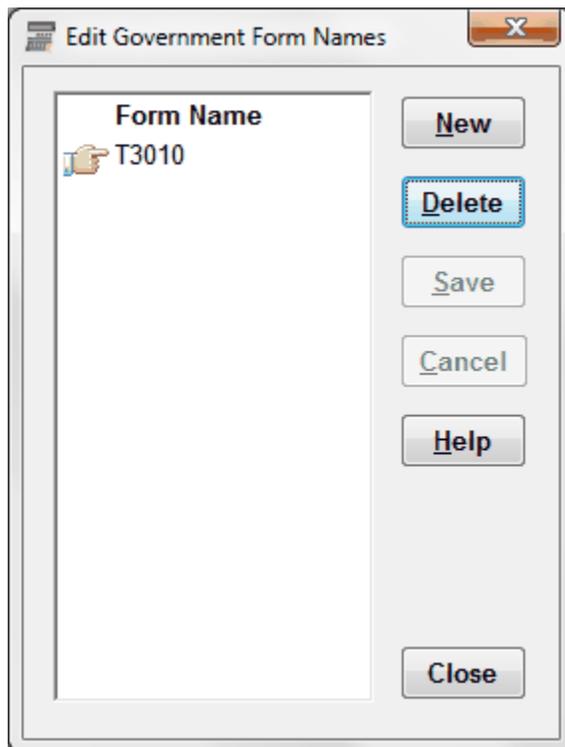
9.5 Maintaining your list of Government Forms

Depending on your location (for example Canada or the U.S.A.) you may have various government reporting requirements. The most major requirements for charities are the T3010 form in Canada, and the 990 (and variations) form in the U.S.A.

You edit the specific lines of forms that an account in your chart of accounts is associated with via the **Edit** button on the Edit Account [window](#). That takes you to the Edit Government Form Lines [window](#). From that window, you can select the "<Add New>" value on the Form drop-down list to get to this window, ready to add another form to the list.

You can also come directly to this window, in order to maintain your list of the names of government forms, via the **Maintenance** ⇒ **Government Forms** menu option.

The window that comes up, in either case, looks like this:



As long as there is at least one form in the list, there will be a pointing hand icon, which points to the current row in the list.

To add a new form, click **New**, which will put you into a new empty line in the window. (If you come in via the "<Add New>" option, this button will have already been clicked for you.)

To edit an existing form's name, just click into the name and start editing.

To save a new form or edited form name, click **Save**, or you can click **Cancel** to cancel any unsaved changes. (Once you start adding or editing a form name, the **Save** and **Cancel** buttons are the only ones that can be used.)

To delete the row to which the hand is pointing, click **Delete**. (You will be asked to confirm.) However, you cannot delete rows that are already in use by government form lines associated with accounts on your chart of accounts.

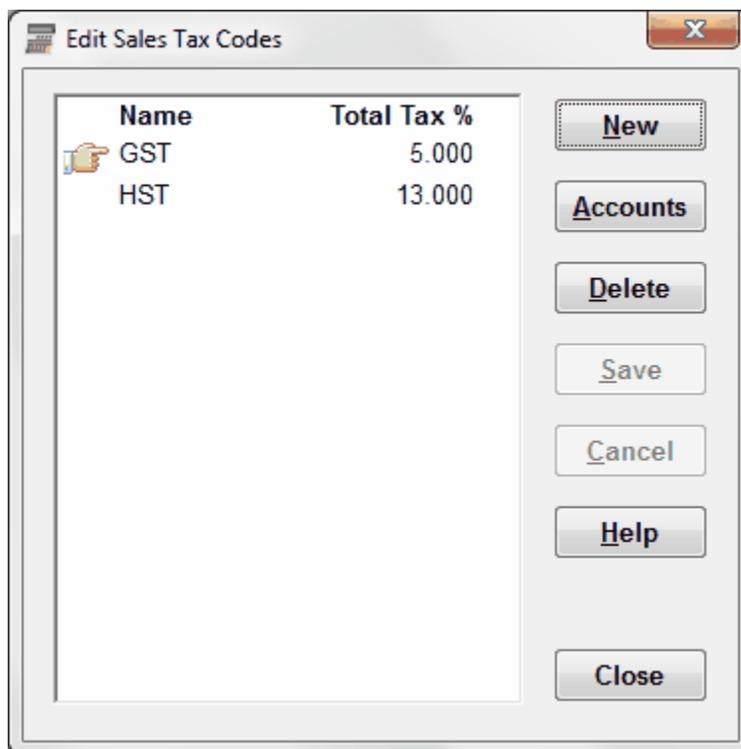
Click **Help** to view this help page. Click **Close**, or press **ESC**, to close the window.

9.6 Maintaining your list of Sales Tax Codes

Please the help page [Handling Sales Taxes](#), if you have not already done so, before you try to use this window. There is also a video demonstration of the setup described in this help topic, which you can find [here](#).

As explained there, charities in Canada are eligible for rebates on sales taxes they pay on purchases. As a result, it is necessary to track either all of those sales taxes, or the part that is eligible for rebates. (Since charities in the USA generally do not pay sales tax, this is probably not important to them.)

To make it easy to track sales taxes, ACCOUNTS supports Sales Tax Codes linked to accounts, with automatic allocation of a percentage of a total purchase price. To start setting up these codes, use the **Maintenance** ⇒ **Sales Tax Codes** menu option. That bring up the following window (in which we have filled in a couple of taxes, as a sample):



The entries on this window record a Name you want to give to a sales tax (which becomes a code you can associate with a transaction on the [Register](#) and other data entry windows), and the Total Tax %, i.e. the percentage on top of the base purchase price that this tax represents. So if as in the example above GST is entered at 5%, that means on a \$100 purchase on which only GST is applicable, you will pay a total of \$105 including tax.

No matter which of the methods you are using from the page [Handling Sales Taxes](#), the tax rates entered on this window **must** be the total percentages for those taxes, **not** the total recoverable percentage.

Do not enter percentage signs as part of the Total Tax % field - just enter a number.

The controls on this window are mostly similar to those on other maintenance windows in ACCOUNTS. Click **New** to create a new row for a new Sales Tax Code and its percentage. Just click into an existing value to edit it. In either case, once you start editing, only the **Save** and **Cancel** buttons are active - click **Save** to save your changes, or **Cancel** to cancel them.

Click **Delete** to prompt to delete the code that the hand pointer is pointing at. (Click into a field on a different row to change which row the hand pointer points at.) You cannot delete codes that are in use in transactions in a register window.

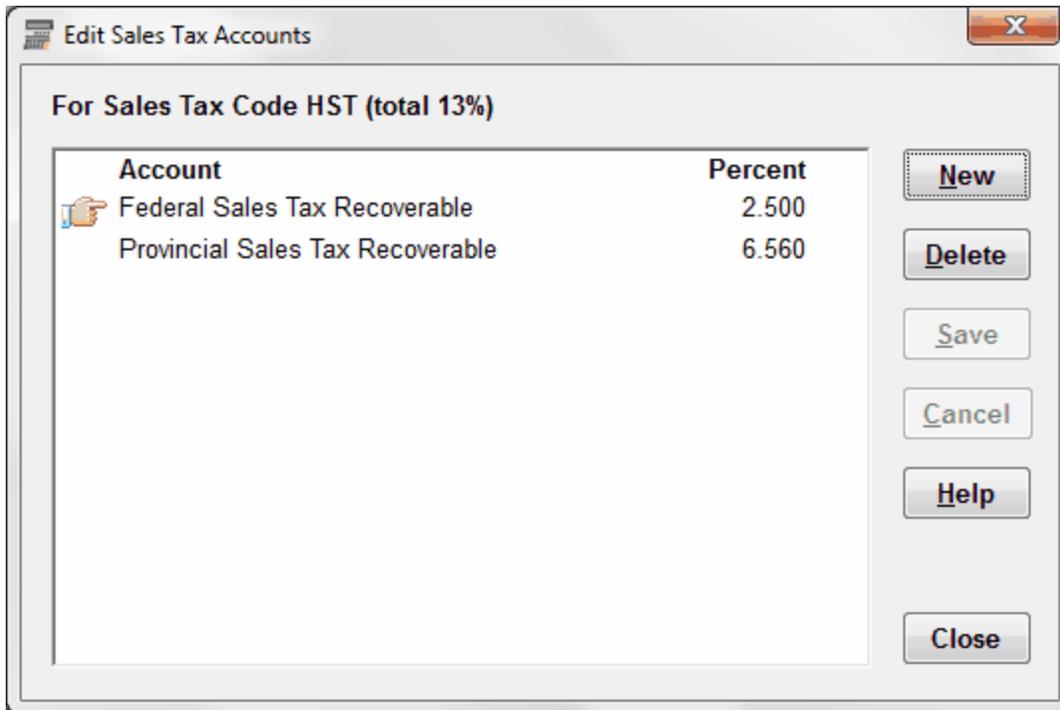
Click **Help** to view this help page. Click **Close** to close this window.

Associating Accounts with Codes

Click **Accounts** in the window above, with the hand pointing to the desired Sales Tax Code, to bring up the following window, used to associate accounts and percentages with the pointed-to code.

Every sales tax code must have associated accounts, or it will not be displayed in drop-down lists of such codes, because it would have no effect! If you try to exit the window above when you have a sales tax code with no associated accounts, you will be warned about this.

Again, we have filled the sample below, with values appropriate for Ontario as of 2016:



The example above corresponds to the example of handling several Canadian provinces' 13% HST, given in the Method 1 section of the under [Handling Sales Taxes](#) Help page.

The controls on this window work basically the same as those on the Edit Sales Tax Codes window - **New** to create a new row for a new account and its percentage, click into an existing row to edit a value there, **Save** to save such changes, **Cancel** to cancel such changes, **Delete** to prompt to delete the pointed-to row, **Help** to see this page, and **Close** to close the window.

The **Account** field in a row on this window is selected from a drop-down list of all accounts that might be used for different types of sales tax handling. (The program cannot really know the meaning of your accounts, so all Asset, Liability, Income and Expense accounts that don't have sub-accounts are shown as options.) There is an "<Add New>" option on this field's drop-down list, which pops up the window for [adding a new account](#), so you can add any accounts you need that were not already there.

The **Account** field normally drops its list down automatically, as soon as you Tab or click into it. It is initially displayed in chart of accounts order, but if you type a letter, it immediately goes to the first account that starts with that letter, and also re-sorts the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.

The Account field uses [autocomplete](#) to make selecting existing account names easy.

The **Percent** field indicates the percentage of the base purchase price (before the Total Tax % from the Sales Tax Code was applied) that is to be allocated to its corresponding Account,

when this Sales Tax Code is applied to a new transaction. Do not enter percentage signs as part of the Percent field - just enter a number.

The percentages in this window do **not** have to add up to the total percentage in the Edit Sales Tax Codes window, though they cannot exceed that amount. The ones in this window are the actual percentages that will be split out when using sales tax codes in transactions. The ones in the Edit Sales Tax Codes window must be the total percentage of that type of tax, like 5% for GST.

Example of using a Sales Tax Code in a Register window

For an example using the values shown in the window above, suppose a purchase was made for \$100, with 13% HST, for a total cost of \$113. You enter this into a [register window](#), with a Purchase amount of 113, and an appropriate transaction Account (say "Office Expenses"). You select "HST" in the drop-down for the Tax Code (following the Memo field). Although you do not have to do so, if you open the Splits window (before or after saving the transaction), you will see the following automatic breakdown that the use of the Sales Tax Code has caused:

Register Account: 1000, Chequing Account
Date: 08/13/2012 **Payment:** \$113.00
Number / Type:
Payee / Description: Purchase office supplies

Account	Amount	Memo
Federal Sales Tax Recoverable	2.50	
Provincial Sales Tax Recoverable	6.56	
Office Expenses	103.94	

Total:

The \$2.50 for Federal Sales Tax Recoverable was calculated by the program based on the \$100 base price before the 13% HST tax was added on, and the 2.5% specified in the Edit Sales Tax Accounts window for that tax account. Similarly, the \$6.56 is based on the 6.56% specified for Provincial Sales Tax Recoverable. The \$100 base price was calculated by figuring out what the price had to be, given that the price you paid that included HST (which is specified to be 13% in the Edit Sales Tax Codes window) was \$113.

Note that after saving a register transaction that uses a Sales Tax Code, the Account field will show "--- SPLIT ---", because of the automatic split of the transaction that the use of that code has caused. You do not have to open the splits window for this to happen!

Changing the percentages or associated accounts for a sales tax code in the **Maintenance** ⇒ **Sales Tax Codes** window (and its popup Accounts window) for existing Tax Codes that have already been assigned to register transactions does not affect those transactions in any way. It only affects new transactions that are entered using that Tax Code.

The [Write Cheques](#), [Enter Deposits](#), [Credit Card Charges](#) and [Pay Bills](#) windows also allow you to select a Tax Code, and do the splits in the same way (though you don't have to enter a separate splits window to see that).

9.7 Configuring Email Sending

The ACCOUNTS program can be configured to send emails from various parts of the program, such as with the **Database** ⇒ **Email Backup** [menu option](#), or with the **Save As** button when you are viewing reports.

However, for those program features to work, you have to have first configured the email sending settings (also known as SMTP configuration) with **Maintenance** ⇒ **Email Sending Configuration**. (Note: Some other email sending from the program, such as for requesting a license key or an evaluation extension key, do not require this configuration, to make them easier to use.)

When you run **Maintenance** ⇒ **Email Sending Configuration** for the first time, the following window will come up:

Email Sending Initial Options

You have never set up your email sending configuration for ACCOUNTS.
Please select from one of the following ways to set it up:

Determine the settings from your default email program, which is:
Microsoft Outlook

Determine it from known settings based on your email address, which is:
[Empty text box]

You know the settings and will just enter them yourself.

OK
Cancel
Help

Where it shows "Microsoft Outlook" under the first radio button above, it will show the name of your default email program, if you have one. If you **do** have a default email program (other than web mail such as Hotmail, Gmail or Yahoo Mail), from which you are able to send emails successfully, just leave that first radio button selected and click OK to proceed to the

next step of the configuration. This option is the most likely to give you correct results, with the least effort on your part.

If you **don't** have an email program configured, that first radio button will be disabled and the second one will instead be preselected. The ACCOUNTS program knows what the email sending settings are for over 20 common ISPs (Internet Service Providers) and web mail solutions such as Hotmail. To see whether yours is included in this list, just enter your email address in the field under the radio button for "Determine it from known settings ...", and click OK. If it knows how to configure your email sending based on your email address, it will go on to the next window. Otherwise, it will give you a message saying it doesn't know how to do that. (In some cases, there are multiple setup options for your ISP, and the program will offer to take you to a page on the ISP's web site to determine the correct settings. This currently applies to verizon.net and shaw.ca email addresses.)

Note: We also have a web page on the DONATION part of the web site listing the most up-to-date knowledge we have of the settings that work for many common Internet Service Providers who supply email addresses, which you can see [here](#). This is the same information used in this option in this window for "Determine it from known settings ...", although the web page may be more up to date if we have learned newer information and either we haven't released an update including that information yet, or you haven't upgraded your program recently.

Your final option, if neither of those previous choices worked, is to select the third radio button, which requires you to know your own email sending settings. You may need to refer to any documentation you received from your ISP, look up the information on their web site, or contact their technical support department, to get their SMTP settings. After selecting that radio button, click OK.

After clicking OK to any of the above options, or if you have configured your email settings successfully before, the following window will come up:

Email Sending Options

Use Normal Server Authentication Use Gmail-Specific Authorization Use Microsoft-Specific Authorization

From Name: Dan Cooperstock

From Email: YourNameHere@sympatico.ca

SMTP Server: smtphm.sympatico.ca

Port: 587

Authenticate: With:

Username: YourNameHere@sympatico.ca

Password: [masked]

Make password visible, rather than stars

Security: None Try TLS TLS SSL

OK Cancel Help Test

This specific data shown in this window above was set up manually for our business email address, but it may be empty or almost empty depending on your settings in the first window.

Note that the Password field will never be filled in the first time you come into this window. That's because ACCOUNTS can't read your email authentication password from any of the email programs like Outlook, because they are encrypted. **Don't forget to enter your password!**

The following is a quick description of each field on this window:

- **Use Normal Server Authentication, Use Gmail-Specific Authorization or Use Microsoft-Specific Authorization:** You will always pick the first option, unless you are configuring this with a Gmail email address, or you are using Google Workspace (formerly called G Suite) to have your organization's domain email addresses actually be Gmail addresses, or you are using a publicly-available Microsoft email address, such as one ending in @hotmail.com, @hotmail.ca, @live.com, or @outlook.com or a domain email address managed by MS Exchange. The cases of Gmail addresses or Google Workspace addresses on your domain are covered more fully in the Help topic [Gmail Configuration](#). The cases of Microsoft email addresses are covered more fully in the Help topic [Microsoft Email Configuration](#).
- **From Name:** The name that should show as who the email is being sent from.
- **From Email:** The email address that the email is being sent from.

If you switch to **Gmail-Specific Authorization** or **Microsoft-Specific Authorization** the following settings disappear, and are not needed.

- **SMTP Server:** The name of your ISP's computer used to send emails
- **Port:** The TCP/IP port number used to send emails. The three most common settings (25, 465, and 587) are on a drop-down list, but you can also type in other settings.
- **Authenticate:** Some ISPs require you to identify yourself with a username and a password before they will let you send emails. Check this checkbox if your ISP requires authentication. If this is checked, both the Username and Password fields must be filled in.
- **Username:** If Authenticate is checked, fill in the username used for authentication. Most commonly this is your email address, but sometimes it is only the first part of your email address (the part prior to the "@" sign) and rarely it is something else entirely.
- **Password:** If Authenticate is checked, fill in the password used for authentication. You must enter this - ACCOUNTS cannot figure it out for you!
- **Make password visible, rather than stars:** If you want to be sure you are entering your password correctly, you can check this checkbox so that you can see the password, rather than just stars or circles in the place of each character.
- **Security:** Some ISPs require some form of secure connection to be made in order to send emails. The three real options are None, TLS and SSL. (SSL is almost always associated with Port 465.) The "Try TLS" option corresponds to the settings in some email programs, and means to try using TLS security, and if that fails, use no security ("None").

Once you have the settings the way you want them, click **Test** and it will test whether the settings work, by sending you a test email. If it works, the settings will also be saved (as if you had clicked **OK**, though the window stays open). If it doesn't work, you are given an option to view a log file of the attempt, showing the error, in a window. If that happens, what you will see in Notepad may seem fairly "techie", but if you look over it carefully, you may be able to figure out the problem. Alternatively, contact your ISP for assistance with the required SMTP settings. If necessary, you can email us the contents of that log file for our advice, with the **Email to Software4Nonprofits** button on the window that is displaying it.

One small point is that if you have "Try TLS" under **Security**, when you do a **Test** it will figure out whether you do need TLS or not, and change the security setting to either None or TLS. Assuming that the test was successful, leave the changed setting the way you see it.

Once you have done a successful **Test**, click **OK** to close the window and save any further changes. You can of course also click **Cancel** if you want to abandon your changes, or **Help** to read this help page.

Possible Common Problems

The most common problem is always just having the wrong email password listed, including if you have changed it recently online but did not yet change it here. Please try re-entering that and clicking **Test** again before you contact us for support.

Some email services offer an optional two-step verification system (also called two-factor authentication) before you can send email, where you require both a password and something else, like a code obtained using your phone.

For **Gmail**, there are several cases, depending on whether you want to configure it with all of the settings shown in the window above, or switch to the **Use Gmail-Specific Authorization** option. All of the issues are fully explained in the [Gmail Configuration](#) page.

For **Apple** email addresses (@me.com and @icloud.com), if you have two-step verification turned on, you have to create and use what they call an app-specific password in ACCOUNTS. Details of the relevant links on their support website are [here](#).

For **Microsoft** email addresses (@hotmail.com, @hotmail.ca, @live.ca, @live.com, @msn.com, and @outlook.com), or domain email addresses managed by MS Exchange, you should always switch to the **Use Microsoft-Specific Authorization** option. All of the issues are fully explained in the [Microsoft Email Configuration](#) page.

For other email services, they may have similar options for if you have two-step verification turned on - please let us know the details if you figure them out and we will add them here and online! Otherwise, you may not be able to configure the email sending in ACCOUNTS to work if you have this turned on, so you may have to turn it off (at least temporarily) when you wish to send emails from within ACCOUNTS.

AOL email addresses apparently always require you to create and use what they call an app password in ACCOUNTS. Details of the relevant links on their support website are [here](#).

Rogers email addresses apparently always require a special app password - details of where to go on their support site to learn how to do this are [here](#).

Yahoo email addresses may also always require a special app password - details of where to go on their support site to learn how to do this are [here](#). Yahoo allows a maximum of 500 emails sent per day through your account.

Specific Gmail Problems

There are known issues when using Gmail, when trying to send email through it from programs like ACCOUNTS that it doesn't know about. See [Gmail Configuration](#) for an explanation and the process to resolve this, which has three variations depending on which of the radio buttons you choose at the top of the window, and whether or not two-step verification is turned on.

Firewall Issues if your Test Fails

One possibility if your test fails is that your firewall is blocking your outgoing access on port 25 (possibly except for your regular email program), or on whichever port you are using. If that is the problem, you will get an error message suggesting this as one possibility, and the log file it offers to show you will include lines such as any of the following:

```
socket is not ready for writing
Connect function failed.
WSAEWOULDBLOCK The socket would block.
failedWaitToConnect: Socket operation timeout.
```

If that is what you are seeing, and you have carefully checked all of the settings in the window, try temporarily disabling your firewall, and doing the Test again. If it works now, that is clearly the problem. You will then want to consult your Firewall's Help to determine how to either allow outgoing port 25 (or whichever port you are using) from all programs, or at least how to allow it from this program (accounts.exe).

Don't forget to re-enable your firewall overall after this test. It is not very safe to run a computer without a firewall these days!

If you have Multiple Databases

If you have multiple databases and are [switching](#) between them, it's actually possible to have different email setups for different databases. When you first try to use an email configuration in a new database, or one that you haven't specifically configured email in yet, it will start with the configuration from a previous database, but you can change it if you wish.

Redoing Your Configuration from Scratch

If you have configured your email settings once, but don't like the results, and want to start over from the first window above, there is a trick. (Normally, once it has been configured once, **Maintenance** ⇒ **Email Sending Configuration** takes you straight to the second window above.) The trick is to delete the contents of the **SMTP Server** field and replace it by "NONE" (without the quotes), and click **OK**. Then use **Maintenance** ⇒ **Email Sending Configuration** again, and it will take you to the first window. (If it has "NONE" in the SMTP Server, it figures you haven't configured anything successfully yet!)

If you have switched to **Use Gmail-Specific Authorization** or **Use Microsoft-Specific Authorization**, switching back to **Use Normal Server Authentication** will give you an option to clear your Gmail or Microsoft settings, so you can set them again if you for some reason need to do that.

9.8 Gmail Configuration

There are some special issues when configuring ACCOUNTS to send email through a Gmail address, or you are using Google Workspace (formerly called G Suite) to have your organization's domain email addresses actually be Gmail addresses.

Note: All email addresses supplied by Telus (e.g. ones ending in @telus.net or @telusplanet.net) are now served by Gmail, so everything on this page also applies to them.

The reason there are special issues for such email addresses is because Google requires what it considers to be a higher level of security for applications other than the most common email software (like Microsoft Outlook) to send and receive emails through Gmail. Although Google refers to such applications as "insecure", in fact ACCOUNTS and most others are still very secure, using encryption to protect your password and the email contents! (Most other email services do not insist on such steps, or call other programs like this "insecure".)

If you try to configure using a Gmail address in the **Maintenance** ⇒ **Email Sending Configuration** [window](#), the recommended approach is to choose the **Use Gmail-Specific Authorization** radio button at the top of the 2nd window shown in that Help page. (This option was introduced in release #2.45 of ACCOUNTS, in August 2021.) See the details for that below.

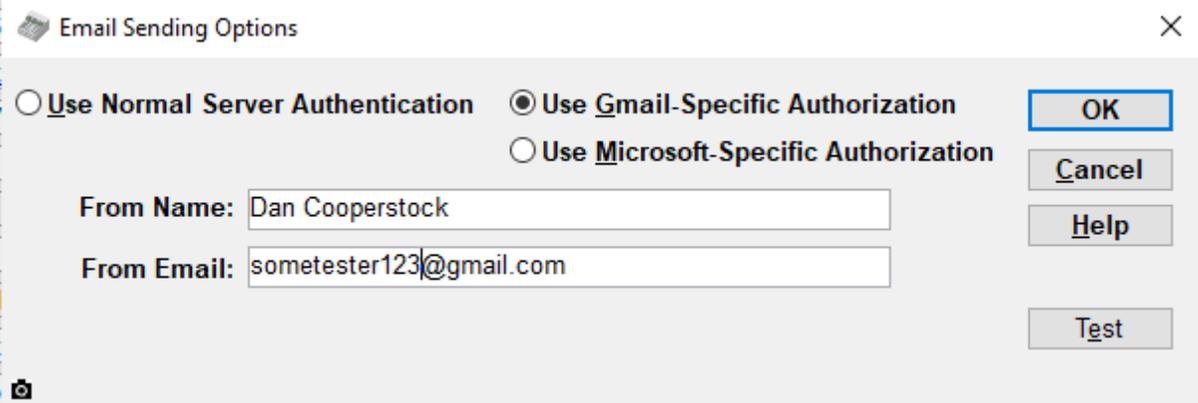
If instead you use the **Use Normal Server Authentication** radio button, and the SMTP Server you set up there is "smtp.gmail.com" (the current correct one for Gmail), you will probably receive a large message box when you click **Test** or **OK** the first time, about there being a problem doing this. Depending on the internal details of the response received from Gmail, it will either offer you an option to **Grant Access for Less Secure Apps**, or to learn about generating a special application password just for ACCOUNTS and using that password in your SMTP settings. (For many accounts, the **Grant Access for Less Secure Apps** option will no longer be available after May 30, 2022!)

This page explains all of these options.

Use Gmail-Specific Authorization

This option allows you to grant authorization only for ACCOUNTS to send emails using your Gmail account. It is arguably more secure than the option Grant Access for Less Secure Apps described below, since it only applies to ACCOUNTS. It is our recommended option for Gmail accounts.

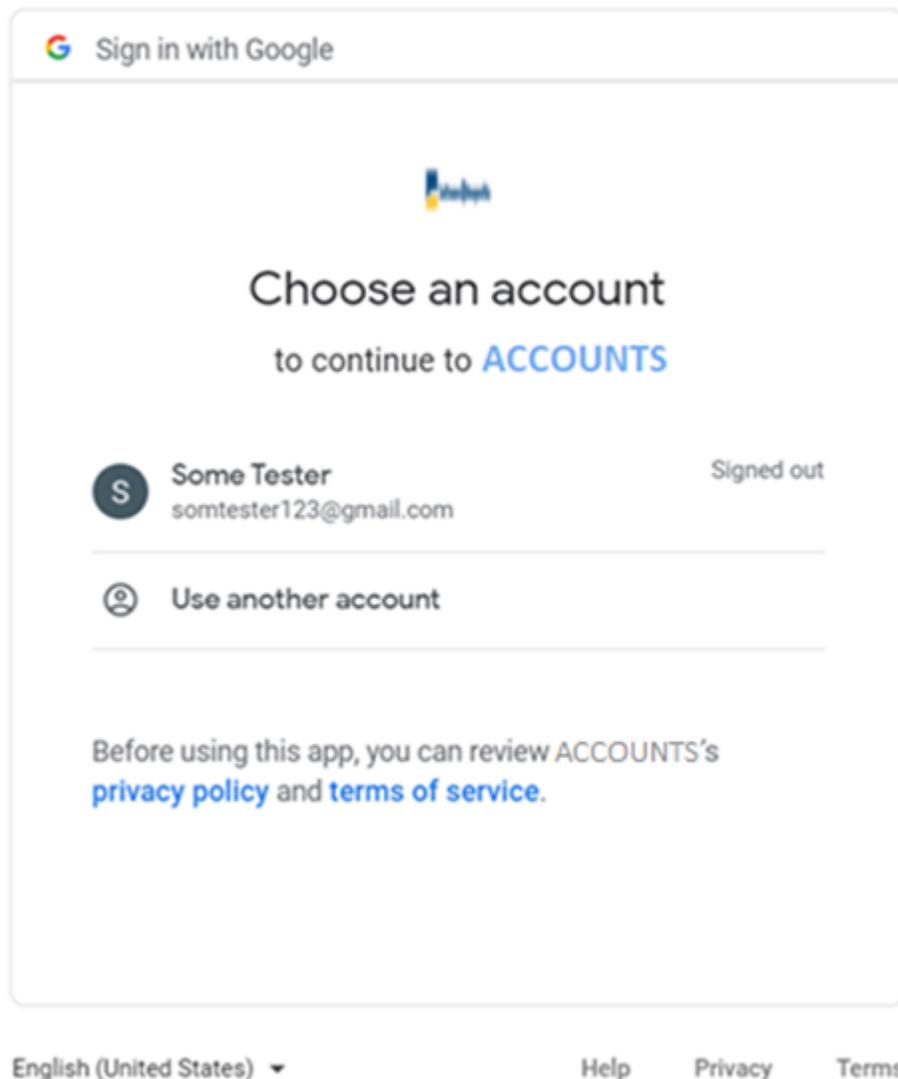
If you click the **Use Gmail-Specific Authorization** radio button, the window changes to look as follows (using a fake email address):



Clicking **Test** will give you a message explaining what is about to happen, which is that you will be taken to a Google web page in a web browser to do the authorization, and it tells the steps you will have to follow, which are also explained here.

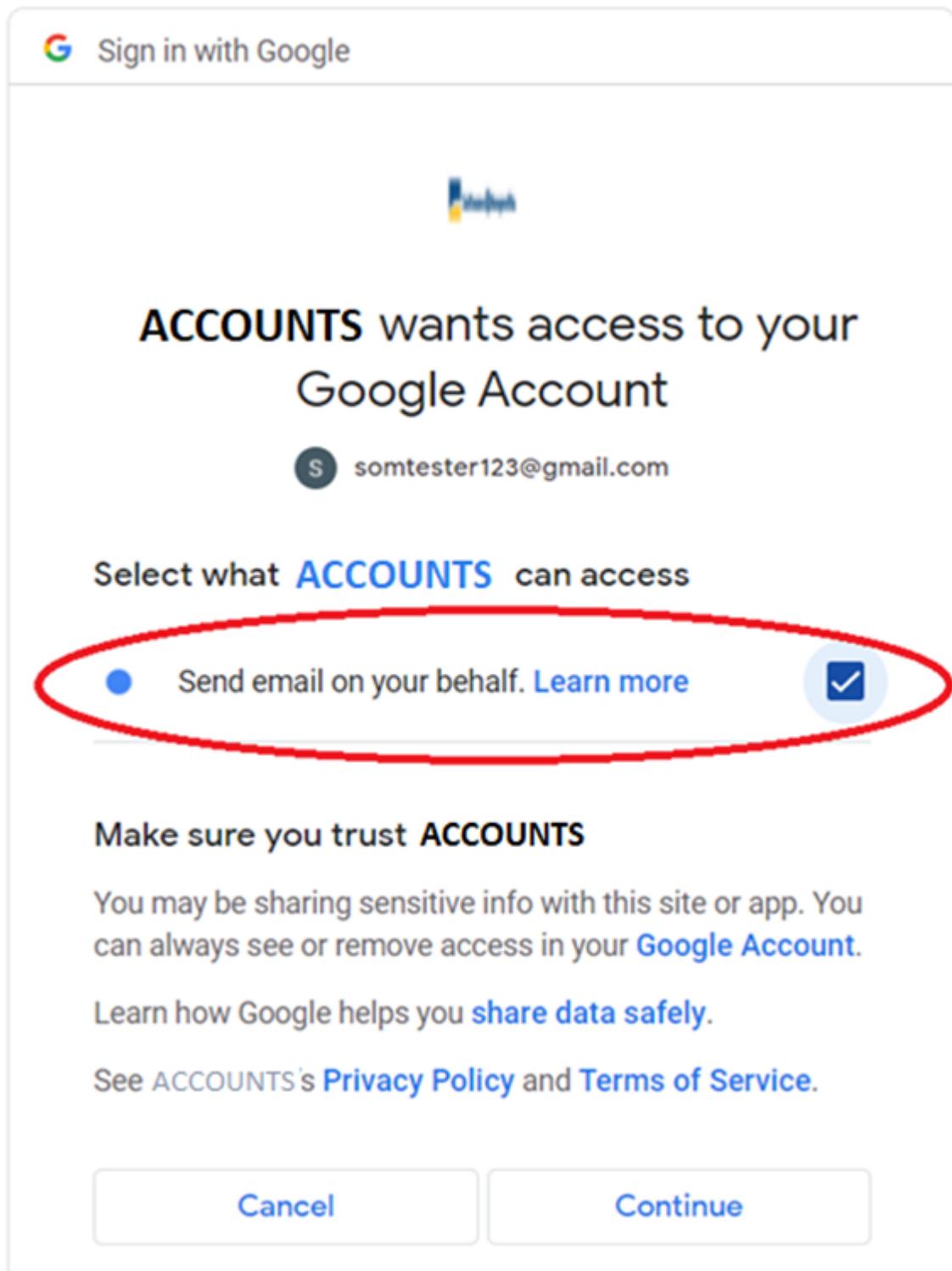
Unless you only have one Google account, and are already signed into it in your web browser, you will then see a web page prompting you to select the correct Google account

corresponding to the email address you entered in the window above. Here's an example:



Click on the desired Google account, and enter your password for that account, if you are prompted to do so. If you have 2 step verification set on that account, you will be prompted to do that verification, for instance to enter a code that is texted to you.

Next, you will be taken to a page such as the following:



Important: You have to check the checkbox at the right in the area we have circled in red in the image above, to the right of the words "Send email on your behalf. Learn more." If you do not do that, the authorization will not be completed!

Click **Continue** after you have checked the checkbox for "Send email on your behalf". You will then see a page stating that you have granted ACCOUNTS permission to send emails via Gmail, and that you can close that web browser or tab showing that message, and return to ACCOUNTS. Do that.

Return to ACCOUNTS (by minimizing the web browser if you didn't close it, or selecting ACCOUNTS on the Windows Taskbar). The test email will also have been sent, to the same email address you are configuring, so you can check that you received it.

This is a one-time set up. Once it has been authorized, emailing using this email account should just keep working in ACCOUNTS.

If you ever change your Gmail password, the authorization you have granted will be invalidated, and you will have to re-do it.

There is also an option to revoke the permission for ACCOUNTS to send emails on your behalf, in the Security settings in your Google account. If you do that, you would also have to re-do this authorization, or use one of the other methods in the rest of this page.

You can click **OK** in the window above to close it, once you have successfully completed your test.

Possible Problem with this Process

If you fail to complete any of the steps above - choosing your account, logging in to it if required, checking the required checkbox, and clicking **Continue** - you will get one or more informative messages.

If the authorization process is not completed within 60 seconds, it will "time out" in ACCOUNTS, and you will have to try it again.

Technical Details about Gmail Authorization

The authorization process retrieves a complex string of characters, called a token, and stores it in your database so that it can be used again without needing to ask you for your Gmail password. The token expires after an hour and after that, it gets automatically refreshed by the program the next time you try to email with ACCOUNTS.

This way of sending emails using your Gmail account is done following what is called the Open Authentication protocol version 2 standard, also called OAuth2.

Options when you Choose "Use Normal Server Authentication"

Two-Step Verification

Which of the options are available when you choose **Use Normal Server Authentication** depends entirely on whether or not you have enabled what is called "2-Step Verification" in your Google Security settings for the Gmail account you are using.

Turning on that setting means that every time you log into your Gmail, you will be sent a code, to either a specified cell phone or perhaps a different email address. You then have to enter that code, before you can access Gmail. (If you have an Android phone, the verification may only require answering Yes to a popup on your phone, rather than using a code.)

If you have multiple users of the same Gmail account, you will probably not want to turn on 2-step verification, because they would probably not all have access to the same cell phone or alternate email address to receive those codes, and so this option would not work for them!

Otherwise, while 2-step verification causes some inconvenience, it also improves the security of your Google account.

When 2-step verification is on, only the 2nd option below, using an [Application Password](#), is available. When it is off, only the first option right below this is available. If you have successfully configured your email sending from ACCOUNTS using one of the methods below, and then you change whether or not you are using 2-step verification, your current email sending setup will stop working and you will have to configure it using the other method.

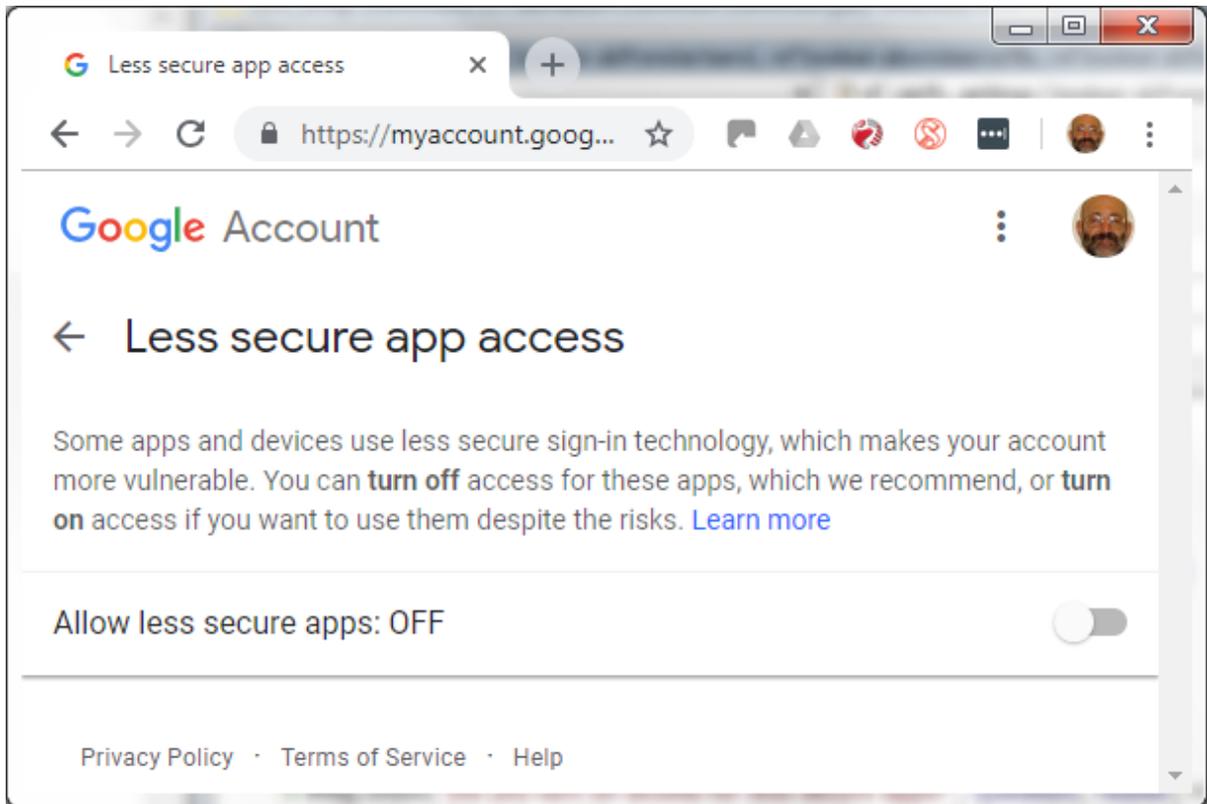
Grant Access for Less Secure Apps

According to [this Google web page](#), the Less Secure Apps option will no longer be available to most accounts after May 30, 2022. So you will have to use the Gmail-Specific Authorization described above (our recommendation), or an Application Password described below.

This option (as long as it is still available) grants access to your Gmail account, as long as you supply the correct username (your email address) and email password, to all applications that Gmail considers to be insufficiently secure, including ACCOUNTS.

Note: As mentioned above, this option is not available if you have what is called "2-Step Verification" turned on, or after May 30, 2022. See the [next section](#) (on Generating an Application Password) for what to do if that is the case.

Choosing to grant access for less secure apps from the prompts that come up will take you to a page in a web browser. If you aren't currently logged in to Gmail (or another Google service with the same account), it will first take you to a page where you can log in to the desired account. After doing that, you should end up on a page such as the following:



If you click the slider shown towards the bottom right of the image above, it will immediately turn that on. You can then close that window.

Google will likely then immediately send you an email with the Subject "Critical security alert", to confirm that it was you making that change. It may ask you to click a button and go to a security web page to confirm that it was you making that change. You should get that email, and if it says it is required, click that button, and answer **Yes** on the web page that comes up, before sending email will work.

Back in ACCOUNTS after doing that, you can follow the prompts to try emailing again, and it should work. If it doesn't, please double-check that you have entered the correct Gmail password in the Password field in the configuration window (click "Make password visible, rather than stars" below that field, to make sure you can see it).

Generating an Application Password

This way of resolving Gmail sending problems allows you to generate a separate password only for use for ACCOUNTS, if you have chosen **Use Normal Server Authentication**.

Note: This method is only available to users who have turned on "2-Step Verification", as explained above.

To generate an application password for ACCOUNTS, you need to log in to your Google account, open your account management page and then navigate to the Security page. The link is: <https://myaccount.google.com/security>.

If you have not turned on the "2-Step Verification" feature yet, you need to first turn it on there, with a link in the "Signing in to Google" section, as follows:

The screenshot shows the Google Security settings page. On the left is a navigation menu with options: Home, Personal info, Data & personalization, Security (highlighted), People & sharing, and Payments & subscriptions. The main heading is "Security" with the subtitle "Settings and recommendations to help you keep your account secure". Below this is a section titled "We keep your account protected" with a "Get started" link. The "Signing in to Google" section contains three items: "Password" (last changed Jun 29, 2018), "Use your phone to sign in" (Off), and "2-Step Verification" (Off). The "2-Step Verification" option is circled in red.

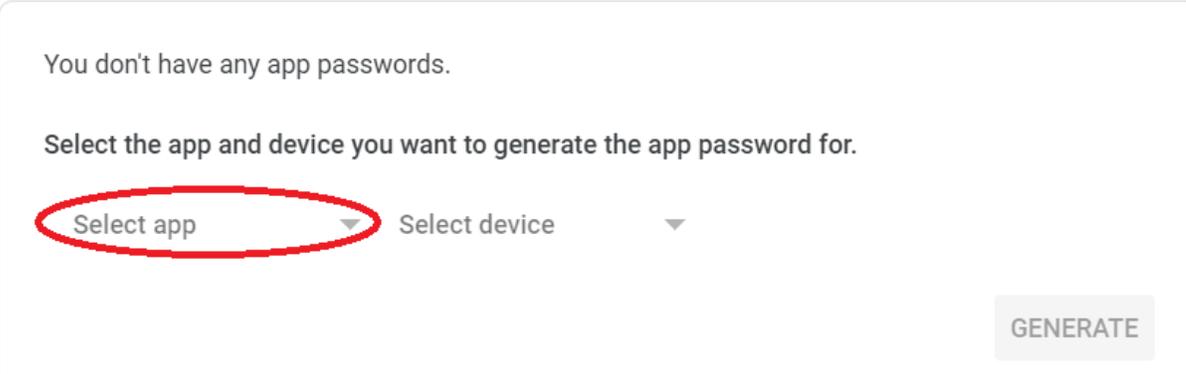
After that setting is done, you will see the "App passwords" option in your Security page, under the same "Signing in to Google" section, as follows:

This screenshot is similar to the previous one but shows the "2-Step Verification" option turned "On" (indicated by a blue checkmark). The "App passwords" option is now visible below "2-Step Verification" and is circled in red. The "App passwords" option is currently set to "None".

Click on "App passwords" to enter the page for that. You may need to type in your password again before you get to that page. You will then see the following:

← App passwords

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)



You don't have any app passwords.

Select the app and device you want to generate the app password for.

Select app ▼ Select device ▼

GENERATE

Choose "Other (Custom name)" in the "Select app" drop-down list box, then enter "ACCOUNTS" as the application name. After clicking the "Generate" button, Google will generate and show the password.

The password it shows you appears to be four 4-character sections, but there are no actual spaces between the sections! If you copy it out of the window where it is displayed, by highlighting it with your mouse and pressing **Ctrl+C** (or right-clicking and picking **Copy** from the popup menu) it will be all one 16-character password.

Store that password somewhere secure (as well as in ACCOUNTS!), because Google will only show it on this page this first time. If you don't record it, you won't be able to see it from any page.

Once you have the password, paste it into the Password field on your Email Sending Options window, and use the **Test** button to confirm that it is working. That is all you need to do. You will not be prompted with 2-step verification when you send emails from ACCOUNTS.

If you have both of Software4Nonprofits' programs, DONATION and ACCOUNTS, you can actually use the same application password for both of them. It doesn't matter what name you gave in the window above.

There's also a Google help page at <https://support.google.com/accounts/answer/185833?hl=en> explaining application passwords in more detail.

9.9 Microsoft Email Configuration

There are some special issues when configuring ACCOUNTS to send email through a Microsoft email address - anything ending in @hotmail.com, @hotmail.ca, @live.com, @live.ca, @msn.com or @outlook.com. This also applies to email addresses hosted by MS Exchange, like myname@MyOrganization.com.

The reason there are special issues for such email addresses is because Microsoft has started requiring what it considers to be a higher level of security for applications other than the most common email software (like Microsoft Outlook) to send emails from their email addresses.

If you try to configure using a Microsoft email address in the **Maintenance ⇒ Email Sending Configuration window**, the recommended approach is to choose the **Use Microsoft-Specific Authorization** radio button in the 2nd window shown in that Help page. (This option was introduced in a release of ACCOUNTS in early 2025.) See the details for that below.

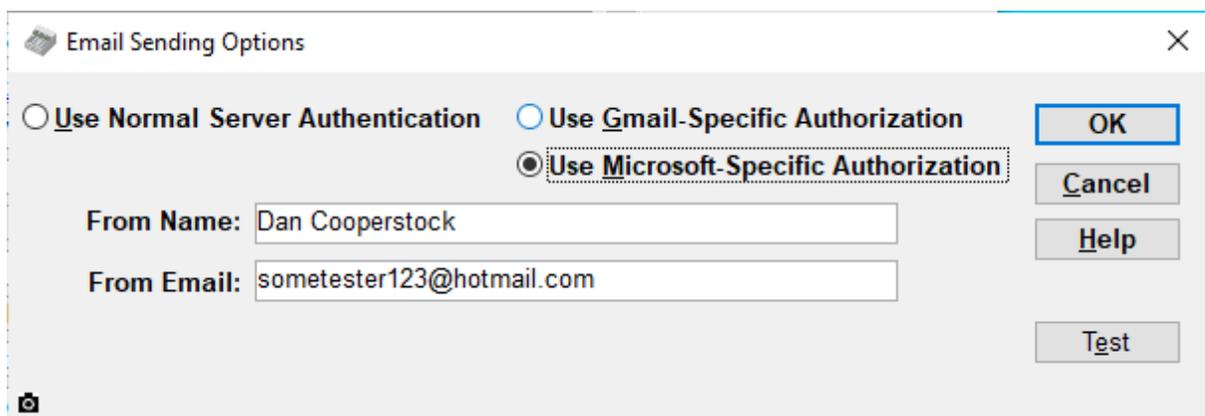
If instead you use the **Use Normal Server Authentication** radio button, and the SMTP Server you set up there is "smtp.office365.com" (the current correct one for Microsoft email addresses), you will probably receive a large message box when you click **Test** or **OK** the first time, about there being a problem doing this, and recommending **Use Microsoft-Specific Authorization**. (That won't happen if it's an email address hosted by MS Exchange, on your domain, because the program cannot know whether your domain's email are hosted by MS Exchange.)

This page explains all of these options.

Use Microsoft-Specific Authorization

This option allows you to grant authorization only for ACCOUNTS to send emails using your Microsoft email account. It is our recommended option for Microsoft accounts, since choosing Use Normal Server Authentication has increasingly been failing for our users.

If you click the **Use Microsoft-Specific Authorization** radio button, the window changes to look as follows (using a fake email address):



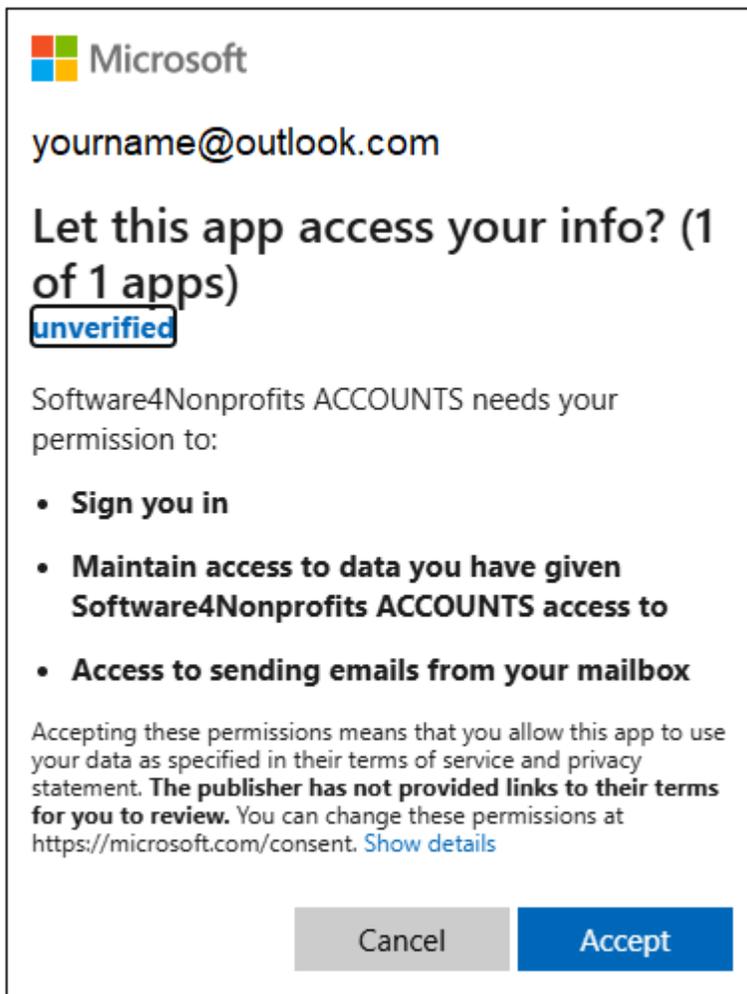
The screenshot shows a dialog box titled "Email Sending Options" with a close button (X) in the top right corner. It contains three radio button options: "Use Normal Server Authentication", "Use Gmail-Specific Authorization", and "Use Microsoft-Specific Authorization". The "Use Microsoft-Specific Authorization" option is selected and highlighted with a dashed border. Below the radio buttons are two text input fields: "From Name:" with the value "Dan Cooperstock" and "From Email:" with the value "sometester123@hotmail.com". On the right side of the dialog, there are four buttons: "OK", "Cancel", "Help", and "Test".

Clicking **Test** will give you a message explaining what is about to happen, which is that you will be taken to a Microsoft web page in a web browser to do the authorization, and it tells the steps you will have to follow, which are also explained here.

Unless you only have one Microsoft account, and are already signed into it in your web browser, you will then see a web page prompting you to select the correct Microsoft account corresponding to the email address you entered in the window above.

Click on or enter the desired Microsoft email account, and enter your password for that account, if you are prompted to do so. If you have 2 step verification set on that account, you will be prompted to do that verification, for instance to enter a code that is texted to you.

Next, you will be taken to a page such as the following:



Click **Accept**. You will then see a page stating that you have granted ACCOUNTS permission to send emails via Microsoft, and that you can close that web browser or tab showing that message, and return to ACCOUNTS. Do that.

Note: you may or may not see the blue text "unverified" on the page shown above. You can ignore that. As of January 2025, when this feature was first released, we had not yet been successful in verifying ourselves appropriately with Microsoft to make that text go away - they

make it very difficult, for some reason! We are working on it. The emailing will work whether or not we are verified!

Return to ACCOUNTS (by minimizing the web browser if you didn't close it, or selecting ACCOUNTS on the Windows Taskbar). The test email will also have been sent, to the same email address you are configuring, so you can check that you received it.

This is a one-time set up. Once it has been authorized, emailing using this email account should just keep working in ACCOUNTS.

If you ever change your Microsoft email password, the authorization you have granted will be invalidated, and you will have to re-do it.

There is also an option to revoke the permission for ACCOUNTS to send emails on your behalf, in the Privacy settings in your Microsoft email account. If you do that, you would also have to re-do this authorization.

You can click **OK** in the window above to close it, once you have successfully completed your test.

Possible Problem with this Process

If you fail to complete any of the steps above - choosing your account, logging in to it if required, and clicking **Accept** - you will get one or more informative messages.

If the authorization process is not completed within 90 seconds, it will "time out" in ACCOUNTS, and you will have to try it again.

It's also possible, with MS Exchange accounts using your organization's domain in the email address, that you could do all this and it would still not work. You need to use the **Test** button to confirm that it's working. If it isn't, there will be a couple of messages, and an option to see the detailed log. If you look into that log, usually the most relevant part is near the bottom. One thing we have seen is:

```
SmtpcmdResp: 535 5.7.139 Authentication unsuccessful, SmtplibClientAuthentication is disabled for the Tenant. Visit https://aka.ms/smtplib\_auth\_disabled for more information.
```

This means there is a setting in your MS Exchange preventing programs like ours from sending emails via SMTP. That setting needs to be changed to allow it to work. If you following that link, you get to the page <https://learn.microsoft.com/en-us/exchange/clients-and-mobile-in-exchange-online/authenticated-client-smtp-submission>. Your MS Exchange administrator will have to follow the instructions on that page to allow the emailing from ACCOUNTS to work.

Technical Details about Microsoft Authorization

The authorization process retrieves a complex string of characters, called a token, and stores it in your database so that it can be used again without needing to ask you for your Microsoft

email password. The token expires after an hour and after that, it gets automatically refreshed by the program the next time you try to email with ACCOUNTS.

This way of sending emails using your Microsoft account is done following what is called the Open Authentication protocol version 2 standard, also called OAuth2.

9.10 Registering Online

It is recommended that all users of ACCOUNTS register, to get onto the mailing list. It is actually required that you do this for Software4Nonprofits to be able to process any payment you make for the program, or give you an evaluation extension request, or a license key.

If you have not yet registered (or informed the program that you have done so) a window will come up whenever you start the program, informing you of the benefits of registration, and asking you about registering. It gives you three options: going on to register (as shown below), informing the program that you already registered online or from another computer, or skipping that and being asked about it the next time you start ACCOUNTS.

There are two ways to register. Many OnDemand users will already have registered using the registration form on the web site. If you haven't done that, however, you can also register using the **Tools** ⇒ **Register Online** menu option in the program.

When you select **Tools** ⇒ **Register Online**, or are sent to this window from the window asking you whether you have registered (if you click **Register Now** in that window), a window such as the following will come up:

Submit Registration Information

Registration Information for Submission to Software4Nonprofits.com

By registering, you agree to be added to the mailing list, to which Cooperstock Software sends occasional emails with news about ACCOUNTS, including announcements of new versions.

Organization Information

Name: Your Organization

Phone #: 800-555-1111

Address Line 1: 100 Main Street

Address Line 2: Anytown ON

Address Line 3: M1M 2L2

Web Site / URL:

Contact Person

Your Name: Dan Cooperstock

Email Address: info@software4nonprofits.com

Phone #: (416) 423-7722

Your Position: Owner

Other Comments

How did you hear about ACCOUNTS? I wrote it!

Any other comments? No

Submit

Cancel

Help

Some of the fields are initially filled in from the information in the **Maintenance ⇒ Organization Info** [window](#). If you have previously used **Maintenance ⇒ Email Sending Configuration** to [configure email](#), the email address for this window will be taken from that configuration.

You can fill in or edit all of the fields. If you do this registration multiple times on the same computer, your previous entries for those fields will be displayed. However, there is normally no need to register multiple times, unless your contact information changes.

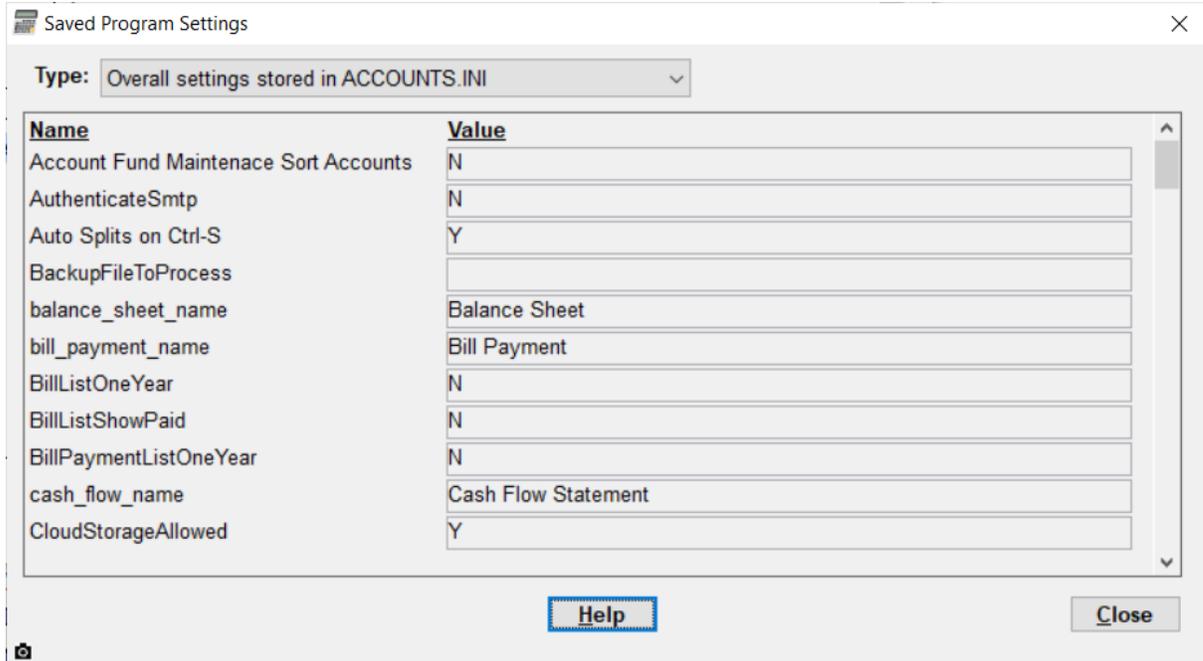
After filling in all desired fields, click **Submit**. That will bring up a web page showing that your registration was successful. Clicking **Submit** on this window will also close this window.

Within a reasonable period of time (usually much less than one day), you should receive an email acknowledgment of your registration back from Software4Nonprofits. In the case of a first registration for the OnDemand version, your login information will be sent shortly afterwards.

9.11 Viewing Saved Settings

The program stores a large number of settings in various places. This includes settings that you are aware of setting (like ones from the **Maintenance ⇒ Main Options** [menu option](#)) and ones that you don't set explicitly, but the program still needs to store (like the previous position and size of the main window, for use the next time you run the program).

You can view all of these stored settings, if you are interested (or Software4Nonprofits asks you to do so to help resolve a technical problem), with the **Tools** ⇒ **View Saved Settings** menu option. That brings up the following window:



Note that while you can view all saved settings here, you cannot edit them with this window. That must be done with the normal features of the program.

You can choose between the following types of settings to view, via the **Type** drop-down list at the top of the window:

Overall Settings stored in ACCOUNTS.INI: The ACCOUNTS.INI file is in the program's [Data Directory](#). These overall settings apply to all users that use the program on this computer (for example if multiple Windows users log in and use it). Some of the settings, like the DatabaseDirectory setting shown above, also apply to all databases that you have on this computer, for example if you use the **File** ⇒ **New Database** and **File** ⇒ **Open Database menu options** to create and switch between multiple databases for multiple organizations.

Current Database settings stored in the Database: These settings are stored in your database, and thus travel with it if you backup the database on one computer, and restore it on another computer. Also, if you [switch databases](#), there are copies of each of these settings for each database.

Current Database settings stored in ACCOUNTS.INI: These settings are related to your current database, but stored in this computer's ACCOUNTS.INI file like the Overall Settings. If you [switch databases](#), there are distinct copies of each of these settings for each database. However, because they are not stored in the database, they do not travel with database backups, like the ones in the previous section. (These are settings that were judged to be potentially specific to each computer.)

Current User settings stored in the Windows Registry: In the unusual case where you have multiple Windows users running ACCOUNTS on the same computer (at different times obviously), some settings might be personal to each user. Those settings are in this group, and are stored in the current user's area in the standard Windows Registry, under the key "HKEY_CURRENT_USER\Software\Dan Cooperstock\ACCOUNTS".

Settings stored in the Database for Simultaneous Multi-User Versions

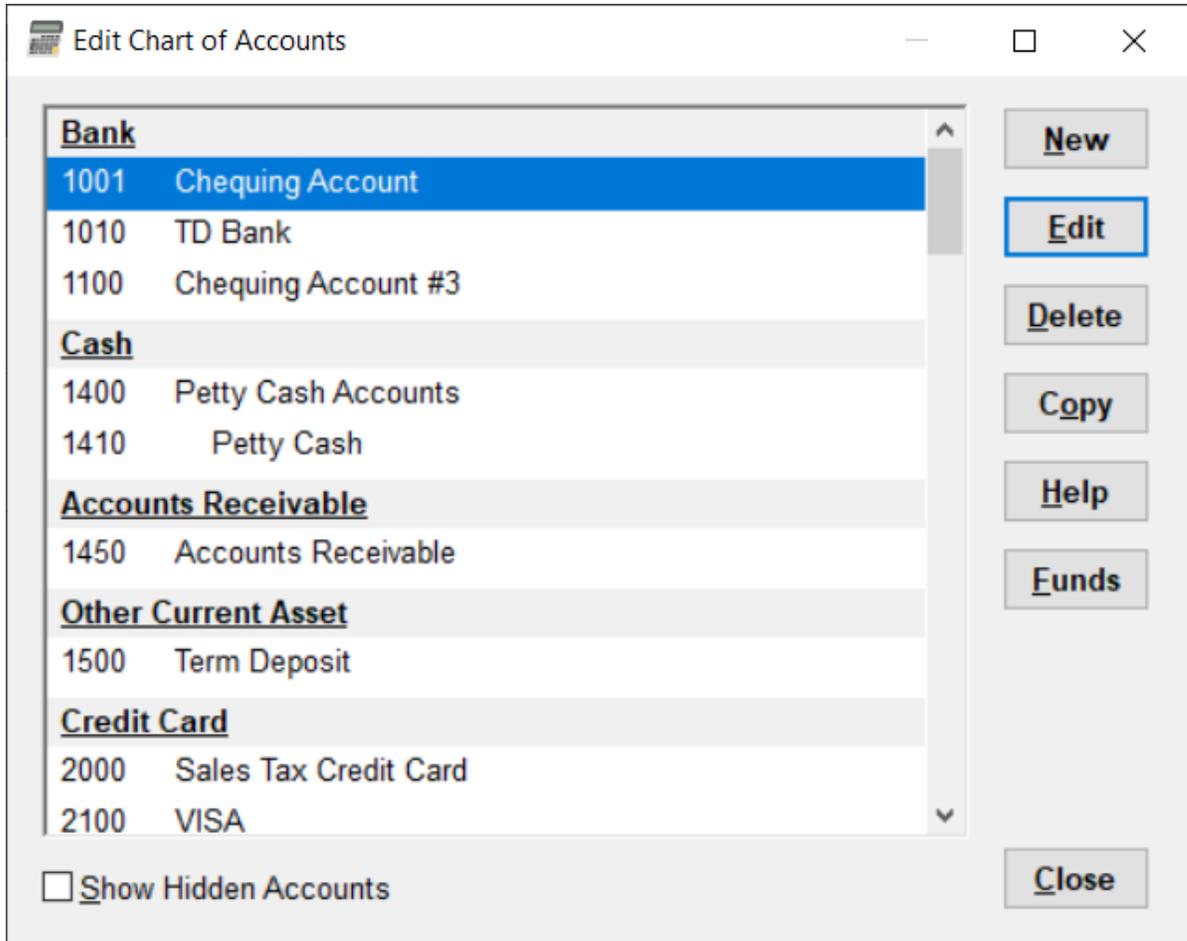
There are some special considerations for users of the [Local Network Version](#), and the 5 simultaneous user [OnDemand Version](#), about the current database settings stored in the database. The issue comes up when two or more people are running those programs simultaneously (at exactly the same time).

For efficiency's sake, starting in release 2.11 of the program most such settings are now only read by the program once, when they are first needed, and thus if another user changes a setting that is relevant to something you are doing, you will not be aware of it, unless you exit the program and re-start it. Previously, some of those settings would be read by the program each time they were needed, in case another user changed them, which could slow things down. We have carefully reviewed all of the settings, and have changed a few of them to be the way they were before - re-read from the database every time they are needed - if they are ones where it really seems important to immediately see another user's changes.

10 ENTERING AND MAINTAINING ACCOUNTS

10.1 Maintaining your Chart of Accounts

Your chart of accounts is the list of accounts (assets, liabilities, funds/equities, income and expense accounts) that you use in your organization. Use the **Maintenance** ⇒ **Chart of Accounts** menu option, or the **Chart of Accounts** quick link on the main window, to bring up the following window displaying your chart of accounts:



You can resize this window by clicking and dragging on any edge or corner.

Obviously, this is just showing some sample accounts that we entered,

To add a new account, click **New**. To edit an existing account, make sure it is highlighted on the list, then click **Edit**, or double-click on the account in the list, or press **Enter**. Any of those actions will bring up the [Edit Account](#) window. Make your desired entries or changes, then click **Save and Close** or **Cancel** to return to this window.

If you have an existing account already displayed and want a close copy of it (another account with the same type, and at the same level, next in the list) the **Copy** button will create a draft for you and show it in the Edit Account window, for you to finalize as desired.

If you are unclear about the different types of accounts, and setting them up, please consult your accountant. The Help page on [Accounting Concepts](#) may also be of assistance.

Ways of Establishing your Initial Chart of Accounts

When you first initialize a new ACCOUNTS program or database, one of the startup windows is the [Startup Accounts](#) window. It gives you various options, including starting with one of various sample charts of accounts, or importing from one of three popular general use bookkeeping programs.

The program always starts with a General Fund account, number 3000. That account can be modified in some ways, including changing its name or number, but it cannot be deleted, and cannot have sub-accounts. It can be identified in this window, because when you hover over its Number or Name fields, a message pops up saying it is the original General Fund account.

Deleting or Hiding Accounts

You can also delete accounts from this window, by highlighting them on the list then clicking **Delete**. However, there are significant restrictions on which accounts can be deleted - you can't delete accounts that you have entered transactions for, and you can't delete accounts that have sub-accounts.

You also cannot delete the account that the program thinks is your General Fund, which is the one that started out as account number 3000 when you first initialized your Chart of Accounts. (Of course, you could have since changed its name and number.) You also cannot delete Fund accounts that have linked Income or Expense accounts.

You also cannot delete accounts that have associated [Government Form Lines](#), or are part of [Memorized Transactions](#), or that have been recorded in the program's [Audit Trail](#) of prior transactions.

If you do have an account that you are no longer using, but you can't delete it for one of the reasons above, you can instead hide it via a checkbox on the [Edit Account](#) window. Hidden accounts will not show up on drop-down lists of accounts when you are selecting them for transaction entry, but if there **are** transactions for a given account, they will still show up on reports.

You can view or hide any hidden accounts on this window by checking or unchecking the **Show Hidden Accounts** checkbox on this window, respectively. When you are showing hidden accounts (the checkbox is checked) the hidden accounts are displayed in italics, for clarity.

Editing the Funds Associated with Income and Expense Accounts

By clicking the **Funds** button, you can open the Associate Income and Expense Accounts with Funds [window](#) (which can also be opened independently by the **Maintenance** ⇒ **Funds for Accounts** menu option). That allows you to set the fund/equity account associated with each existing income and expense account. That can also be done, one

account at a time, by clicking the **Edit** button on this window when you have selected an income or expense account, or when you use the **New** button to create a new income or expense account.

Validation when you Close this Window

When you are done with this window, click **Close** to close it.

At that point, the program will check whether all of the accounts displayed are in increasing numerical order. If not, it will advise you of that fact, and give you an option to stay in the window and change the account numbers, to put them in order. While it is not necessary for the accounts to be in order, it may be less confusing.

The order that the accounts are displayed in this window is first by the Type (account class, or subgroup of class), then in numerical order for the top-level accounts, with sub-accounts nested within their top-level account, in numerical order, and sub-sub-accounts nested within their parent sub-account, again in numerical order.

A second validation is done to check that all of your fund/equity accounts have at least one associated income account, **and** one associated expense account. (See the section on [Fund Accounting](#) to understand this. Transactions that affect the fund should normally be made to such associated income or expense accounts, not the fund account itself, except for rare inter-fund transfers.) If this problem occurs, you will be given a message about it, and give you an option to stay in the window, to create such accounts. It will also tell you which is the first fund with this sort of problem.

Relevant Reports

After entering accounts, including setting up which funds / equity accounts your income and expense accounts are associated with, you may want to review your list with one or both of the **Chart of Accounts** and **Income and Expense Accounts by Fund** reports on the **Reports** ⇒ **Listing** [sub-menu](#). (Note: The name of the 2nd of those reports may change, depending on your choices on the **Maintenance** ⇒ **Entity and Report Names** [window](#).)

Opening Balances

You will notice that unlike some other programs, you do not enter opening balances as you create new accounts in your chart of accounts. Instead, you can enter your opening balances in one large transaction, using the **Actions** ⇒ **Opening Balances** [menu option](#).

10.2 Editing or Creating an Account

Once you have used the **New**, **Edit** or **Copy** button on the [Chart of Accounts](#) window, you will be brought to the following detail window for that account, to create or edit its properties.

The following image is a sample, for editing one sample account we created.

The screenshot shows the 'Edit Account' dialog box with the following details:

- Title:** Edit Account
- Type:** Bank (dropdown)
- Number:** 1000 (text box) with a **See Existing Accounts** button.
- Name:** Chequing Account (text box)
- Description:** (empty text box)
- Level:** Top, Sub-Account, Sub-Sub-Account
- Of parent account:** (dropdown menu)
- Fund:** (dropdown menu)
- Hidden:**
- Government forms:**

Form	Line	Flip Sign?

 with an **Edit** button.
- Buttons:** Save and New, Save and Close, Cancel, Help

Of course, if you are creating a new account, the window will be entirely empty (and the title of the window changes to "Add New Account").

You can also get to this window, empty for creating a new account, by selecting the "<Add New>" option from an Account drop-down list in a [Register](#), [Register Splits](#), [Journal Entry](#) or other special purpose data entry window.

The **Type** field lists various sub-classifications of asset and liability accounts that you may group those accounts into, as well as options for Fund, Revenue or Income. (You can control exactly what some of those are called with the **Maintenance ⇒ Entity and Report Names window**.) You must select an option from this field. While you can change the Type of an existing account that has transactions entered for it to another one within the same asset class, you cannot change it to be a different asset class. You also cannot change the Type of an account that either is a sub-account, or has sub-accounts, because that would separate it from its parent account or sub-accounts!

The **Number** field is for the account number for this account. Please see [Accounting Concepts](#) for the ranges of account numbers for each class of accounts. You may safely change the Number of an account, as long as it is still within the correct range and does not duplicate another number, without affecting any transactions that have already been entered for that account.

If you entered this window by using the **Copy** button from the Chart of Accounts window, the program will enter a suggested reasonable account number for you to use, but you can of course change it as desired.

Why do I have to use account numbers? Throughout most of the program, you don't, and you can turn off the display of account numbers in most places by using an option on the **Maintenance = Main Options window**. But when you are defining your chart of accounts, it's the easiest way to define the order you want your accounts to appear in, for lists, reports etc. Accounts at the top level will always be in numerical order, with their sub-accounts listed under them, also in numerical order, and the same for sub-sub-accounts.

The **See Existing Accounts** button to the right of the Number field expands this window and opens up a scrolling list of all accounts that exist so far, at the right side of the window, such as the following:

The screenshot shows the 'Edit Account' window with the following fields and options:

- Type: Bank
- Number: 1001
- Name: Chequing Accounts
- Description: (empty)
- Level: Top, Sub-Account, Sub-Sub-Account
- Of parent account: (empty)
- Fund: (empty)
- Hidden:
- Government forms table:

Form	Line	Flip Sign?
T3010	SD 1234	<input type="checkbox"/>
T3011	123	<input type="checkbox"/>
- Buttons: Save and New, Save and Close, Cancel, Edit, Help
- Existing Accounts list:
 - Bank
 - 1001 Chequing Accounts
 - 1005 Old Hidden Bank
 - 1010 TD
 - 1100 Chequing Account #3
 - 1200 Parent Bank
 - Cash
 - 1400 Petty Cash Accounts
 - 1410 Petty Cash
 - Accounts Receivable
 - 1450 Accounts Receivable
 - Other Current Asset
 - 1500 Term Deposit
 - Credit Card
 - 2000 Sales Tax Credit Card
 - 2100 VISA

That list just for your reference, to help you select account numbers for new accounts (or change existing ones). By clicking this button, you can see what account numbers you already have of the same Type, and find unused account numbers. Any account names that show up in italics on this list are hidden accounts. If you opened this editing window by using the **Copy** button on the [Chart of Accounts](#) maintenance window, the list will always be displayed, scrolled to ensure that the account you are copying from is visible. That can help you confirm that you are happy with the suggested account number for the copied account.

See below in this topic for a description of the **Online Banking Info** button

The **Name** field is the main name for this account, that will be displayed in most places in the program. You may safely change the Name of an account without affecting any transactions that have already been entered for that account.

The **Description** is an optional further description of this account, mostly for your information when looking at this window.

The **Level** is used when building a hierarchy of top-level, sub and sub-sub accounts.

Note: You can only allocate transactions to accounts that do not have any sub-accounts. However, those could still be top-level, or sub-accounts, as long as they have no sub-accounts of their own.

The **Of parent account** field is only active when you have selected the **Level** setting "Sub-Account" or "Sub-Sub-Account". If you select "Sub-Account", the parent account drop-down lists all top-level accounts with the same Type. If you select "Sub-Sub-Account", the parent account drop-down lists all sub-accounts with the same Type. You must select a parent account for each sub or sub-sub account. The only account that cannot have sub-accounts is the original General Fund account created when you first initialized your Chart of Accounts. It would have started with that name and account number 3000, though of course you might have changed the name and/or the number since then.

The **Fund** field is only active for Income/Revenue and Expense accounts, and the selection you make there determines which fund's balance any transactions against that account implicitly increase or decrease. Every such account **must** be associated with a fund account. Only fund accounts with no sub-accounts are listed in the Fund drop-down list. This field defaults to the General Fund. Please see [Fund Accounting](#) to understand this fully.

Income and Expense accounts that have sub-accounts, and which you therefore cannot directly enter transactions against, also have to be associated with a fund, but it actually doesn't matter what fund you associate them with - any numbers displaying in those accounts in any report are just totals from their sub-accounts.

Both the **Of parent account** field and the **Fund** field drop their lists down automatically, as soon as you Tab or click into them. They are initially displayed in chart of accounts order, but if you press a letter, they immediately go to the first account that starts with that letter, and also re-sort the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.

The **Hidden** checkbox determines whether or not this account is displayed in drop-down lists of accounts, when you are entering transactions. (If you check Hidden, this account will normally not be displayed, but see below for exceptions.) However, if there are existing transactions for hidden accounts, they will still be displayed on reports (or the reports would not balance correctly!). For accounts with sub-accounts, you can only hide them if all of their sub-accounts are already hidden.

If you check **Hidden**, the **Of parent account** drop-down list will change to include hidden accounts of the correct Type, since hidden accounts can be sub-accounts of other hidden accounts. (Accounts that are not hidden cannot be sub-accounts of hidden accounts, however.)

The **Government Forms** table lists any forms, and lines on those forms, that this account forms all or part of the balance in, for reporting purposes. You can make changes to this list with the Edit button, which takes you to the Edit Government Form Lines [window](#). Note: Only accounts with no sub-accounts (the ones you can post transactions to) can have associated Government Form Lines.

After entering all of the fields as desired, click **Save and New** to save the changes and clear this window to allow you to enter another new account. Or you can click **Save and Close** to save the changes and close the window. Or you can press **ESC** or click **Cancel** if you wish to cancel your changes and close the window.

Adding sub-accounts to accounts with transactions, budgets or government form lines, or to funds with associated income/expense accounts

As mentioned above, you can only allocate transactions to accounts with no sub-accounts. And you can only associate income and expense accounts to fund accounts with no sub-accounts. Similarly, you can only set up budgets and government form lines for accounts with no sub-accounts.

If you do try to create a sub-account of an account with transactions, budgets or government form lines, or a sub-account of a fund account with associated income/expense accounts, you are given the option to do so, but to then transfer all of the transactions, budgets, government form lines and/or associated income/expense accounts to the new sub-account. (If you answer No to any of the questions about that, you cannot save the account with the current setup.)

More about Hidden accounts and transactions

Hidden accounts on lists in the program (such as the Chart of Accounts maintenance window) are generally show in lighter grey text and italics, to make it clear they are hidden.

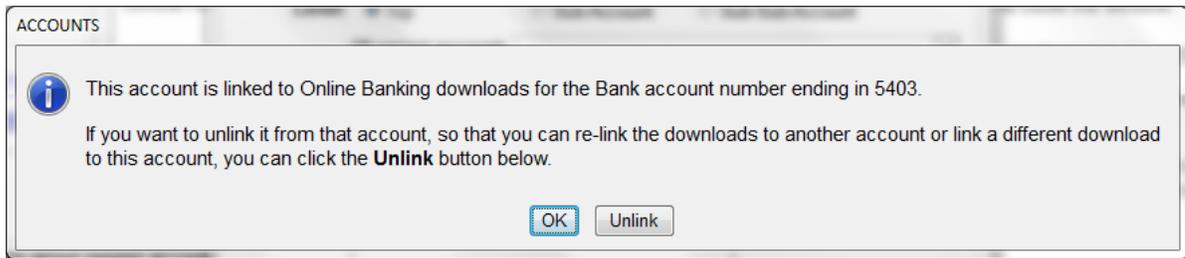
Normally in drop-down lists for selecting accounts, for instance in windows for editing [journal entries](#) or [register windows](#), hidden accounts are not included. However, if the current transaction (in a journal entry or [register splits window](#)) contains a split row that uses that hidden account, it **will** be included in the drop-down, but again will be lighter grey and in italics.

In prior versions of the program, in the register window itself, if **any** transaction in that register included a given hidden account, it would be included in the Account field's drop-down for all rows in the register. That behaviour was determined to be a bug, because it displayed hidden accounts long after you had stopped using them, and so it was removed for version 2.01.

The Online Banking Info button

This button is only active for Bank and Credit Card accounts.

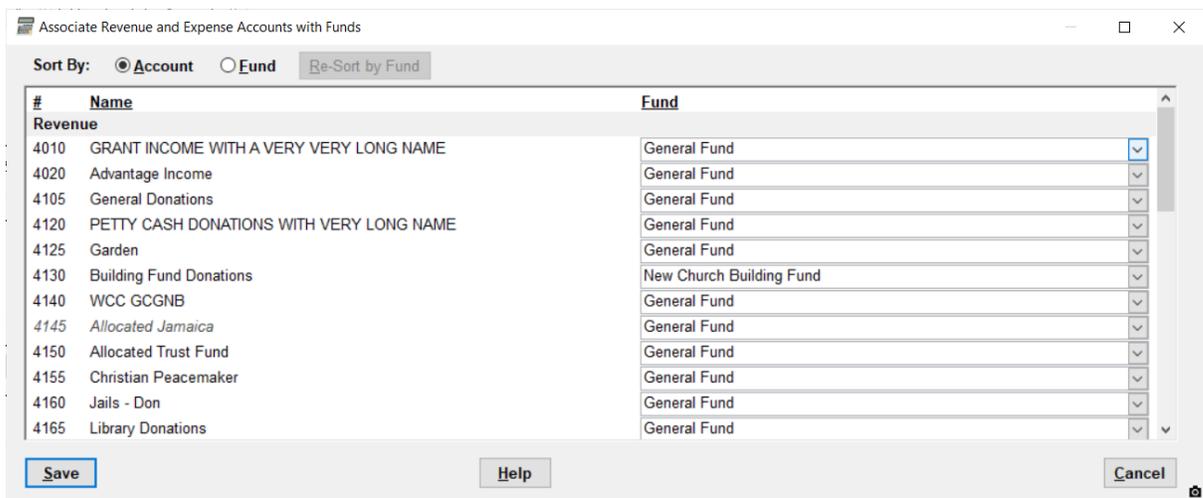
When you first [import](#) a downloaded online banking transaction file from a given bank or credit card company, you have to associate it with a corresponding Bank or Credit Card account in your chart of accounts. This button lets you see whether an account is linked to download files from a given bank or credit card company, and if it is, just in case that linking was in error (it should have been a different account) gives you an option to unlink it. Here is a sample of the message box you would see if it was already linked due to a previous download:



Usually you would just click OK on that message!

10.3 Editing Funds for Accounts

By using the **Maintenance** ⇒ **Funds for Accounts** menu option, or the **Funds** button on the Chart of Accounts [window](#), the following window is opened:



This window allows you to set which Fund account each existing Income or Expense account is associated with. To understand what this does, see [Funds and Fund Accounting](#).

Only income and expense accounts with no sub-accounts under them are shown on this window. Since you can only post transactions to accounts with no sub-accounts under them, assigning a fund account to the accounts that do have sub-accounts under them would have no effect.

While you can click into the fields for the account number and name, you can't edit them. The only thing you can edit on this window is the associated fund for each account, in the drop-down at the right. You cannot add any accounts on this window - do that from the Chart of Accounts [window](#). (You can also edit the Fund for an individual account from the [editing window](#) for an individual account, from the Chart of Accounts window.)

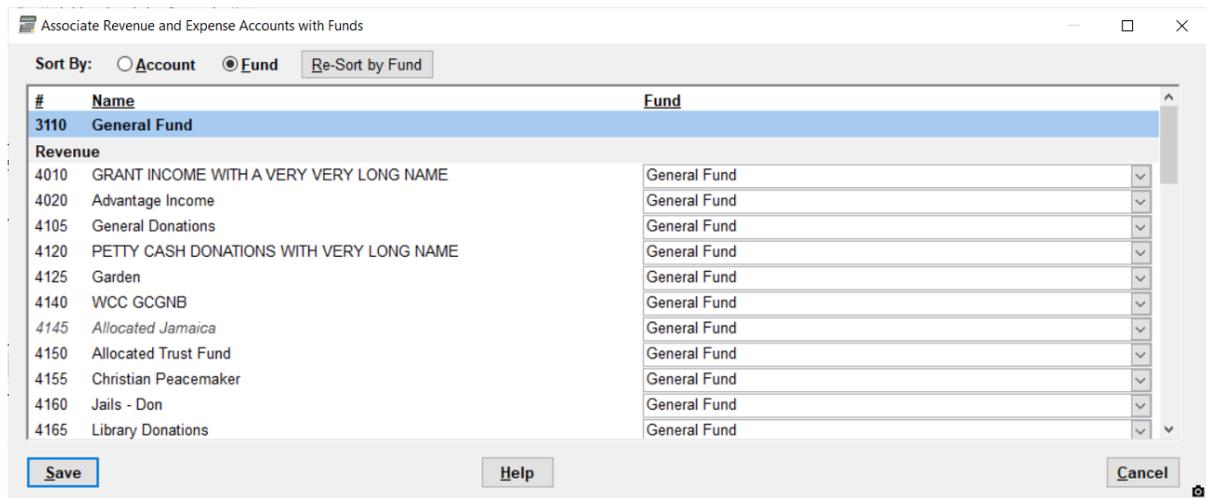
The account numbers will be omitted from this window if you have chosen the relevant setting about that on the **Maintenance** ⇒ **Main Window Options** [window](#).

When you have finished making any desired changes on this window, click **Save** or press **Enter**. If you haven't made any changes, or wish to cancel any changes, click **Cancel** or press **ESC** instead.

Sort Orders

The default sort order for this window, the first time you use it, is the standard chart of accounts order by Account.

However, you can click the radio button Fund at the top to switch to sorting by Fund, and within that, by Account. Here's an example:



If you are sorting by Fund, and you change the fund for an individual account, the sort order will then be obviously wrong, because the account you just changed doesn't immediately jump into the section for that Fund. (We thought that would be too weird!) If you have made one or more changes and want to fix the sort order, just click the **Re-Sort by Fund** button (which is only enabled when you are sorting by Fund) to fix it.

10.4 Maintaining Government Form Lines

The **Edit** button on the Edit Account or Add New Account [window](#) brings you to the following window, for specifying the government forms and lines on those forms that this account forms all or part of.

Form	Line	Flip Sign?
T3010	4100	<input type="checkbox"/>

The window shows the lines for one specific account, whose account number and name are displayed at the top.

As long as there is at least one form line in the list, there will be a pointing hand icon, which points to the current row in the list.

To add a new form line, click **New**, which will put you into a new empty line in the window. If exactly one government form has been defined, it will be automatically selected for you in the Form field, and you will be put into the Line field. Otherwise, you will be put into the Form field, so you can select the form this new line is for.

To edit an existing form line, just click into either field on the line and start editing.

See a section below for an explanation of the "Flip Sign?" field. Generally you should **not** check it.

The government forms that you have used so far are on a drop-down list in the Form column. If you need a new form, choose the "<Add New>" option on that drop-down, which will bring up the Edit Government Form Names [window](#), with a new empty line already started for you. If you enter something there, **Save** and **Close** that window, the new value will be entered for you on this window.

To save a new form line or edited form line, click **Save**, or you can click **Cancel** to cancel any unsaved changes. (Once you start adding or editing a form line, the **Save** and **Cancel** buttons are the only ones that can be used.)

To delete the row to which the hand is pointing, click **Delete**. (You will be asked to confirm.)

Click **Help** to view this help page. Click **Close**, or press **ESC**, to close the window.

The "Flip Sign?" Field

This checkbox is for use in unusual circumstances, where the form line you are entering is for a different class of accounts than the class of the account you are entering these form lines for.

For instance, you would do this if the account you are entering the form lines for was a Liability account, but the form line was one normally used for Asset accounts. Because the form line in this example is expecting accounts that normally have a Debit balance, but Liability accounts normally have a Credit balance, the reporting on the **Reports** ⇒ **Summary** ⇒ **Government Form Amounts** report would give the wrong sign (negative or positive) for balances in this account if you did not check the "Flip Sign?" checkbox, which causes that sign to be flipped (switched from negative to positive or vice-versa) in the report.

You check this checkbox in any case where the account class (Asset, Liability, Fund/Equity, Income or Expense) of the account is different from that of the associated form line. (Or more technically, if the normal expected balance of one of the classes is a debit, while the normal expected balance of the other class is a credit.) The expected uses would be when one was an asset and one a liability, or one an income and one an expense. It is very unlikely that any other combination (for example mixing an asset or liability with an income or expense, or mixing a fund/equity with anything else) would make sense.

If your form name is exactly "T2" (the annual government tax form used by incorporated Canadian non-profits, that aren't registered charities), some special processing is done in regard to this field. The program know what ranges of T2 line numbers (which are GIFL codes) are in which account class, and will give you a message, and automatically check the "Flip Sign?" field for you, if you mix a line number / GIFL code for one account class with an account that is in a different account class. It will also validate the line numbers you enter against the allowable ranges of numbers.

Note on the entry of lines, duplication, and sort order

Any report that lists accounts or balances sorted by form and line sorts both the form names and names of lines in alphabetical, not numerical order, mainly because not all line numbers are just a number. (In particular, in the form 990 for U.S. charities, there are line numbers like "1a" etc.)

In addition, in the form 990, the same numbers (like "1") occur three times - once for balance sheet accounts, once for revenue accounts, and once for expense accounts.

To get around the problem of multiple uses of the same number, the sample charts of accounts provided with ACCOUNTS precede form 990 line numbers with "BalSh" for balance sheet accounts, "Rev" for revenue accounts, and "Exp" for expense accounts, in order to distinguish them.

And to prevent a problem with alphabetical sorting where for instance after "BalSh1" it would sort next "BalSh10", "BalSh11" etc., before getting to "BalSh2", the sample accounts precede one-digit line numbers with "0", so "BalSh1" becomes "BalSh01".

For the Form 990-EZ, there is no problem with duplication, but the same problem does occur with the sorting, so single-digit line numbers like "1" are entered as "01" in the sample charts of accounts.

If you are using a sample chart of accounts but add further accounts, and then add form lines for them manually, be sure to stick to this numbering convention. You may want to run off **Reports ⇒ Listing ⇒ Chart of Accounts with Government Form Lines** to see the existing codes that have been used for lines.

Reporting on Government Forms

As well as the report mentioned in the previous paragraph, which lists the government form lines for each account, there is also **Reports ⇒ Summary ⇒ Government Form Amounts**, for use when you are actually submitting those forms. It lists all accounts that are attached to government form lines for one selected form and a specified range of dates, with their balances, by lines of the form.

Be sure to review **Reports ⇒ Listing ⇒ Chart of Accounts with Government Form Lines**, to make sure all accounts listed on it have the correct form lines associated with them, before you run **Reports ⇒ Summary ⇒ Government Form Amounts**.

You also need to understand that not all lines on the form may be uniquely representable by this association of form lines with accounts. Ultimately, the correct submission of these forms is your responsibility.

10.5 Entering Budgets

In ACCOUNTS, you can have a budget for income and expenses for each year. Budget figures can be for a whole year, which the program calls an Annual Budget, or they can be split out by months, which the program calls a Monthly Budget.

If your fiscal year is set to be different from the calendar year in the **Maintenance ⇒ Organization Info [window](#)**, the budget will be for the fiscal year. Please note that a year such as "Fiscal 2019" means the year whose last day is sometime in the calendar year 2019.

To create or edit a budget for a given year or fiscal year, use the **Maintenance ⇒ Budgets** menu option. That first brings up the following window:

Select Budget Year

Please enter the year you wish to enter a budget for:

2019

OK

Cancel

Help

It comes up defaulted to the current year (or fiscal year). After choosing your desired year and clicking **OK**, a window such as the following one comes up, if you have never previously entered any budget figures for that year:

Enter Annual Budgets

For Year: 2020 Show Hidden Accounts

Account	Budget
Revenue	
4010 GRANT INCOME WITH A VERY VERY LONG I	
4020 Advantage Income	
4105 General Donations	
4120 PETTY CASH DONATIONS WITH VERY LONG	
4130 Building Fund Donations	
4140 WCC GCGNB	
4150 Allocated Trust Fund	
4155 Christian Peacemaker	
4160 Jails - Don	
4165 Library Donations	

Save

Cancel

Help

Switch to Monthly Budgets

Total Annual Revenue: \$0.00

Total Annual Expenses: \$0.00

Budgeted Net Income: \$0.00

Obviously, this is just a sample with some test accounts. You can size the window to show more of your accounts by clicking and dragging on the top or bottom edge.

Every income and expense account in your chart of accounts that you can post transactions to is always displayed in this window. (That means, the ones with no sub-accounts.)

Whether or not that includes accounts that you have marked as "Hidden" depends on whether or not you check the **Show Hidden Accounts** checkbox. If you are showing them, hidden accounts show in italics.

Enter an amount in the Budget column for each account that you want to budget for, and leave the Budget column empty for the accounts that you don't want to budget for.

If an annual budget has already been entered for the selected year, the previously entered values will be displayed in the Budget column. The totals of income and expense budget amounts and your budget surplus/deficit for the entire budget year are displayed at the bottom of the window, and are updated as soon as you enter each value and move to another row. (The wording used for those values at the bottom of the window will depend on your selections in the **Maintenance** ⇒ **Entity and Report Names** [window](#).)

Once you have entered all of your desired annual budget amounts in the Budget column, click **Save** to save them. You can alternatively click **Cancel** to abandon your changes.

If you have entered a budget for one year, and go to enter a budget for the next year for the first time, you will be given an option to copy over the previous year's budget as a starting point for the new year's budget.

Monthly Versus Annual Budgets

If you have some income or expense accounts where the actual amounts are expected to vary in known ways during the year, you may prefer to specify a monthly budget with some months' values different from other months', for some accounts. (Likely most accounts will be assumed to have even amounts in each month.)

If you are setting up a budget for the first time, and would prefer to be able to make some month by month changes, the easiest way is probably to first set up your Annual Budget totals in the window shown above. Then you can click the **Switch to Monthly Budgets** button at the bottom of that window, which first asks for confirmation, then if you answer Yes, recalculates the same amounts as Monthly Budget amounts by dividing by 12, and displays them in a window such as the following:

Enter Monthly Budgets

For Year: Show Hidden Accounts

Account	Total Year	January	February	March
Revenue				
4010 GRANT INCOME WITH A VERY VERY LONG NAME	3,000.00	250.00	250.00	250.00
4020 Advantage Income	200.00	16.67	16.67	16.67
4105 General Donations	0.00			
4120 PETTY CASH DONATIONS WITH VERY LONG NAME	500.00	41.67	41.67	41.67
4130 Building Fund Donations	200.00	16.67	16.67	16.67
4140 WCC GCGNB	0.00			
4150 Allocated Trust Fund	0.00			
4155 Christian Peacemaker	0.00			
4160 Jails - Don	0.00			
4165 Library Donations	0.00			

Total Annual Revenue:
 Total Annual Expenses:
 Budgeted Net Income:

In this example, some Annual Budget amounts had first already been set up. You can size the window to show more of the monthly columns by clicking and dragging on the left or right edges. You can also scroll the months with the horizontal scroll bar in the right side of the window (after the big vertical grey bar). There is one column for each month. The Account name and overall Total Year column at the left cannot be scrolled. The Total Year values constantly update as you make changes to the monthly values and move out of a field. The Total figures at the bottom of the window are totals of that Total Year column.

The displayed month names in the column headings will depend on your fiscal start month as set up in the [Organization Info](#) window - the first column will always be the first month in your fiscal year. However, if your fiscal start day is not the first of the month, the column headings will just read "Month 1" through "Month 12".

Since not all numbers can be evenly divided by 12, when you convert from an Annual Budget to Monthly Budget, to avoid fractional cents, and keep the same totals, a small adjustment of a few cents may have to be made. That adjustment will be added or subtracted to the Month 12 value, so it may be slightly different from the other months.

Now you can click into this window and make any changes you wish. If you prefer not to have any cents in your monthly budget amounts, you can of course edit each amount with cents as desired, keeping in mind that any change will change the annual total for that account, which is displayed at the far right.

You can also add consistent monthly budgets for new accounts or any accounts that do not yet have budgets quickly, by first filling in only the Month 1 figures. Then click the **Copy Month 1 to All Empty Months** button at the top of the window. That will fill in any empty spaces on rows for accounts that have a value in the Month 1 column, with that same value. You can make any desired further adjustments after that.

One final option is if you have set up monthly budgets and decide you really don't need to have different budget amounts in different months, you can use the **Switch to Annual Budget** button at the bottom of the window to switch back to annual. That just replaces the monthly budgets with their total, as annual budgets, and goes back to the other version of this window.

Using Budgets

You can review your budgets with **Reports ⇒ Listing ⇒ Annual or Monthly Budget**, which just lists your specified budget amounts, and totals.

The most common use of budgets is via **Reports ⇒ Summary ⇒ Budget Comparison**, which prompts for a range of dates within one budget year, then shows the income/revenue and expenses for the selected range of dates (the "actuals"), the portion of the budget for that range of dates, and the difference between the actuals and the budget.

There is also **Reports ⇒ Fund ⇒ Budget Comparison**, which does the same thing, but split out by fund.

And finally you can also include budget columns in [Custom Reports](#).

The budget figures in any of these reports will always be based on your specified range of dates for the report, calculated as a fraction of your annual budget if that is what you are using, or as multiple fractions of the appropriate monthly budgets if that is what you are using. All budget reports must be within one year (or fiscal year if that is different from the calendar year).

10.6 Exporting your Chart of Accounts

You can use the **Database ⇒ Export Chart of Accounts** menu option to export a file containing details about the accounts in your chart of accounts that don't have sub-accounts (the ones you can post transactions to), excluding fund/equity accounts, for importing into other programs.

Currently (as of late 2012) the only known use of this is for the Canadian Payroll program PaymentEvolution, to give it a list of accounts that you can choose from when setting up your payrolls in it. (Payroll transactions can then be exported from PaymentEvolution, and [imported](#) into ACCOUNTS.)

Files exported with this menu option have the file extension .S4AIF (**Software4Nonprofits ACCOUNTS Import Format**). The format is actually the same as the QuickBooks Desktop import/export format used for Charts of Accounts, though they use the file extension .IIF.

See the [Recommended Products and Services](#) web page for details about PaymentEvolution.

11 ENTERING AND MAINTAINING VENDORS

11.1 Maintaining your List of Vendors

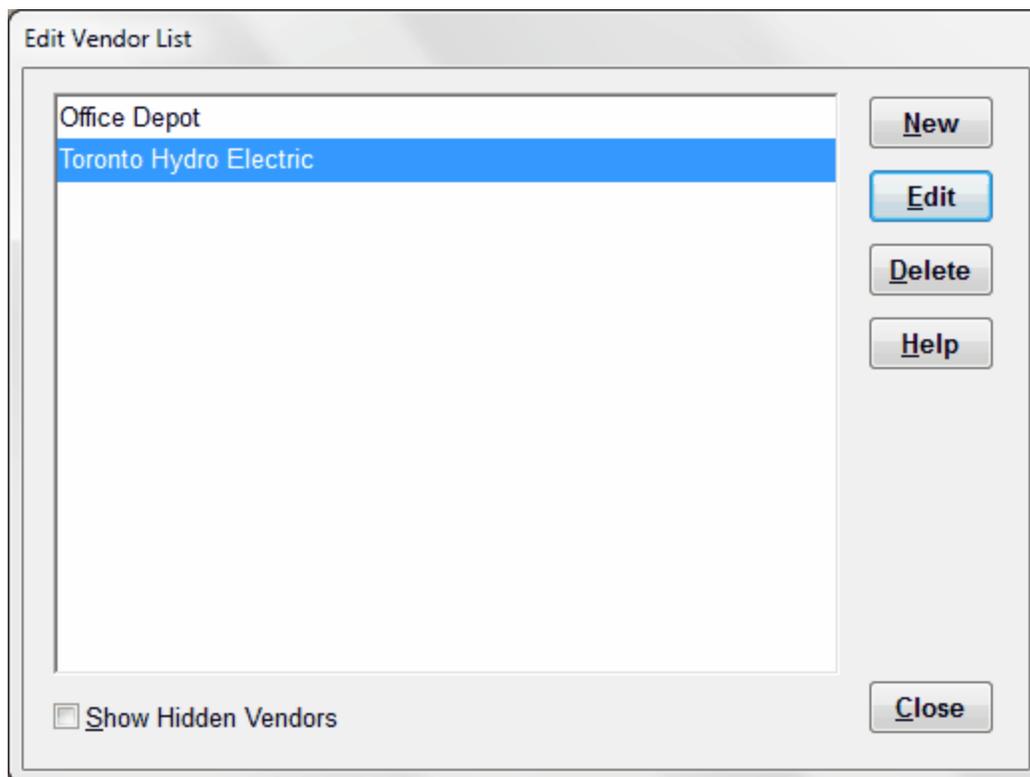
Vendors are organizations or people that that you buy goods or services from, and thus that you pay bills to.

There are two ways of using vendors - you can enter bills for them, for later payment:

The first is with with the **Actions** ⇒ **Enter Bills** [menu option](#) or the **Enter Bills** quick link, or the **Actions** ⇒ **Bill List** [menu option](#) or the **Bill List** quick link. In those windows you can only use actual Vendors that have been stored in the program, though the Vendor drop-down on the Enter Bills window has an <Add Vendor> option that allows you to add on right then.

The second way is that you can enter immediate payments to Vendors, or any specified Payee (that doesn't need to have been entered as a a Vendor) with the [Write Cheques](#) window, the [Credit Card Charges](#) window, or on a [Register window](#), for example a Register for a bank account or a credit card.

You maintain your list of vendors by using the **Maintenance** ⇒ **Vendor List** menu option or **Vendor List** quick link. That brings up a window such as the following:



The window can be resized, by clicking and dragging any edge or corner.

Obviously, this is just showing a couple of sample vendors that we entered. When you first start up the program for a new organization, there will not be any vendors.

To add a new vendor, click **New**. See [Editing or Creating a Vendor](#) for full details.

To edit an existing vendor, make sure it is highlighted on the list, then click **Edit**, or double-click on the vendor in the list, or press **Enter**. Any of those actions will bring up the [Edit Vendor](#) window. Make your desired entries or changes, then click **Save and Close** or **Cancel** to return to this window.

You can also add a vendor on the window for [creating or editing a bill](#), by selecting the "<Add Vendor>" option from the drop-down list of vendors on that window.

You can get a printout of your list of vendors with **Reports** ⇒ **Vendors and Bills** ⇒ **Vendor List**.

Deleting or Hiding Vendors

You can also delete vendors from this window, by highlighting them on the list then clicking **Delete**. However, there are significant restrictions on which vendors can be deleted, because you can't delete vendors that you have entered bills or transactions for.

If you do have a vendor that you are no longer using, but you can't delete it because it has prior bills, you can instead hide it via a checkbox on the [Edit Vendor](#) window. Hidden vendors will not show up on drop-down lists of vendors when you are selecting them for bill entry, but if there **are** bills for a given vendor, they will still show up on reports.

You can view or hide any hidden vendors on this window by checking or unchecking the **Show Hidden Vendors** checkbox on this window, respectively. When you are showing hidden vendors (the checkbox is checked) the hidden vendors are displayed in italics, for clarity.

11.2 Editing or Creating a Vendor

Once you have used the **New** or **Edit** button on the [Vendor List](#) window, you will be brought to the following detail window for that vendor, to create or edit its properties. (This is a sample, for one sample vendor we created.)

Edit Vendor [X]

Name: Office Depot

Name for Checks:

Account #: 12345

Contact:

Address Line 1: 2300 Danforth Ave.

Address Line 2: Toronto ON

Address Line 3: M5M6J6

Postal Code:

Phone: (416) 555-1234

Fax:

Email Address:

Website:

Tax ID:

Credit Limit:

Payment Terms: 2% Net 10

Hidden?

Defaults

Expense Account: Pens and Pencils

Tax Code: G

Save and New **Save and Close** **Cancel** **Help**

You can also get this window by selecting the "<Add Vendor>" option on the drop-down list of vendors in the window for [creating or editing bills](#).

Most of the fields for a vendor should be pretty obvious.

- The **Name** is what will normally be printed as the payee on any cheques that you write to pay bills for this vendor, and is also what you would select from a list of Vendors or Payees for a transaction such as a cheque. (It is the only required field for a vendor.)

- The **Name for Cheques** is an override of the name, for printing on cheques. It will be printed as the payee on cheques if it is filled in for a vendor; otherwise the regular Name field is used.
- The three **Address** lines and **Postal Code** will also be printed on any cheques.
- The **Account #** will be printed on the Memo line of the cheque, if it is filled in. (If it isn't, any Memo associated with the Bill will be printed as the Memo on the cheque.)
- The **Payment Terms** are for your own information (ACCOUNTS does not do any special calculations with them).
- Check the **Hidden** checkbox to hide this vendor on drop-down lists of vendors for new bills etc. (You would do this if it was an old vendor that you are no longer dealing with.)

There are two fields under the heading **Defaults**:

- The **Expense Account** is a default account for transactions for this vendor.
- The **Tax Code** is a default [tax code](#) for transactions for this vendor.

If either or both of those are filled in, then when you select this vendor in any of the [Register](#), [Write Cheques](#), [Credit Card Charges](#), or [Enter Bills](#) windows, if the relevant fields are not already filled in, they will be filled in with that default value. For the Expense Account, the relevant field is the Account on the Register. It is the first splits row Account on the other windows. These defaults are applied as soon as you move out of the Vendor, Description, Payee or "Pay to the Order of" field on those windows, to another field or another part of the window, based on the vendor that you picked (if any).

After entering all of the fields as desired, click **Save and New** to save the changes and clear this window to allow you to enter another new vendor. Or you can click **Save and Close** to save the changes and close the window. Or you can press **ESC** or click **Cancel** if you wish to cancel your changes and close the window.

Changing Vendor Names

If you have an existing vendor, and there are transactions (including bills and bill payments) for that vendor, there is an issue if you change the vendor's name.

What the program does is warn you if you are making such a change. It informs you that existing transactions will **not** be changed. However, if you have a transaction that is a cheque for that vendor, and you go to [print that cheque](#), the new vendor Name (or Name for Cheques) **will** be used in that case.

12 ENTERING AND MAINTAINING TRANSACTIONS

12.1 Entering and Maintaining Transactions

Most likely, this is the activity you will perform most frequently in ACCOUNTS. There are quite a few ways of entering transactions in the program:

Specific Data Entry Windows:

[Writing Cheques](#)

[Entering Deposits](#)

[Entering Credit Card Charges](#)

Entry and Later Payment of Bills:

[Entering Bills](#)

[Paying Bills](#)

General Data Entry:

[Using Register Windows](#)

[Entering Journal Entries](#)

Some users will prefer to use the register windows, which are like a paper chequebook register, the vast majority of the time, while others will prefer to use the specific data entry windows, like the one for writing cheques.

Register windows can be used to enter any transaction that affects a balance sheet (Asset, Liability or Fund/Equity) account. So, they can be used in place of the specific data entry windows like the ones for writing cheques. However, if you want to record your bills before they are due, and pay them later, you **must** use the Entering Bills and Paying Bills options above instead.

Most users will only enter journal entries at the direction of their accountant, or have their accountant make the journal entries themselves.

12.2 Writing Cheques

The **Actions** ⇒ **Write Cheques** menu option or **Write Cheques** quick link on the main window is used for recording cheques that are written on a bank account, that you want to pay immediately. You can alternatively enter cheques directly on the more general-purpose [register window](#).

You can also use this window to enter other purchases / expenses that aren't cheques, if you change the Transaction Type to whatever you want it to be, and leave the Chq / Ref # field empty or put in an appropriate type of reference number for the entered Transaction Type. The rest of this help topic will continue to refer to whatever you enter in this window as cheques, however.

Do not use this window to write cheques for bills entered for later payment using **Actions** ⇒ **Enter Bills** or **Actions** ⇒ **Bill List** - those ones should always be paid using **Actions** ⇒ **Pay Bills** or **Actions** ⇒ **Bill Payment List**. If you pay such bills using the **Write Cheques** window, they will remain on your list and reports of outstanding bills forever (unless you delete them). (See [Entering Bills](#) and [Paying Bills](#) for details.)

When you use the **Actions** ⇒ **Write Cheques** menu option, a window such as the following comes up:

Account	Amount	Memo

Total: \$0.00

The first time you use this, the **Bank Account** field may be empty, and you can select the chequing account you will write your cheque from, from the drop-down list. You can also just start typing the name of the desired account, and it will appear via [autocomplete](#). Subsequent times you use this, it will show the account you used the previous time, but of course you can change it if necessary.

The **Pay to the Order of** field will show a list of all of your Vendors (set up via **Maintenance** ⇒ **Vendor List**) as well as all Payees of cheque or other payment transactions within the last year or so in your selected Bank Account. You can use the drop-down list, or just start typing and matches will come up.

If you select a [Vendor](#), and that vendor has a default Expense Account or Tax Code filled in, then if the relevant field here (the Account on the first splits line, or the Tax Code) is not already filled in, the default from the Vendor will be automatically filled in. Those default values are applied as soon as you move out of the **Pay to the Order of** field, to another field or another part of this window, based on the vendor that you picked (if any). However, for technical reasons, if you go back to that field afterwards and make a different selection, no further changes based on vendor defaults will be made.

The **Transaction Type** is always initialized to "CHECK" (if you are in the U.S.A.) or "CHEQUE" (anywhere else), but you may change it, or clear it. It has a drop-down list of previously used values for payment transactions on the selected bank account, and you can also just start typing and matches will come up.

The **Memo**, if entered, will generally be printed as a memo on the cheque, if you choose to [print](#) the cheque. (The exception is if you select a pre-entered Vendor from the **Pay to the Order of** list, and that vendor has an Account # defined - that would take precedence for printing as the memo on the cheque.) See below also for details on how this Memo may get copied to the Memos on the splits lines for the other accounts involved in this transaction.

The **Chq / Ref #** field (or **Chk / Ref #**, for users in the U.S.A.) will be initialized with the [next cheque number](#) in the selected Bank Account (one higher than the most recently entered one in that account). You cannot enter leading zero's in a cheque number, as that would stop you from being able to print that cheque in the program. You can also increase or decrease the number in this field by pressing the "+" or "-" keys when the cursor is in the field. If you are using this window to enter a payment or purchase other than a cheque, you can leave this field empty or enter any other sort of appropriate reference number.

If the Transaction Type field is any of "CHECK", "CHEQUE", "CHÈQUE", "CHK", or "CHQ", or even just includes "CH" anywhere within it, then when you go to save a transaction, if the Chq / Ref # field value is not just a number, you will get a warning message, to let you confirm that you have not made an error.

The **Date** is the date to be printed on the cheque, or the transaction date. It is initialized to today's date, or the last-used transaction date.

The **Amount** is the total amount of the cheque. As soon as you enter this Amount, it is immediately copied into the Amount field in the first line of the splits section at the bottom (as long as that field is still empty). You may enter zero in this field, for voided cheques.

You may not enter negative amounts, since a cheque or other payment cannot be a negative amount. If that's what you feel you need, for instance to enter an reversing entry, enter it on another window such as the [Register](#).

As on the [register windows](#), you can select a pre-defined Sales Tax Code from the **Tax Code** drop-down list. The codes are specified via the **Maintenance** ⇒ **Sales Tax Codes** [window](#). Selecting a Tax Code causes an automatic split of the transaction associated with the cheque, to include the associated sales tax accounts.

Entering the Splits

Once you have entered the header cheque information at the top, you need to fill in the other accounts for the transaction (called "counter accounts" or "splits") in the bottom section.

If you selected a Tax Code, there will already be one or more lines of splits shown for the tax account(s), and a line with no Account, but with the Amount being the remaining amount after taking off the tax. In that case, you will just have to select an expense account for that

remaining amount. (It is possible to use other types of account, but it will generally be an expense account.)

In the case where you didn't select a Tax Code, you just have to select one or more Accounts and Amounts for the expense. In either of these cases, you can split the expense between multiple accounts if appropriate.

The **Account** field normally drops its list down automatically, as soon as you Tab or click into it, though this can be changed with an option on the **Maintenance** ⇒ **Main Options** [window](#). (If that option is turned off, you can drop down the list by clicking on it with your mouse, or pressing the keyboard combination **Alt+DownArrow**.)

The accounts on the list are initially displayed in chart of accounts order, but if you type a letter, it immediately goes to the first account that starts with that letter, and also re-sorts the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.

When the **Account** list drops down in a field that currently has no value it, the list is automatically scrolled for you to the first Expense account, since those are the accounts you are most likely to pick for the splits on a cheque.

The Account field uses [autocomplete](#) to make selecting existing account names easy.

The **Amount** fields in the bottom half (which are totalled in the Total field below the grid) must add up to the Amount of the cheque in the header.

If you enter an Account, and then change the Amount on the first line (or any subsequent line), and then **Tab** or click out of that Amount field, the remaining part of the overall cheque amount will be filled into the Amount field on the last row with no Account selected, so that you may only have to enter the Account for that row, and you will be done.

The optional **Memo** field for the splits lines can be used for a further description of that individual split line. The **Memo** you entered for the overall transaction in the top part of this window will always be stored with the implicit split line for the Bank Account of this transaction. It will also be stored with each split line for the transaction that you do not enter a distinct memo for, when you save the transaction.

When you are satisfied, click either **Save and New**, or **Save and Close**. They both save the cheque, but **Save and New** additionally clears this window so you can enter another cheque, while **Save and Close** closes the window after saving. Of course, you can also use **Cancel** if you wish to cancel your changes.

If you need to make a change to a cheque you have entered using this window, you can do so on the bank account's [register window](#).

Resizing this Window

For the unusual case where you have more than 8 split lines in a cheque (the number shown by default), you can click and drag the top or bottom border of the window to resize it vertically, to allow more split lines to show. Split lines will be automatically added to fill the space, if necessary.

However, you don't have to resize the window to get additional split lines - a new one will always be created if you do any edits in the existing last split line.

You can also resize the window horizontally, by clicking and dragging on either the left or right side. The memo field will expand when you do that, to fill the space.

Deleting Split Rows

On occasion you may find that you have entered a split row that you don't want to be there, and don't have any other split row you can overwrite it with. To get rid of it, just clear the Account value (by selecting the blank value at the top of the drop-down list of Accounts) and also clear every other value on that row. You can also do this clearing of a line by right-clicking on it and picking **Delete Row** from the popup menu. When you save the window, that row that is now entirely empty will disappear.

After deleting a row, a last row's Amount field will also be adjusted to make sure the total is still correct.

12.3 Getting the Next Cheque Number

There are three places in the program where it will show you a suggestion for the next cheque number on a bank account. They are the [Register](#) window (when you press "+" in the Number field), and the [Write Cheques](#) and [Pay Bills](#) windows (where it does so automatically).

The way it does this is to look for the most recently entered cheque number on any transaction on that bank account (as long as it was within the last 13 months), and suggest a number one higher than that. By "most recently entered", we mean it is based on the date and time at which you were sitting at the ACCOUNTS program and making the entry. That may be very different from the actual date you recorded for the transaction, which could be the current date, or a past or future date!

In most cases, this will give you the correct next cheque number, but of course you should check that against your chequebook to make sure it is the correct number of the cheque you are writing (or plan to [print](#) from the program)!

One case in which this will give wrong answers is if you enter some cheques out of cheque number order. So if you have cheques 24 and 25 to enter, and you first enter the transaction for number 25, then the one for 24, 24 will be the most recently entered one. Thus for the next cheque you go to enter, it will suggest number 25, which you have already used. Fortunately the program will notice this even if you don't, and when you try to save that transaction it will warn you that there is a previously entered cheque with the same number, and give you a chance to change it. To avoid this problem, please try to always enter your cheques sequentially (though the dates you enter for them don't matter).

There are a few other cases where you may have minor troubles with this. One is if you have two different sets of cheques you are using, perhaps some manual cheques numbered 1 to 200, and some cheques for computer printing numbered 1000 to 2000. Every time you switch from one set of numbers to the other, you will have to manually correct the suggested cheque number in the program. As long as the cheques you enter after that are from the same range of numbers though, it will work fine for them.

Other Possible Ways of Doing This

This section is only for those who find design issues in programs like this interesting!

We have actually gone through two different ways of choosing the next cheque number before settling on this way.

The earliest way was to use one more than the highest cheque number in the account, within the last 13 months. That was fine, unless you ran out of cheques, and ordered a new batch starting at a lower number! Then suppose you had previously used numbers up to 200, and started again at 1. The program would keep suggesting number 201 for the next 13 months!

The next way (introduced in version 1.14) was to use the cheque number from the latest-dated transaction on that account (including post-dated cheques). That was fairly good, unless you wrote one or more post-dated cheques, then after that wrote some current-dated cheques. It would keep suggesting a number one higher than the last of the post-dated cheques, even though you had gone beyond that number, and would keep doing so until you entered further cheques with a later date.

We believe that the current method will be correct more of the time than the previous two methods.

12.4 Entering Deposits

The **Actions** ⇒ **Enter Deposits** menu option or **Enter Deposits** quick link on the main window is used for recording deposits that you make to a bank account. You can alternatively enter deposits directly on the more general-purpose [register window](#).

When you use the **Actions** ⇒ **Enter Deposits** menu option, a window such as the following comes up:

The first time you use this, the **Bank Account** field may be empty, and you can select the bank account you are depositing to, from the drop-down list. You can also just start typing the name of the desired account, and it will appear via [autocomplete](#). Subsequent times you use this, it will show the account you used the previous time, but of course you can change it if necessary.

The **Description** field will show a list of all of the previous Descriptions of deposit transactions within the last year or so in your selected Bank Account. You can use the drop-down list, or just start typing and matches will come up.

The **Memo** is optional, for recording additional information about the transaction. See below also for details on how this Memo may get copied to the Memos on the splits lines for the other accounts involved in this transaction.

The **Ref #** is optional - most users won't have reference numbers for their deposits.

The **Date** is the date of the deposit. It is initialized to today's date, or the last-used transaction date.

The **Amount** is the total amount of the deposit. As soon as you enter this Amount, it is immediately copied into the Amount field in the first line of the splits section at the bottom (as long as that field is still empty).

You may not enter negative amounts, since a deposit cannot be a negative amount. If that's what you feel you need, for instance to enter an reversing entry, enter it on another window such as the [Register](#).

As on the [register windows](#), you can select a pre-defined Sales Tax Code from the **Tax Code** drop-down list. The codes are specified via the **Maintenance** ⇒ **Sales Tax Codes** [window](#).

Selecting a Tax Code causes an automatic split of the transaction associated with the deposits, to include the associated sales tax accounts. (It is probably fairly unusual that taxes would need to be recorded for deposits.)

Entering the Splits

Once you have entered the header deposit information at the top, you need to fill in the other accounts for the transaction (called "counter accounts" or "splits") in the bottom section.

If you selected a Tax Code, there will already be one or more lines of splits shown for the tax account(s), and a line with no Account, but with the Amount being the remaining amount after taking off the tax. In that case, you will just have to select an income account for that remaining amount. (It is possible to use other types of account, but it will generally be an income account.)

In the case where you didn't select a Tax Code, you just have to select one or more Accounts and Amounts for the income. In either of these cases, you can split the deposit between multiple income accounts if appropriate.

The **Account** field normally drops its list down automatically, as soon as you Tab or click into it, though this can be changed with an option on the **Maintenance** ⇒ **Main Options** [window](#). (If that option is turned off, you can drop down the list by clicking on it with your mouse, or pressing the keyboard combination **Alt+DownArrow**.)

The accounts on the list are initially displayed in chart of accounts order, but if you type a letter, it immediately goes to the first account that starts with that letter, and also re-sorts the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.

When the **Account** list drops down in a field that currently has no value it, the list is automatically scrolled for you to the first Income/Revenue account, since those are the accounts you are most likely to pick for the splits on a deposit.

The Account field uses [autocomplete](#) to make selecting existing account names easy.

The **Amount** fields in the bottom half (which are totalled in the Total field below the grid) must add up to the Amount of the deposit in the header.

If you enter an Account, and then change the Amount on the first line (or any subsequent line), and then **Tab** or click out of that Amount field, the remaining part of the overall deposit amount will be filled into the Amount field on the last row with no Account selected, so that you may only have to enter the Account for that row, and you will be done.

The optional **Memo** field for the splits lines can be used for a further description of that individual split line. The **Memo** you entered for the overall transaction in the top part of this window will always be stored with the implicit split line for the Bank Account of this

transaction. It will also be stored with each split line for the transaction that you do not enter a distinct memo for, when you save the transaction.

When you are satisfied, click either **Save and New**, or **Save and Close**. They both save the deposit, but **Save and New** additionally clears this window so you can enter another deposit, while **Save and Close** closes the window after saving. Of course, you can also use **Cancel** if you wish to cancel your changes.

If you need to make a change to a deposit you have entered using this window, you can do so on the bank account's [register window](#). When you view deposits entered with this window on the register window, they will show a Type (transaction type) value of "DEP".

Resizing this Window

For the unusual case where you have more than 8 split lines in a deposit (the number shown by default), you can click and drag the top or bottom border of the window to resize it vertically, to allow more split lines to show. Split lines will be automatically added to fill the space, if necessary.

However, you don't have to resize the window to get additional split lines - a new one will always be created if you do any edits in the existing last split line.

You can also resize the window horizontally, by clicking and dragging on either the left or right side. The memo field will expand when you do that, to fill the space.

Deleting Split Rows

On occasion you may find that you have entered a split row that you don't want to be there, and don't have any other split row you can overwrite it with. To get rid of it, just clear the Account value (by selecting the blank value at the top of the drop-down list of Accounts) and also clear every other value on that row. You can also do this clearing of a line by right-clicking on it and picking **Delete Row** from the popup menu. When you save the window, that row that is now entirely empty will disappear.

After deleting a row, a last row's Amount field will also be adjusted to make sure the total is still correct.

12.5 Entering Credit Card Charges

The **Actions** ⇒ **Credit Card Charges** menu option, or **Credit Card Charges** quick link on the main window, is used for recording charges against a "corporate" credit card for your organization. You can alternatively enter such charges directly on the more general-purpose [register window](#) for the credit card liability account.

This window just records the charge - you have to use the credit card to make the payment with it first!

Do not use this to record payments of bills by credit card that were entered for later payment using **Actions** ⇒ **Enter Bills** or **Actions** ⇒ **Bill List** - those ones should always be paid

using **Actions** ⇒ **Pay Bills** or **Actions** ⇒ **Bill Payment List**. If you pay such bills using the **Credit Card Charges** window, they will remain on your list and reports of outstanding bills forever (unless you delete them). (See [Entering Bills](#) and [Paying Bills](#) for details.)

When you use the **Actions** ⇒ **Credit Card Charges** menu option, a window such as the following comes up:

Account	Amount	Memo
▼		
▼		
▼		
▼		
▼		
▼		
▼		

Total: \$0.00

The first time you use this, the **Credit Card** field may be empty, and you can select the credit card account this charge is for, from the drop-down list. You can also just start typing the name of the desired account, and it will appear via [autocomplete](#). Subsequent times you use this, it will show the account you used the previous time, but of course you can change it if necessary.

The **Payee** field will show a list of all of your Vendors (set up via **Maintenance** ⇒ **Vendor List**) as well as all Payees of charge transactions within the last year or so in your selected Credit Card Account. You can use the drop-down list, or just start typing and matches will come up.

If you select a [Vendor](#), and that vendor has a default Expense Account or Tax Code filled in, then if the relevant field here (the Account on the first splits line, or the Tax Code) is not already filled in, the default from the Vendor will be automatically filled in. Those default values are applied as soon as you move out of the **Payee** field, to another field or another part of this window, based on the vendor that you picked (if any). However, for technical reasons, if you go back to that field afterwards and make a different selection, no further changes based on vendor defaults will be made.

The **Date** is the date of the charge. It is initialized to today's date, or the last-used transaction date.

The **Amount** is the total amount of the charge. As soon as you enter this Amount, it is immediately copied into the Amount field in the first line of the splits section at the bottom (as long as that field is still empty). You can also enter negative Amounts, which would represent a credit or refund from a vendor, on your credit card bill.

As on the [register windows](#), you can select a pre-defined Sales Tax Code from the **Tax Code** drop-down list. The codes are specified via the **Maintenance** ⇒ **Sales Tax Codes** [window](#). Selecting a Tax Code causes an automatic split of the transaction associated with the charge, to include the associated sales tax accounts.

The **Memo** is optional, and allows you to enter additional details about this charge. See below also for details on how this Memo may get copied to the Memos on the splits lines for the other accounts involved in this transaction.

Entering the Splits

Once you have entered the header charge information at the top, you need to fill in the other accounts for the transaction (called "counter accounts" or "splits") in the bottom section.

If you selected a Tax Code, there will already be one or more lines of splits shown for the tax account(s), and a line with no Account, but with the Amount being the remaining amount after taking off the tax. In that case, you will just have to select an expense account for that remaining amount. (It is possible to use other types of account, but it will generally be an expense account.)

In the case where you didn't select a Tax Code, you just have to select one or more Accounts and Amounts for the expense. In either of these cases, you can split the expense between multiple accounts if appropriate.

The **Account** field normally drops its list down automatically, as soon as you Tab or click into it, though this can be changed with an option on the **Maintenance** ⇒ **Main Options** [window](#). (If that option is turned off, you can drop down the list by clicking on it with your mouse, or pressing the keyboard combination **Alt+DownArrow**.)

The accounts on the list are initially displayed in chart of accounts order, but if you type a letter, it immediately goes to the first account that starts with that letter, and also re-sorts the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.

When the **Account** list drops down in a field that currently has no value it, the list is automatically scrolled for you to the first Expense account, since those are the accounts you are most likely to pick for the splits on a credit card charge.

The Account field uses [autocomplete](#) to make selecting existing account names easy.

The **Amount** fields in the bottom half (which are totalled in the Total field below the grid) must add up to the Amount of the charge in the header.

If you enter an Account, and then change the Amount on the first line (or any subsequent line), and then **Tab** or click out of that Amount field, the remaining part of the overall credit card charge amount will be filled into the Amount field on the last row with no Account selected, so that you may only have to enter the Account for that row, and you will be done.

The optional **Memo** field for the splits lines can be used for a further description of that individual split line. The **Memo** you entered for the overall transaction in the top part of this window will always be stored with the implicit split line for the Credit Card account of this transaction. It will also be stored with each split line for the transaction that you do not enter a distinct memo for, when you save the transaction.

When you are satisfied, click either **Save and New**, or **Save and Close**. They both save the charge, but **Save and New** additionally clears this window so you can enter another charge, while **Save and Close** closes the window after saving. Of course, you can also use **Cancel** if you wish to cancel your changes.

If you need to make a change to a charge you have entered using this window, you can do so on the credit card account's [register window](#). When you view charges entered with this window on the register window, they will show a Type (transaction type) value of "CC", which is for "Credit Card".

Resizing this Window

For the unusual case where you have more than 8 split lines in a credit card charge (the number shown by default), you can click and drag the top or bottom border of the window to resize it vertically, to allow more split lines to show. Split lines will be automatically added to fill the space, if necessary.

However, you don't have to resize the window to get additional split lines - a new one will always be created if you do any edits in the existing last split line.

You can also resize the window horizontally, by clicking and dragging on either the left or right side. The memo field will expand when you do that, to fill the space.

Deleting Split Rows

On occasion you may find that you have entered a split row that you don't want to be there, and don't have any other split row you can overwrite it with. To get rid of it, just clear the Account value (by selecting the blank value at the top of the drop-down list of Accounts) and also clear every other value on that row. You can also do this clearing of a line by right-clicking on it and picking **Delete Row** from the popup menu. When you save the window, that row that is now entirely empty will disappear.

After deleting a row, a last row's Amount field will also be adjusted to make sure the total is still correct.

12.6 Using Register Windows

Register windows, which are similar to a normal paper chequebook register, are one way to do most of your work in ACCOUNTS. You can open a register window for any balance sheet account (Asset, Liability, or Fund/Equity) that does not have sub-accounts. (You cannot enter transactions against accounts with sub-accounts.)

However, there are also special purpose data entry windows for common transactions, which you may choose to use instead of the register window. Those include windows for [writing cheques](#) (or other payments), [entering deposits](#), entering [credit card charges](#), [recording bills](#) before you pay them, and [paying those bills](#).

Do not use the register window to write cheques for bills entered for later payment using **Actions** ⇒ **Enter Bills** or **Actions** ⇒ **Bill List** - those ones should always be paid using **Actions** ⇒ **Pay Bills** or **Actions** ⇒ **Bill Payment List**. If you pay such bills using the register window, they will remain on your list and reports of outstanding bills forever (unless you delete them). (See [Entering Bills](#) and [Paying Bills](#) for details.)

Transactions that cannot be entered on a register window, because they only affect Income and Expense accounts, or that you do not wish to enter on a register window because they are very complex, can instead be entered as [Journal Entries](#).

You open the register windows from the program's [main window](#), by double-clicking on an account in the list, or clicking on an account and then clicking the **Use Register** button.

Here is an example of a register window, for a bank account:

Date	Number	Payee / Description	Payment	Clr	Deposit	Balance
	Type	Account	Memo	Tax Code		
10/14/2018	85	Susan Stringband	150.00			5,542.79
	CHEQUE	Musicians				
10/14/2018		Cash Deposit			210.00	5,752.79
	DEP	Cash Donations	\$70 from 10/7/18, \$140 fro			
10/14/2018		Square Deposit			109.63	5,862.42
	DEP	--- SPLIT ---				
11/16/2018						

Buttons: Close, Help, Right-click on transactions for additional actions, Splits, Delete, [Menu]

Some things to note are that each transaction takes two rows, and the current transaction row that you are working on is shown in a different colour.

Also, you can resize this window (primarily to make it taller or shorter, because the register area can't be made any narrower, and won't get any wider) by clicking on an edge or corner of the window and dragging. The example above has been resized to be fairly short, to better fit on this help page.

The following fields are on the register window:

Date	The transaction date (the date it is considered to have happened, not the date on which you are entering it). On new empty rows, it is initialized to today's date, or the last-used transaction date.
Number	Any relevant reference number you want to enter for the transaction (optional). For instance, on a bank account this would be the cheque number for cheques. You can select the next cheque number (one higher than the most recently entered one on the same account) by pressing the "+" key (or "=", the unshifted version of "+" on the regular top row of most keyboards). Select the previous cheque number with "-". Do not enter leading zero's in a cheque number, as it will stop you from being able to print that cheque in the program. (You are warned if you do this, and given an option to remove the leading zeros.)
Payee / Description	The name of this field actually varies depending on what type of account you are working on. This is where you put the main description or identifier for the transaction. For instance, for a cheque on a bank account, you would enter the name of the payee here.
Payment	The name of this field varies depending on what type of account you are working on. (For accountants: This is always the Credit amount, on the account you are displaying the register for.) This value must always be at least zero - if you want to enter a negative, enter a positive in the other amount field instead.
Clr	"Clr" is short for "Cleared". For register accounts on which you can do reconciliations, such as bank accounts, this field is automatically filled in with "R" for transactions that have been cleared (reconciled) in this account. The field is never editable - it is only for your information to show which transactions you have reconciled. See Reconciling your Accounts for details on that process. For accounts that cannot be reconciled (Fund accounts) or ones that you don't reconcile, this field is still present in the register but you can just ignore it. In addition, for transactions that have been imported from online banking download files, but not yet reconciled, this Clr field will show "c" for "cleared". That changes to "R" if they are then also reconciled.
Deposit	The name of this field varies depending on what type of account you are working on. (For accountants: This is always the Debit amount, on the account you are displaying the register for.) This value must always be at least zero - if you want to enter a negative, enter a positive in the other amount field instead.
Balance	This field is not editable - it displays the balance in the account, after the current transaction has been included. For an Asset account like a Bank Account, a positive balance is just what it seems - you have money in the account. For a Liability account like a credit card or loan, a positive balance means you owe that much money. For a Fund/Equity account, a positive balance means you own that much.
Type	You can enter an optional transaction type, such as "CHEQUE" or "BILL". If you do enter "CHEQUE" or "CHECK" and omit the Number

	(cheque number), you are prompted when saving the transaction about whether you want to enter it.
Account	The other account (also called "counter account") involved in this transaction, when there are just two. For instance, for a cheque on a bank account, this would be the relevant Expense account. If there are more than two accounts involved in this transaction, "--- SPLIT ---" will be displayed here. (See below for details on splits.) You can also select "<Add New>" from this drop-down list, to bring up a window to add a new account to use in this transaction. The Account field uses autocomplete to make selecting existing account names easy.
Memo	Any additional description you want to add about this transaction.
Tax Code	A Sales Tax Code, specified via the Maintenance ⇒ Sales Tax Codes window , which causes an automatic split of the transaction to include associated sales tax accounts

Transactions that were originally entered as [journal entries](#) or [Opening Balances](#) transactions, but that affect the current register account, are also displayed in the register window. (If they weren't, the balances in this window would be wrong!) Journal entries will always have the journal entry number displayed in the Number field, and "GENJRNL" (which stands for "general journal") in the Type field.

Transactions that were originally entered as [bills](#) or [bill payments](#), but that affect the current register account, are also displayed in the register window.

The only field that you can click into and edit for journal entries, opening balances transactions, bills or bill payments is the Number field. However, for journal entries and opening balances, it would not be appropriate to edit the value in the Number field, so any change you make will receive an error message, and the original value will be put back in. To actually edit any of these types of transactions, press **Ctrl+E**, or right-click, and from the popup menu pick **Edit Journal Entry**, **Edit Opening Balances**, **Edit Bill** or **Edit Bill Payment**, as appropriate for the type of transaction.

For journal entries, if you [cut or copy and paste](#) one in a register window, or insert one that is a [memorized transaction](#), the Date field is also editable, so that you can correct the date.

You use the **Tab** key to move through the fields on a regular transaction. If you have entered an amount in the first of the two amount fields (Payment in the example of the bank account above), and press **Tab**, it skips right past the 2nd amount field, because you have already entered the amount.

Press **Enter** to save the changes in the current transaction. (That will not ask you to confirm the save, it will just save it.)

If you instead click the mouse into another transaction row, when you have made changes in the current transaction, you will be prompted as to whether or not you want to save the changes. Answering **Yes** saves the changes, **No** undoes all of your changes to that transaction, and **Cancel** puts you back into the unsaved transaction row, for you to make further changes. (Closing the window, when there are unsaved changes, also prompts you in the same way.)

There is always a blank row at the bottom of the window for a new transaction. As soon as you start changing that row, another blank row will appear below it, so there will always be a blank row available for a new entry.

When you are done with this register window, click **Close** or press **Alt+C** to close it and go back to the main window.

Entering Dates

The date shown for a new transaction row will be today's date, or if you have entered other transactions during the current run of ACCOUNTS, the last transaction date you entered.

You can enter the Date directly, or click the button to its right to use a [popup calendar](#). There are also a number of [special characters](#) that you can type in the Date field for quick selection and changing of the displayed date, including "T" for Today, "+" to increase the displayed date by one day, and "-" to decrease it by one day.

Entering Cheque Numbers

You can select the next cheque number (one higher than the previously entered one in the current register window) by pressing the "+" key (or "=", the unshifted version of "+" on the regular top row of most keyboards), when the Number field is empty. You can select the previous cheque number with "-". You can also alter an existing cheque number up or down with those keys.

Of course, the same applies to any Number field entries you use in any other register window (for example for a non-bank account), if you have sequentially numbered transactions in it.

If the Type field is any of "CHECK", "CHEQUE", "CHÈQUE", "CHK", or "CHQ", or even just includes "CH" anywhere within it, then when you go to save a transaction, if the Number field value is not just a number, you will get a warning message, to let you confirm that you have not made an error.

Entering Payees / Descriptions

This field has a drop-down arrow, which shows all previous Payee / Description values within the last year or so in this account's register if you click it. The list also includes all Vendors that you have entered with the **Maintenance** ⇒ **Vendor List** [menu option](#) (unless this is a register for a Fund account, where it really doesn't make any sense to enter a transaction for a vendor).

You can also just start typing a value, and if it matches a previous value or vendor name, it will come up. As you keep typing, values that match what you are typing will continue to appear. You don't need to do anything special to accept the value. Just move to the next field with **Tab**.

If you select a [Vendor](#), and that vendor has a default Expense Account or Tax Code filled in, then if the relevant field here (Account or Tax Code) is not already filled in, the default from the Vendor will be automatically filled in. Those default values are applied as soon as you

move out of the Description field, to another field or another part of this window, based on the vendor that you picked (if any). However, for technical reasons, if you go back to that field afterwards and make a different selection, no further changes based on vendor defaults will be made.

Entering Amounts

As mentioned above for the Payment and Deposit fields, you cannot enter negative numbers in either of those fields. If that's what you want, enter a positive number in the other of those two fields instead.

Entering Transaction Types

The **Type** field works very similarly to the Payee / Description field. It has a drop-down arrow, which shows all previously used values within the last year or so of transactions in this account's register if you click it. (However, it excludes the special values, put in by other windows, of GENJRNL, BILL and BILLPAY.)

You can also just start typing a value, and if it matches a previous value, it will come up. As you keep typing, values that match what you are typing will continue to appear. You don't need to do anything special to accept the value. Just move to the next field with **Tab**.

Entering Accounts

The **Account** field is used to enter the other account (or "counter account") in the transaction. It normally drops its list down automatically, as soon as you Tab or click into it, though this can be changed with an option on the **Maintenance** ⇒ **Main Options** [window](#). (If that option is turned off, you can drop down the list by clicking on it with your mouse, or pressing the keyboard combination **Alt+DownArrow**.)

The accounts on the list are initially displayed in chart of accounts order, but if you type a letter, it immediately goes to the first account that starts with that letter, and also re-sorts the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.

The Account field uses [autocomplete](#) to make selecting existing account names easy.

Splits

Often a transaction involves more than two accounts. For instance, when you are recording a cheque, there may be two different Expense accounts involved, and/or there may also be sales tax accounts.

Transactions like that cannot be entered entirely on the register window, as it only has room for one other account, in the Account field.

Instead, you can click the **Splits** button in the currently selected transaction's row, or press **Ctrl+S** (i.e. hold down Ctrl and press S), or right-click and pick **View/Edit Splits** from the popup menu, to open the [Register Splits](#) window. Please see that Help page for details of

what you can do there. (If the transaction already has splits, so "--- SPLIT ---" is displayed in the Account field, you can also double-click on that to re-open the Splits window.)

If you use **Ctrl+S** to open the Register Splits window, it will first prompt you to confirm that you want to open that window, unless you check the **Don't prompt before open Register Splits window with Ctrl+S** checkbox in the **Maintenance ⇒ Main Options [window](#)**.

After making changes in the Splits window, and saving them with **OK**, you still need to save the entire transaction as described above, for example by pressing **Enter**.

You cannot open the Splits window for journal entries, opening balances transactions, bill or bill payments. Instead, as mentioned above, you can edit those transactions with **Ctrl+E** or an appropriate option from the right-click popup menu.

It's also helpful to understand that although the splits window only shows rows for the other accounts involved in the transaction (excluding the account that the register window was opened for), internally in the database there is another split line stored, for the part of the transaction that affect the register window account itself. You can see this if you view the transaction as a journal entry, as described below. It's also important to understand that if you enter a Memo on the register window, it is associated with that split line that you don't see, for the register window's account, not with the other account (if there are no additional splits) or with the first split account (if there are additional splits).

Entering Memos

The optional **Memo** field can be used for a further description of a transaction. The Memo you entered will be stored with each split line for the transaction that you do not enter a distinct memo for, when you save the transaction. So for register transactions where you don't open the Splits window, the Memo will be stored with both the split line for the register account itself, and for the other Account (counter account) you specified for the transaction.

If you do open the Splits window, you have the ability to enter separate Memos for each split line. For any split lines on which you don't enter a Memo, if you entered a Memo on the register window itself, that memo will be copied into that split line's Memo area, when you save the transaction.

There is some different behaviour if you change a Memo on the Register window for a previously saved transaction, when you save the new change. If all of the split lines (as seen in the Splits window) had the exact same memo as what was on the Register window before you made that change, then after the save all of them are also changed to what you changed it to on the Register window. If any of them were different, however, only the one on the Register window will be changed.

Automatic Splits with Tax Codes

If you supply a Tax Code (originally set up via the **Maintenance ⇒ Sales Tax Codes [window](#)**) on a new transaction you are entering, an automatic split will happen based on the accounts you associated with that Sales Tax Code. You do not have to use the Splits window, unless you wish to see the details, or you need to add further splits. (Generally Tax

Codes are used on purchase transactions, for Canadian charities which are eligible for partial rebates of the sales taxes they pay, and thus need to track those amounts.)

Adding a Tax Code to an existing transaction, or removing an existing Tax Code, does **not** affect the splits on the transaction, which have already been finalized. You will receive a message to that effect, and asked to confirm that you really wish to make that change.

Changing the percentages or associated accounts for a sales tax code in the **Maintenance** ⇒ **Sales Tax Codes** [window](#) (and its popup Accounts window) for existing Tax Codes that have already been assigned to register transactions also does not affect those transactions in any way. It only affects new transactions that are entered using that Tax Code.

To see a worked example of using a Tax Code in a register window, with the splits that are generated, [click here](#).

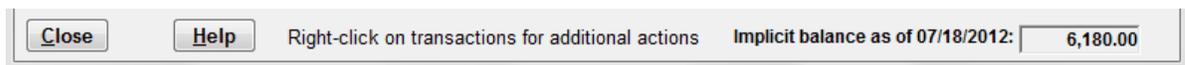
Deleting Transactions

If you decide a transaction was entered in error, you can delete it. You do so by selecting the transaction's row, then clicking the **Delete** button that appears in the row, or pressing **Ctrl+D** (i.e. hold down Ctrl and press D). You will then be asked to confirm whether you want to delete that transaction.

Some types of transactions cannot be deleted directly, but rather must be deleted from the special windows for those types of transactions. These include bills, bill payments, opening balance transactions, and journal entries.

The Register Window for Funds

In register windows for Fund/Equity accounts, some extra information is added at the bottom right of the window, below the register balances. In that case, the bottom of the window looks like this:



The date shown for the "implicit balance" will be the current date. This balance will in most cases be different from the balance show in the last register transaction (or the last one up to the current date).

The difference between the displayed balance and the implicit balance is explained in the section on [Fund Accounting](#) in the Accounting Concepts help page. In brief, the register only lists explicit transactions on the fund, such as inter-fund transfers, or an opening balance transaction that you have entered. And the balance column in the register thus only shows the total from those explicit transactions, or the "explicit balance". The "implicit balance" shown at the bottom also includes all transaction amounts from income and expense accounts that belong to the fund. Reports on the **Reports** ⇒ **Fund** [sub-menu](#) mostly display this implicit balance, and also show where the difference between the explicit and implicit balances comes from.

Transactions that affect more than one register account

Some transactions affect more than one account for which a register window can be displayed, for instance say a loan payment. That might have been made from a bank account, and split into two other parts, one to a loan (liability) account for the principal part of your loan payment, and one for an interest expense account for the interest part.

That transaction would most likely be entered in the register window for the bank account, but it could also be viewed (and optionally edited, for example if there was an error you needed to correct) in the register window for the loan (the liability account). ACCOUNTS does not keep track of or care which register it was originally entered in.

Another common example of a transaction that you could view in two different register windows would be a transfer between bank accounts.

Transactions with Multiple Occurrences of the Same Account

The ACCOUNTS program actually prevents you from entering a transaction on the register (or anywhere else) that has two split lines with the same Asset, Liability or Equity/Fund account. The reason is that the running balance in the register for that account would then be incorrect. Why is that? Because the running balance is based on only the primary amount field shown on the register. If there are further lines for the same account within the splits, their affect on the balance will not show up, and thus the balance would be wrong.

Editing Journal Entries or Opening Balances displayed on the Register, or Viewing other transactions as Journal Entries

Accountants, or anyone else who is very comfortable with debits and credits, may wish to see a transaction (especially one with splits) laid out in full, showing the debits and credits as if it was a journal entry. You can do that by pressing **Ctrl+Shift+J**, or right-clicking and picking **View as Journal Entry** from the popup menu, when you are on a saved transaction row. (Sorry, you can't use it on ones you are in the middle of editing and have not yet saved.) Pressing **Ctrl+Shift+J** will ask you whether you want to see that transaction in a read-only journal entry window. Assuming you answer Yes, it will be displayed in the normal journal entry [details window](#), but will not be editable there.

The preceding paragraph describes what happens in the usual case when this transaction was **not** originally entered as a journal entry or [Opening Balances](#) transaction.

The right-click menu option **View as Journal Entry** actually changes to **Edit Journal Entry** if you are on an actual transaction for a journal entry (the Type is "GENJRNL"), and it changes to **Edit Opening Balances** if you are on your Opening Balances transaction (that had been created with the **Actions** ⇒ **Opening Balances** menu option). Either of those options allows you to actually edit that current transaction in the specified window, not just view it. And **Ctrl+Shift+J** does these same things in these cases.

Editing Bills or Bill Payments displayed on the Register

For bills entered with the [Enter Bills](#) window, or bill payments entered with the [Pay Bills](#) window, if you see them on a register window you can edit them by pressing **Ctrl+E**, or choosing **Edit Bill** or **Edit Bill Payment** from the right-click popup menu. You can also view them as non-editable journal entries as described in the previous section.

Right-click Popup Menu

If you right-click on a transaction, or click on the  button, a popup menu appears, with the following choices:

- View/Edit Splits** Opens the Splits window for this transaction (same as clicking the **Splits** button in each row, or pressing **Ctrl+S**). For bills entered with the Enter Bills window, this option changes to **Edit Bill**, and for bill payments entered with the Pay Bills window this changes to **Edit Bill Payment**. (Both of those are the same as pressing **Ctrl+E**.)
- View as Journal Entry** Opens the window to view this transaction as a read-only journal entry (same as pressing **Ctrl+Shift+J**). Like what's mentioned for the previous option, this option changes to **Edit Journal Entry** if the current transaction is actually a journal entry, and changes to **Edit Opening Balances** if the current transaction is your Opening Balances transaction. (Both of those are also the same as pressing **Ctrl+E**.)
- Delete Transaction** Prompts for whether to delete the transaction (same as clicking the **Delete** button in each row, or pressing **Ctrl+D**).
- Copy Transaction** See [Copying, Cutting and Pasting Transactions](#) for full details.
Cut Transaction As above.
Paste Transaction As above.
- Memorize Transaction** See [Memorized Transactions](#) for full details. (This may also show up as **Re-Memorize Transaction**, for transactions that were memorized then inserted in version 1.39 or higher of the program.)
- Insert Memorized Transaction** As above.
- Reconcile Accounts** Goes to the window for [reconciling this account](#) (same as pressing **Ctrl+R**). This is only available for Asset and Liability accounts.
- Print Register** This just shows a message telling you which main menu reports allow you to print the transactions from the Register, which are **Reports** ⇒ **Details** ⇒ **One Account Details** if you need the splits details included, but don't need a starting balance and running balances, or **Reports** ⇒ **Details** ⇒ **One Account with Running Balances**, if you need those balances but don't need the splits details.
- Print Cheques** Goes to the window for [printing cheques](#), with the Bank Account pre-selected to be the current account. This option is only available for accounts that are bank accounts.

- Find Transactions** Prompts with the [Find Transactions](#) window (also done by pressing **Ctrl+F**). That allows you to search on all or part of the displayed Payee / Description or Memo, the Number (for example a cheque number), or the Amount (either amount field).
- Go to Date** Prompts for a date to go to, then goes to the first transaction that has that as its date. If there is no transaction with that exact date, it goes to the one with the earliest date after the specified date. (**Ctrl+G** does the same thing.)
- Unmatch Online Banking Transaction** Only enabled for transactions that have been matched to [imported](#) online banking transactions. Prompts for whether to unmatch them, for the unusual case where you decide a transaction has been matched incorrectly.

The menu options for Copy, Cut and Paste Transaction are useful for a few purposes. One would be to repeat an earlier transaction. Another use would be if you entered a transaction in the wrong register (say, the wrong bank account). To fix that, you could Cut it from the wrong register, close that register, open the correct register, and Paste it on top of the empty row at the bottom of that register, then press **Enter** to save it.

The Audit Trail

You may be worried about the fact that existing transactions can be changed or deleted. However, ACCOUNTS keeps a detailed audit trail of every change made to a transaction, including its original entry, any changes, and any deletion. See [The Audit Trail](#) for details.

12.7 The Register Splits Window

Often a transaction involves more than two accounts. For instance, when you are recording a cheque, there may be both an Expense account, and another account to record sales tax. (Or, the one cheque might be for something that covers two different Expense accounts.)

Transactions like that cannot be entered entirely on the [register window](#), as it only has room for one other (or "counter") account, in its Account field. (Actually, sales tax can be handled by [Sales Tax Codes](#) on the register window itself, but you may occasionally still want to enter the Splits window to see the details.)

Instead, you can click the **Splits** button in that transaction's row, or press **Ctrl+S** (i.e. hold down Ctrl and press S), or right-click and pick **View/Edit Splits** from the popup menu, to open a [Register Splits](#) window for that transaction. (If the transaction already has splits, in which case "--- SPLIT ---" is displayed in the Account field, you can also double-click on that to re-open the Splits window.)

Note: You cannot open the Splits window until you have entered the basic information for the transaction - the Date, Payee or other Description, and an amount.

Here is a sample Splits window, for a new transaction in which you have not yet entered the splits:

Register Account: 1001, Chequing Account
Date: 07/08/2012 **Payment:** \$113.00
Number / Type:
Payee / Description: Office Supplies Store purchase

Account	Amount	Memo
	113.00	

Total:

The basic information from the Transaction is displayed at the top of the window, so you can be sure you are working on the right transaction.

You can then fill in one or more rows of splits with the Account, Amount, and an optional Memo that is relevant to that line. The splits lines Amounts must add up to equal the amount shown in the top section, which was the overall transaction amount. (The splits total is shown below the list of splits.)

You can also select "<Add New>" from the Account drop-down list, to bring up a window to add a new account to use in this transaction.

The **Account** field normally drops its list down automatically, as soon as you Tab or click into it, though this can be changed with an option on the **Maintenance ⇒ Main Options** [window](#). (If that option is turned off, you can drop down the list by clicking on it with your mouse, or pressing the keyboard combination **Alt+DownArrow**.)

The accounts on the list are initially displayed in chart of accounts order, but if you type a letter, it immediately goes to the first account that starts with that letter, and also re-sorts the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.

The Account field uses [autocomplete](#) to make selecting existing account names easy.

The optional **Memo** field can be used for a further description of each split line. The Memo you entered for the overall transaction on the register window (if any) will be stored with each

split line that you do **not** enter a distinct memo for on the splits window, when you save the transaction.

When you are satisfied, click **OK** to save the changes to the splits, and return to the register window. (Or of course you can click **Cancel** to abandon those changes.)

After making your changes in the Splits window, and saving them with **OK**, you still need to save the entire transaction as described in the Help for the [register windows](#), for instance by pressing **Enter**.

Note: If you only entered one splits row, it's not really a split transaction, and the transaction row in the register window will just show your selected Account. If you enter two or more splits rows, the program will replace the normal drop-down Account field with some text just saying "--- SPLIT ---".

Entering Negative Amounts

In some cases, some splits rows may have positive amounts on them, and some have negative amounts. Depending on your settings in Control Panel's Regional and Language Options tool's settings (which determine the currency format), negative amounts may be **displayed** in round brackets, like "(1.00)" rather than "-1.00". However, you do not **enter** negative amounts that way - use the negative sign.

Special Features

If you enter an Account, and then change the Amount on the first line (or any subsequent line), and then **Tab** or click out of that Amount field, the remaining part of the overall transaction amount will be filled into the Amount field on the last row with no Account selected, so that you may only have to enter the Account for that row, and you will be done.

Occasionally you will find that the originally entered transaction amount was incorrect, after you have entered the splits, and it is the splits Total that is correct. In that case, just click the **Adjust Total** button to the right of the Total field, without first tabbing out of the last Amount field you edited, and you will be given an option to change the transaction total to match the splits total. (If the remainder of the transaction total has already been filled in on the last row, you can first delete that Amount field's contents, and then click **Adjust Total**.)

The only time the **Adjust Total** button is not enabled is if you come to this window from the [Importing Online Banking Downloads](#) work window. That is because to match an imported transaction, the existing total must be unchanged!

Deleting Split Rows

On occasion you may find that you have entered a split row that you don't want to be there, and don't have any other split row you can overwrite it with. To get rid of it, just clear the Account value (by selecting the blank value at the top of the drop-down list of Accounts) and also clear every other value on that row. You can also do this clearing of a line by right-clicking on it and picking **Delete Row** from the popup menu. When you save the window, that row that is now entirely empty will disappear.

After deleting a row, a last row's Amount field will also be adjusted to make sure the total is still correct.

For Accountants

Non-accountants should not have to know the following, but accountants and trained bookkeepers may want to know it.

If the transaction amount is a debit, then positive or zero Amount values in the splits rows are credits, and negative Amounts in the splits rows are debits. Similarly, if the transaction amount is a credit, then positive or zero Amount values in the splits rows are debits, and negative Amounts in the splits rows are credits.

12.8 Register Samples

ACCOUNTS has various special purpose data entry windows, such as the ones for [writing cheques](#) or [entering deposits](#).

However, you can also do virtually everything (except [enter bills](#) for later payment, and [pay those bills](#)) with just the one powerful [register window](#). This has the advantage that it lets you see all transactions on that account, and the running account balance. Some examples follow.

For additional sample, please see the page [Payroll Samples](#) and [Mortgage Fund and Transaction Samples](#).

Transferring Money between Accounts

Just enter the transaction on either account's register window. For instance, if you are transferring \$100 from Chequing Account to Savings Account, open the register for the Chequing Account, enter an appropriate description like "Transfer from Chequing to Savings", enter the Payment amount of \$100, and select Savings Account as the affected other Account.

If you save that and switch to the register window for the Savings Account, you will see that the transaction you just entered displays there too, only it shows up as a Deposit. (And of course, you could have entered it that way on this window in the first place, if you preferred!)

If this also affects fund balances, see [Inter-Fund Transfers](#) below.

Recording a Cheque

Just record this on the register window for the account you are writing it on. You can use the "+" key in the Number field to bring up the next cheque number for this account. And of course, the amount of the cheque is entered in the Payment field.

If there is sales tax on this payment, be sure to enter the appropriate Tax Code. (For details, see [Maintaining Sales Tax Codes](#).)

If the cheque is for things in two or more different expense accounts, use the [Splits](#) window to split that out appropriately.

Recording a Deposit

Record this in the register window for the account you are making the deposit to. Enter the amount in the Deposit field.

If the deposit includes money for two or more different income accounts, use the [Splits](#) window to split that out appropriately.

Interest earned on an account would also be entered this way. (It's a deposit, but the bank made it, not you!)

Recording a Credit Card Payment

This is basically like recording a cheque, but you do it on the register window for that credit card, and there is no cheque number. You enter the amount in the "Charge" field. (Payments to pay off your balance are entered in the Payment field.)

Recording Inter-Fund Transfers

If you have multiple funds (equity accounts) you may occasionally decide to transfer money from one to another (say, from the General Fund to a Building Fund). This is basically the same as the example above, transferring between bank accounts.

You could record this on the fund account that you are transferring from as a Decrease. If you switch to the register for the fund you are transferring to, it will show up as an Increase.

If however, your inter-fund transfer also involves moving money between two accounts, such as bank accounts, it gets a bit trickier. That is because only transactions affecting income or expense accounts implicitly change fund balances - asset and liability accounts are not directly connected in any way to fund accounts. So, both halves of the transaction need to be done - moving money between the asset accounts, and moving it between the fund accounts.

There are two ways you can do that. The first is to do two separate register transactions, as described in this section and the section Transferring Money Between Accounts above. One will do the transfer between the asset accounts, and the other will do the transfer between the funds. An arguably better option, since it keeps everything together, is to do it as a [Journal Entry](#) affecting all four accounts at once. (Register transactions are not allowed to affect both fund accounts and non-fund accounts in one transaction, to avoid common errors, since this is a **very** uncommon activity for most organizations.)

Correcting Income or Expense Amounts

Suppose you have recorded a payment or deposit, and realize that you allocated it to the wrong income or expense account.

The most obvious option is to just find that transaction and correct it. This is OK, because it will show up on your [audit trail](#).

However, if you prefer not to do that, and would rather enter a separate transaction to correct the amounts, this is one example that you **cannot** do with the register windows. That is because register windows are only for Asset, Liability and Fund accounts, and the transaction you need to enter does not affect any of them.

Instead, you would enter that correcting transaction on a [journal entry](#) window.

As an example, suppose you allocated an \$100 expense to Office Expenses, but it should have been Office Rent. Your journal entry would have a Credit of \$100 to Office Expenses, and a Debit of \$100 to Office Rent.

If it was for a deposit, and you allocated \$100 to General Donations that should have been for Building Fund Donations, the correction would be the opposite - Debit \$100 from General Donations, and Credit \$100 to Building Fund Donations.

Voiding a Cheque

If you have already entered a cheque into the register, and need to void it, just find it and change the Payment amount to 0.00. If you wish, you could change the Payee/Description to "Void".

If you never recorded the cheque before, just enter it normally into the register, with the Payment amount of 0.00. You can select any normally used expense account for the Account. (While it is not actually relevant to any expense account, the program will not save a register transaction without an account, so you do have to select one.) Because the amount is zero, that will not affect any financial statements such as the Income Statement.

Another option for voiding a previously entered cheque is to instead enter a reversing transaction. This might be preferable if you learn that the cheque needs to be voided sometime after it was written, when you have already printed (say) monthly financial statements for that period, and don't want to have to change them. The reversing transaction could be entered as at the date you learned it needed to be reversed, not the original cheque date. If you do this, you might want to change or add to the Memo on the original cheque transaction to say something like "Reversed on *date*", and have a Memo on the new reversing transaction such as "Reversing cheque #... from *date*".

When you void a cheque, it will of course never clear your bank. You should therefore mark it as cleared when you do your next bank reconciliation, so that it does not stay on the "uncleared" list. If you use the technique in the previous paragraph, of entering a reversing entry, possibly with a different date, you will want to mark both the original cheque and the reversing entry as cleared on the next bank reconciliation.

12.9 Payroll Samples

As explained in the Help topic [What Doesn't ACCOUNTS Do](#), the program does not include payroll calculations. Rather, we recommend simple affordable online payroll systems, or of course, you can do your own calculations.

After calculating your payroll, you can enter it into ACCOUNTS as a simple [register](#) or [Write Cheques](#) transaction. From some online payroll systems, you may alternatively be able to export the transaction, and [import](#) it into ACCOUNTS.

This Help page shows simple sample transaction entries for payroll, for Canada and the USA, on the assumption that you are calculating and paying it yourself.

The following are only samples! Please do not depend just on them to figure out how to do payroll.

For Canada

The following sample was calculated with the Canada Revenue Agency's (CRA's) online [payroll deductions calculator](#). It uses the account names from the Canadian sample charts of accounts provided with the program, which can be chosen when you set up the program for the first time, or in a new database. The sample is based on a bi-weekly payroll with a base salary of \$1,000, and standard deductions.

The following would be the transaction for the pay cheque, as entered on the Write Cheques window:

Account	Amount	Memo
Salaries	1,000.00	Basic salaries expense
CPP Employer Portion	42.84	Employer expense for CPP
EI Employer Portion	26.32	Employer expense for EI
Income Tax Liability	(110.96)	70.63 federal, 40.33 provincial
CPP Liability	(85.68)	42.84 employer, 42.84 employee
EI Liability	(45.12)	26.32 employer, 18.80 employee
Total:	\$827.40	

You will note that the deductions that need to be paid to the CRA are all Liability accounts (things you owe), not expenses.

The transaction for your remittance of the withheld amount to the CRA would be composed of whatever balances are in the relevant liability accounts (in this case, Income Tax Liability, CPP Liability and EI Liability) for the period in question. You can see those balances in the account balances shown the program's main window, or on a Balance Sheet report, or in the Liability accounts' Register windows.

If there had been further pay cheques issued after the date range that your remittance needs to cover, however, you could not use the balances on the main window, since they would be as of today's date and thus include the extra liabilities from those pay cheques. You'd have to use a Balance Sheet report as at the end of the remittance period, or consult the balances in the Register windows for those liability accounts, as at that date.

If the cheque above this was the only payroll cheque for the period, that remittance transaction would be:

Account	Amount	Memo
CPP Liability	85.68	CPP withholdings and employer part
EI Liability	45.12	EI withholdings and employer part
Income Tax Liability	110.96	Federal and provincial taxes
Total:		\$241.76

After this transaction has been entered, those Liability account balances should go back to \$0.

Of course your situation could be different. Users in Quebec, for instance, might have QPP instead of CPP. You could also have other deductions, for instance if your organization offers benefits that are part paid by the employees.

For the U.S.A.

Specific examples for the transactions for payroll in the U.S.A. should be quite similar to the ones shown above for Canada, except that different deductions will be relevant, such as FICA, Medicare, and state taxes. Deductions will also vary depending on what state you are

- Mortgages (or perhaps a more specifically named account), a Long-Term Liability account holding the current mortgage principal amount;
- Land and Buildings, a Fixed Asset account holding the value of the building;
- Mortgage Interest, an expense account that records the interest portion of mortgage payments, that is linked to the Building Fund;
- Mortgage Expense, an expense account that records the entire mortgage payment (if you don't want to separately track interest and principal), that is linked to the Building Fund;
- Building Expenses, an expense account for general expenses related to the building, such as repairs and maintenance, that is linked to the Building Fund.

When specific methods of data entry are mentioned below, they will mostly be done on the [register windows](#). However, in many cases other special purpose [data entry windows](#) could be used instead, if desired.

Saving up and Buying a Building for Cash

In this scenario, donations are made to the Building Fund until there is sufficient cash to buy the building, then it is bought outright. Donations would be recorded in the register for the appropriate bank account, with the other account being Building Fund Income Received. (Of course, a bank deposit might include donations for multiple purposes, so it might need to be split out.)

When the building is bought, the transaction would be a Payment from the bank account, with the other account being Land and Buildings, to record the value of the building.

You now have two options, in terms of the fund balances. You could leave the Building Fund unchanged, so that the implicit Building Fund balance now represents the value of the building (the explicit value of which is held in the Land and Buildings asset account).

Alternatively, you may want to "use up" the balance in the Building Fund, now that its purpose has been served. To do that, a transfer could be made from the register window of the Building Fund, decreasing it by the amount of the payment for the building, and increasing the General Fund by that amount. (An inter-fund transfer does not actually move any money; it just changes the fund balances. Of course, there may also be a transfer between bank accounts involved.) The increase in the General Fund (a credit, in technical accounting terms) would balance out the increase in the Land and Buildings account (a debit) on your Balance Sheet.

Taking out a Mortgage to Buy a Building

If you take out a mortgage, the transaction could be entered on the register window for the Mortgages (i.e. mortgage principal) account, entering an Increase to that account of the amount of the mortgage, with the other account being Land and Buildings, which records the value of the building that you now own. (OK, you sort of don't "own" it yet, since you owe all of the money, but this is still the correct transaction.)

The transaction might actually be a bit more complicated, because the money might flow through another account first, but still, this would be the correct effect.

Using a Building Fund just for General Building Expenses

If you have a mortgage, one option is to pay the mortgage payments out of your normal general donations, with no reference to a Building Fund. But you might allow allocated donations to a Building Fund to help pay for other expenses, such as repairs and maintenance. Such donations would be recorded in the bank, against Building Fund Income Received, and then the expenses would be paid from the bank, against Building Expenses. Since both accounts are linked to the Building Fund, the donations would implicitly increase the balance in that fund, and the expenses would implicitly decrease the balance in that fund.

Mortgage Payment Options

The traditional accounting method requires you to know how much of each mortgage payment is principal, and how much is interest. Your financial institution that holds the mortgage should be able to give you this information. By using this information, it is possible to track the declining balance of principal owed on the mortgage, and always have that show accurately on your Balance Sheet.

With this information, a mortgage payment would be recorded as a payment on the bank account from which you were paying it, split out to Mortgages (the principal) and Mortgage Interest. The principal part of this transaction would thus reduce the amount in the Mortgages liability account, to show the new balance.

Some organizations will prefer to keep things simpler, and just record the total payment as Mortgage Expense. They might have their accountant make an adjustment at the year-end, to transfer the total amount of principal payments for the year from the Mortgage Expense account to the Mortgages account (thereby having the same effect as if it was done in the traditional way, described in the previous paragraph). If such an adjustment is not made, the declining balance in your mortgage principal is **not** being tracked in your accounting system.

If you do not link any of those accounts to a Building Fund account, then obviously these transactions do not affect your Building Fund (if you have one at all). How this affects a Building Fund, if you **do** link these accounts to it, will be discussed in the following section of this page.

Using the Building Fund for Mortgage Expenses

Suppose you have donors donating specifically to help pay the mortgage. It would make sense to have a Building Fund then, which tracks how much money has been donated, and how much spent. You would set it up with the links to the accounts as described in the point-form list of accounts near the top of this page.

Ideally if exactly the same amount was being donated as you need to pay on the mortgage each month, the Building Fund balance should stay the same each month. However, because only income and expense accounts can be linked to fund accounts, but there is a liability account (Mortgages) potentially involved in the mortgage payment transaction, that creates a difficulty.

To see why, suppose the implicit balance in the Mortgage Fund is currently \$0. Someone donates \$1,000, the amount of your mortgage payment. That is recorded in your bank, with the other side being Mortgage Fund Income Receipted. The implicit balance in the Mortgage Fund goes up to \$1,000. Now you make your mortgage payment, using the traditional accounting method of splitting it between principal and interest. Say \$100 goes to Mortgages (to reduce the principal) and \$900 to Mortgage Interest. Because Mortgage Interest is linked to the Building Fund, this reduces the implicit Building Fund balance by \$900, to \$100.

That's arguably a problem - you got a donation for exactly the amount of your mortgage payment, and you made that payment, but somehow your Building Fund balance has gone up by \$100.

One way to view this is that the \$100 increase is balancing out the decrease in your Mortgages liability account (your debt on the mortgage), and that's OK. But if you are using the Building Fund to track whether you have enough funds to pay your mortgage each month (without dipping into donations made for other purposes, or general purposes), it's really not desirable.

If you want to correct that, it's pretty easy. Go into the register for the Building Fund, and enter a transaction to decrease it by \$100, with the other account being your General Fund. That reduces your Building Fund implicit balance back to \$0, as expected. And the \$100 increase in the General Fund then balances out the decrease in the Mortgages liability account, which is reasonable.

Other Complications

Some organizations may choose to separate out the mortgage payable amount in the current year into a Current Liability account, by making a transaction at the start of the year, decreasing the Long-Term Liability Mortgages account and increasing an account such as Current Year Mortgage or words to that effect.

That account could include or exclude the interest component of that year's upcoming mortgage payments. If it includes the interest, though, you could not set it up by just a transfer from the Mortgages account balance, since that is only principal. You would have to decide what other account the interest component you were putting into Current Year Mortgage balanced against.

Another complication is that depreciation is often recorded on a building, reducing its value over time.

12.11 Copying, Cutting and Pasting Transactions

You can copy, cut or paste most transactions in a [register window](#) with the right-click menu options **Copy Transaction**, **Cut Transaction**, and **Paste Transaction**.

Another option that does somewhat the same thing is to use the right-click menu options in the register for [memorized transactions](#). The difference between memorized transactions and the copy/cut/paste options are that memorized transactions persist after you close the program, whereas copied and cut transactions don't. You can also cut or copy and paste

transactions between different accounts' register windows, whereas memorized transactions can only be re-inserted into the same account's register window.

Yet another related option is [recurring transactions](#), which are memorized ones that you have set up a schedule for, so that they are automatically inserted (or prompted to be inserted) at a specified frequency.

The only register transactions you cannot cut, copy and paste are [bills](#) entered for later payment with **Enter Bills** or [paid](#) with **Pay Bills**, or your [Opening Balances](#) transaction.

You **can** cut, copy and paste [Journal Entries](#) that you view in the register window. When you paste them, if they were copied as opposed to cut, the journal entry number in the Number field will be cleared, then filled in with the next available journal entry number when you save the pasted transaction, for example by pressing **Enter**. Duplicate copies of journal entries, which you can then edit, can also be created from the [Journal Entry List](#) window, with its **Duplicate** button.

These menu options are useful for a few purposes. One would be to repeat an earlier transaction, such as a recurring direct payment that didn't use the special features for bills. (Don't forget to change the date after pasting it!) However, you can alternatively use the [memorized transactions](#) feature for that.

Another use of these menu options would be if you entered a transaction in the wrong register (say, the wrong bank account). To fix that, you could Cut it from the wrong register, close that register, open the correct register, and Paste it on top of the empty row at the bottom of that register, then press **Enter** to save it.

Here are the details of these menu options:

Copy Transaction Copies the transaction to an internal "clipboard" in the program, which allows you to later use Paste Transaction in the same or a different register window to paste an exact copy of this transaction. (The copied transaction is only remembered until you exit the ACCOUNTS program.)

Cut Transaction Prompts for whether it is OK to cut (delete) the current transaction, and if you answer Yes, deletes it, having first copied it to an internal "clipboard" in the program. That allows you to later use Paste Transaction, as described above under Copy Transaction.

Paste Transaction Pastes a transaction that was previously cut or copied, on top of a blank transaction at the bottom of the register that you right-clicked on. (This option is greyed out - unavailable - if you right-click on an existing transaction rather than the empty one at the bottom of the register.)

The pasted transaction still needs to be saved normally, for example by pressing **Enter**, or clicking into a different row and answering Yes when asked whether to save the changes. Be sure

to change any desired fields before saving it, such as the Date, Number etc.

The pasted Date will be empty for transactions that were copied, and the same as the original in transactions that were cut. The pasted Number will be blank, if you pasted it into a different account than the one it was cut from (or if it was copied) for you to fill in if it is a cheque. If a **copied** transaction was already reconciled, and/or matched to an [imported](#) online banking transaction, the pasted transaction will **not** be marked as reconciled or matched. If a **cut** transaction was already reconciled or matched, then if you paste it back into the same account, those values will persist, but if you paste it into a different account, they will be cleared.

The Paste Transaction menu option is only enabled if you have previously used Cut Transaction or Copy Transaction during this run of the ACCOUNTS program.

12.12 Memorized Transactions

Memorized transactions allow you to memorize a frequently-used transaction displayed in a [register window](#) (like a bill paid directly by a cheque, or a deposit containing multiple income accounts), and then re-use it later in the same account's register. It is most helpful for complex transactions, such as ones with many splits.

Another approach that does something very similar is to use the right-click menu options in the register for [Copying, Cutting and Pasting Transactions](#). The difference between memorized transactions and the copy/cut/paste options are that memorized transactions persist after you close the program, whereas copied and cut transactions don't. You can also cut or copy and paste transactions between different accounts' register windows, whereas memorized transactions can only be re-inserted into the same account's register window.

Memorized transactions can also be turned into [recurring transactions](#), which are memorized ones that you have set up a schedule for. They are automatically inserted, or prompted to be inserted, at a specified frequency. Once a memorized transaction has been set to be recurring, it can no longer be entered with **Insert Memorized Transaction** as described below.

Memorizing Transactions

You can memorize any transaction displayed in a register window, except for [bills](#) entered for later payment with **Enter Bills** or [paid](#) with **Pay Bills**, or your [Opening Balances](#) transaction. To memorize bill payments, just don't enter them first with **Enter Bills** - enter them as a direct payment on a Register window.

You can also memorize [Journal Entries](#), by opening a register window for one of the accounts involved in the Journal Entry and memorizing it from there. Then you can re-insert those memorized journal entries into the same register window, as described below. Duplicate

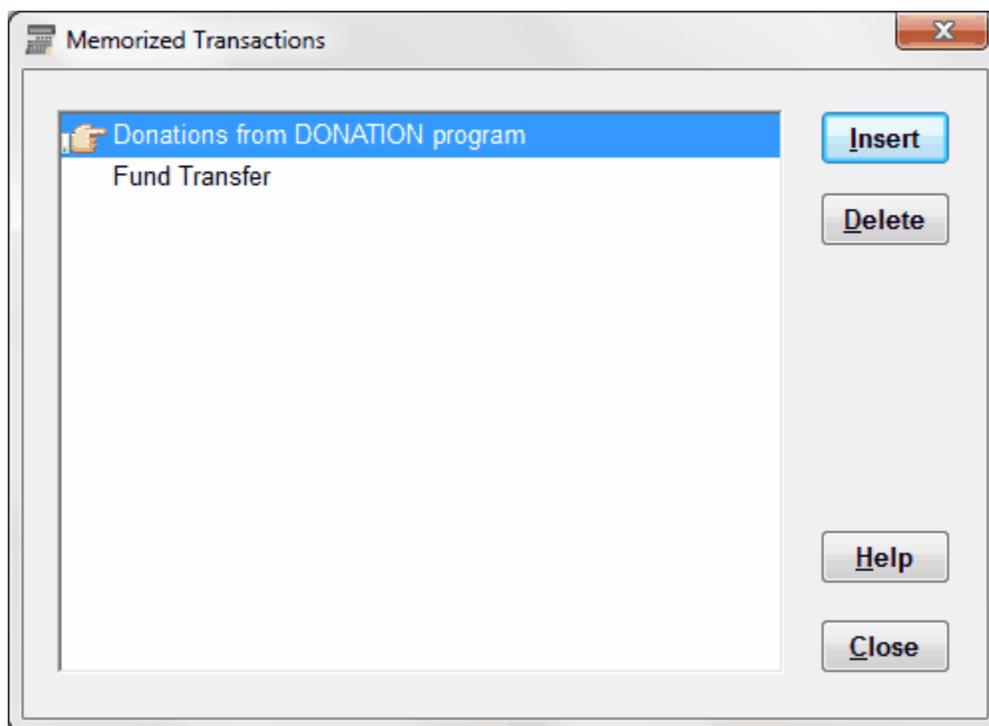
copies of journal entries, which you can then edit, can also be created from the [Journal Entry List](#) window, with its **Duplicate** button, though you cannot memorize them there.

You memorize transactions with the right-click menu option **Memorize Transaction** in the register. If the same transaction has previously been memorized, or was inserted into the register as a memorized transaction, this prompt changes to **Re-Memorize Transaction**. (Technically, that only works with transactions memorized or inserted into the register as a memorized transaction with version 1.39 or higher of ACCOUNTS.)

When you use that right-click menu option, a small window will come up prompting you for the name you want to associate with that memorized transaction. The name suggested in that window will be the previous name, if this transaction has been memorized before with version 1.39 or higher, or the transaction's Payee / Description field otherwise, but you can change it to be whatever you want. Once you have the name you want, click **OK** and it will be memorized.

Using Memorized Transactions

Having memorized a transaction, you can then insert copies of it back into the same account's register, by right-clicking on the empty transaction line at the bottom of the register, and picking **Insert Memorized Transaction** from the menu, or pressing **Ctrl+M** (hold down Ctrl and press M). You can actually pre-fill the Date and Number columns in the empty line first, and they will be retained when you do the insert. That brings up a window such as the following, with a couple of samples that we entered:



To insert one of the displayed transactions into your register, use the arrow keys or click your mouse to select the desired named transaction, and then click **Insert** (or press **Enter**). You

can also just double-click on a transaction to insert it. After you have inserted it, you still have to save it normally on the register, for example by pressing **Enter**. Inserted transactions do not fill in or change the Date or Number fields, so you will want to set them as desired before saving the transaction.

If you are no longer using a memorized transaction, you can delete it by selecting it on the window displayed above, and then clicking the **Delete** button.

Note: Only transactions memorized on a given account's register window can be inserted on that account's register window. Any transactions memorized on a different account's register window will not be displayed in the window above.

To replace a memorized transaction with a modified version, first Insert the memorized transaction into your register. Edit the transaction as desired, then re-memorize it with the right-click **Memorize Transaction** menu option. Save it with the exact same memorized transaction name that it was saved with before. (You will be prompted to confirm that it's OK to replace the previously saved one with that name.) An example of when you might want to do this is if you have a standard payment that you memorized, but the dollar amount has changed.

When you are re-memorizing a transaction, you can actually also change the name for it to be memorized as, in which case you will be asked whether to change the name for the existing transaction, or save it as a new memorized transaction with the new name (leaving the old memorized transaction unchanged).

Deleting Memorized Transactions or Making them Recurring

You can use the **Maintenance** ⇒ **Recurring Transactions** [menu option](#) to bring up a list of memorized transactions, whether or not they have been set up to be recurring. From there, you can delete them with the **Delete Transaction** menu option, or make them recurring (as explained in that window's Help) with the **Edit Recurrence** button.

12.13 Recurring Transactions

A recurring transaction is a [memorized transaction](#) to which you have assigned a schedule (for instance, pay on the 15th of each month) so that it can be automatically inserted into your database on that schedule. There is also an option to be prompted for whether to insert the transaction, before it is inserted.

Please read about [memorized transactions](#) to learn how to memorize them from a [register window](#), because only previously memorized transactions can be set to be recurring. [Journal Entries](#) can also be memorized, and thus made recurring, by finding them on a register window for one of the accounts included in them, and then memorizing them.

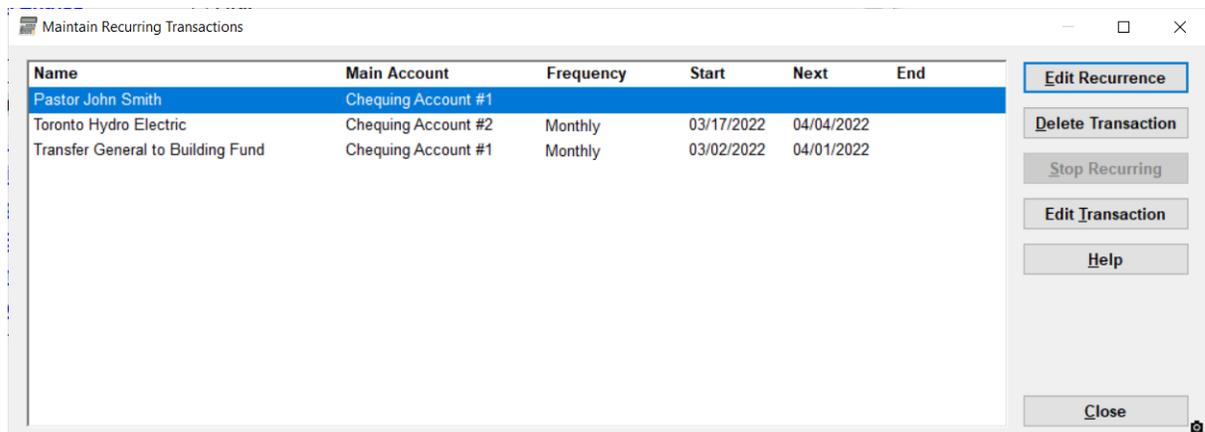
For transactions that are repeated, but not on a definable schedule, or where the amounts vary each time, we recommend that you just use them as regular memorized transactions, and insert them manually as needed. That's because it would be easier to forget to make whatever changes are needed if you let the transaction be automatically inserted as a recurring transaction than if you have to manually insert it as a memorized transaction.

Another approach that does something very similar to memorized transactions is to use the right-click menu options in the register window for [Copying, Cutting and Pasting Transactions](#). The difference between memorized transactions and the copy/cut/paste options are that memorized transactions persist after you close the program, whereas copied and cut transactions don't. You can also cut or copy and paste transactions between different accounts' register windows, whereas memorized and recurring transactions can only be re-inserted into the same account's register window.

Further below in this Help topic there are sections on [Editing Recurrence Details](#), and [Inserting Recurring Transactions](#).

Defining and Maintaining Recurring Transactions

You use the **Maintenance** ⇒ **Recurring Transactions** menu option, once you have memorized one or more transactions, to bring up a window such as the following (with some sample ones on it that we use for testing, some of which have already been set to be recurring):



This window displays all memorized transactions, in alphabetical order by their name, whether or not they have already been set up to be recurring. In the example above, the first one is just memorized, while the following two have been set up to be recurring.

The **Name** is the name you gave to the memorized transaction. The **Main Account** is the register account it was memorized from (or the first account in the splits of a journal entry). The other fields are explained in more detail in the section below about editing recurring transactions.

You can click on any transaction in the list, or use the mouse to move to one, and then click one of the buttons at the right to do one of the actions described in the following paragraphs.

Any row in this list that is for a recurrence that has expired - the End date is shown, and it is before the Next date - will be all in red font.

Click **Edit Recurrence** (or double-click on a transaction) to either edit an existing recurrence schedule for a transaction that is already recurring, or set up recurrence for the first time for a memorized transaction. Details on that editing are [below](#).

Click **Delete Transaction** to entirely delete a memorized transaction, and any recurrence schedule you have set up for it. Transactions that you have inserted into a register based on this memorized transaction will of course still be there!

Click **Stop Recurring** to remove the recurrence schedule from a transaction that has been set up to be recurring, and change it back to just be a regular memorized transaction, that can be inserted into a blank line in a register window by right-clicking and picking **Insert Memorized Transaction**. (Transactions with a recurrence schedule **cannot** be inserted in that way.)

Clicking the **Edit Transaction** button just tells you in detail how to do that, which is by re-memorizing an edited version of the transaction from a register window. (You cannot actually edit the contents of a memorized or recurring transaction, such as the Payee / Description, amount, splits etc., directly from this window.)

Clicking **Help** displays this Help topic. Clicking **Close** closes this window.

Editing Recurrence Details

When you click **Edit Recurrence** in the window above, a window such as the following will come up. This example is for a memorized transaction that has not yet been set up to be recurring.

Recurring Transaction

Memorized Name: Pastor John Smith

Payee / Description: Pastor John Smith Type: CHEQUE

Frequency: Monthly Every 1 Months

On the 1st day of the month

On the 1st Monday of the month

Start Date: 03/21/2022 Ending Date: Never

After [] recurrences

On or Before []

Insert Automatically Insert 0 days before the recurrence date

Don't recur on weekend days

If recurrence is on a weekend, move date: Forward to Monday Back to Friday

Next Recurrence: []

After any change, you need to use Calculate First, to get a new Next Recurrence date, then Save.

Calculate First Save Close Help

As you can see, some defaults (or sample values) are filled in for new recurring transactions, which you then need to edit to be as you need them to be. We will first describe the options on the window above, then some alternate options that appear when you make a different choice for the **Frequency** (if it is not Monthly as shown above).

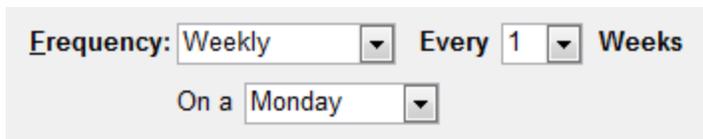
The **Memorized Name, Payee / Description** and **Type** (transaction type) are just for your information, so you can be sure you are looking at the right transaction.

The **Frequency** can be Monthly, Weekly, or Twice Monthly. For Monthly, you can set it to be every 1, 2, 3, 4, 6 or 12 months, which allows you to cover transactions that are actually monthly (every 1 month), bi-monthly (every 2), quarterly (3), semi-annual (6) or annual (12).

Under the line for the Frequency, when it is **Monthly**, you have radio buttons and fields you can fill in to choose when during the month the transaction occurs. You can specify a day number in the month, from 1st to 28th or "Last", which will be the last day in any month it occurs. Or on the next line, you can specify a given weekday in a given week of the month, like the 3rd Tuesday of the month.

When you set the recurrences to be every 2 or more months, the first calculated recurrence (the Next Recurrence field, calculated by the **Calculate First** button) is always in the first possible month - it doesn't skip any months for that first calculation. So for instance if your Start Date is October 1, 2016, and the recurrences are set to be on the Last day of every 2nd month, the first recurrence will be on October 31, 2016 (not November!), and the next one on December 31, 2016. (There may be further adjustments to those dates based on other fields discussed below, particularly to skip weekend dates.)

For Frequency **Weekly**, that section changes to look as follows:



Frequency: Weekly Every 1 Weeks
On a Monday

It can be every 1 to 4 weeks, and you specify the day of the week on which it occurs. As with Monthly, the first calculated recurrence doesn't ever skip any weeks.

For Frequency **Twice Monthly**, that section changes to look as follows:



Frequency: Twice a Month

On the 1st day of the month On the Last day of the month
 On the 1st Monday of the month On the 3rd Monday of the month

That is basically like Monthly, except you have to specify two days in every month on which the transaction occurs, the first in the fields on the left, and the second in the fields on the right (after the word "AND"). The setting Twice Monthly assumes that those transactions occur every month. (This means that the control that is present for Monthly recurrences, for

"Every ___ Months", isn't present, so for instance you can't have a twice-monthly transaction that only occurs every 2 or every 3 months.)

The **Start Date** is the first date on or after which this window will calculate a next recurrence date. You are allowed to specify a Start Date in the past, which you might do if you have missed entering some recurring transactions that already happened.

For the **Ending Date**, you have three options: "Never", or after some entered number of recurrences, or on or before a given date. If you specify after a number of occurrences, however, when you later click the **Calculate First** button, it actually calculates the last recurrence date based on all of your other criteria, fills in the actual ending date, and changes the radio button indicating the style of ending date to select the 3rd radio button. That saves the program from continually having to calculate this in the future, every time this transaction is used.

Check **Insert Automatically** for the program to automatically insert the transactions into the database when you start the ACCOUNTS program and they are due. A window will be displayed showing you which ones have been inserted, when that happens. If you uncheck **Insert Automatically**, that same window will come up when the transactions are due, but you will have to choose whether to insert or skip them. (More details on that window are [below](#).)

The control where you specify a number for **Insert ___ days before the recurrence date** allows you to specify that the insertion into the database, or the prompting for it if you didn't check **Insert Automatically**, will be done a specified number of days ahead. You can set to be between 0 (on the exact day) and 60 days (almost two months ahead). You can type the number, or use the small up and down arrows to its right to increase or decrease the displayed number.

It's important to understand that even if you specify say 3 days before the recurrence date, the actual saved transaction date will be the desired recurrence date - it will just appear in your database, or be prompted for, 3 days prior to that, or whenever you next start ACCOUNTS on or after that day 3 days prior.

The **Don't recur on weekend days** checkbox only applies to certain settings for the selection of the days that can occur on any day of the week, like specifying Monthly transactions on the 1st day of the month. If you check that checkbox, the controls under it for what to do if the recurrence is on a weekend appear (otherwise they are invisible). You can choose to move weekend recurrence dates forward to the following Monday, or back to the preceding Friday. However, whatever you choose, transactions will always be kept within the same calendar month that the transaction was calculated to occur in, so sometimes those options may be ignored. Also, ACCOUNTS has no list of statutory holidays built in, so for instance if you have a recurrence set to be on the 25th of each month, then it could occur on December 25th (Christmas). You can always go into the register in which any transaction has been inserted and edit the date afterwards!

The **Next Recurrence** date is calculated for you automatically, after you set all of the desired settings above it in the window, and then click the **Calculate First** button. That will calculate

the first possible recurrence date on or after the specified **Start Date**, and insert it into the **Next Recurrence** date. (You cannot manually edit this field.)

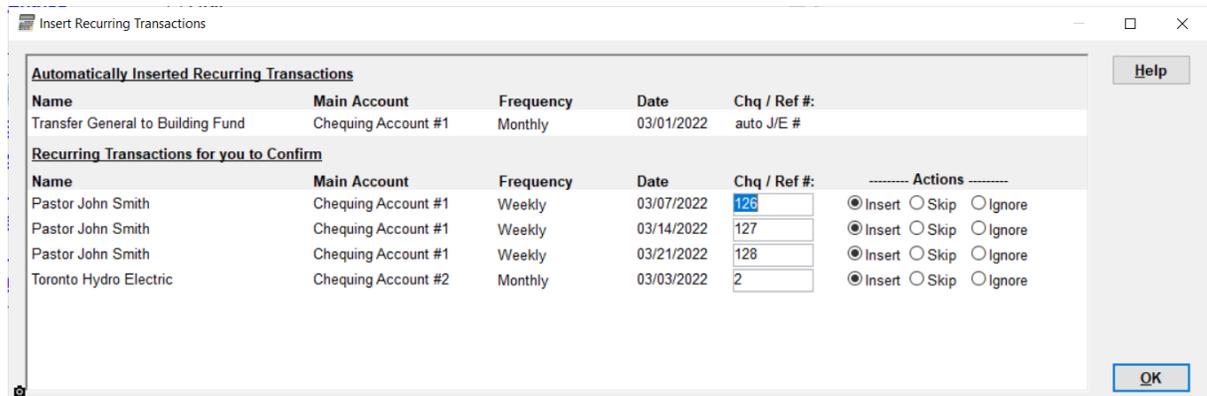
When you are editing recurring transactions in this window that had already been set up, the **Calculate First** button is only enabled if you make changes. If you wish to reset the next recurrence date for some reason, come into this window, make any change (and if you don't want that change, change it back), and then click **Calculate First**.

The **Save** button only gets enabled after you do **Calculate First**. It saves the details you have specified, and closes the window. (**Note:** Even if you have set up a recurrence with a Start Date in the past, you will not be prompted to insert occurrences of that transaction until the next time you start running the program.)

The **Cancel** button is used to cancel changes and close the window. That button will instead say **Close** if you are editing a previously set up recurring transaction, and haven't made any changes.

Inserting Recurring Transactions

When you have recurring transactions that are due to be inserted or prompted for, as explained above (possibly some number of days before their actual next recurrence date), then when you start the program, a window like the following will come up:



As in the **Maintenance ⇒ Recurring Transactions** list window, the **Name** is the name you gave to the memorized transaction. The **Main Account** is the register account it was memorized from (or the first account in the splits of a journal entry). The displayed **Date** is the next recurrence date, that will become the transaction date. The **Chq / Ref #** field is for any cheque or reference number, and is the only editable field. (For memorized transactions that are journal entries, however, "auto J/E #" is displayed there instead, as in the first row in the window above, which is to show that the next unused journal entry number will be automatically assigned when this is saved.)

For transactions that have a transaction type that indicates they are, or may be, a cheque, such as "CHECK", "CHEQUE", "CHK", "CHQ" etc., the next cheque number for the bank account they are being inserted into will automatically be filled into the **Chq / Ref #** field. You

can edit those on this window, however, if you do want to make changes to the cheque numbers.

Depending on the Start Date or next calculated recurrence date for each transaction based on previous occurrences, on their frequencies, and on how long it has been since you last ran the program, there may be multiple occurrences of some of the transactions show. In the window above, there are three weekly occurrences of the payment to Pastor John Smith, indicating that this was being run on or after 03/21/2022, and had not been run since before 03/07/2022.

You will see that in the example window there are two sections, **Automatically Inserted Recurring Transactions**, and **Recurring Transactions for you to Confirm**. Those sections will include whichever recurring transactions are due, for which you checked or unchecked the **Insert Automatically** checkbox, respectively, in the window where you set up the details for this recurring transaction. If you only have one of those two types of transactions (either automatic, or to be prompted for) on a given date, only one of those two sections will appear on the window.

For transactions in the section under **Recurring Transactions for you to Confirm**, you will see three radio button options beside each one, under the heading "Actions". It's very important to understand what each of them does.

- **Insert:** This is the default. If you leave it clicked, this transaction will be inserted when you close the window.
- **Skip:** If you click this for a given transaction, it will be entirely skipped for the displayed recurrence date, and only prompted again on the following calculated recurrence date, such as in the following month for a monthly transaction. (This does **not** mean to just skip deciding about inserting this transaction at this point.) You might use this if for some reason that transaction wasn't occurring this time, or if you had already manually inserted it into the program.
If a transaction that you click Skip on has a Cheque #, and there are further recurrences of it with later cheque numbers (as in the window above), the later cheque numbers will each be decreased by one so that there is not a skipped number.
- **Ignore:** Clicking this means you are not deciding about it this transaction this point, and it will be prompted for again the next time you start ACCOUNTS. If there are multiple occurrences of a given transaction, for technical reasons Ignore can only be used on the final occurrence(s) - you cannot Ignore an earlier one and still Insert or Skip a later one.

After making your selections, click **OK** and the automatically incurring transactions will be inserted, and your selected actions on the ones that needed your confirmation, will be done, and the window will close.

If you don't want to make any decisions, and then be prompted about these insertions again later, you can click the "X" at the top-right corner of the window to close it. You will then be asked whether you want to save the transactions (in other words, do the insertions and selected actions) before closing the window. If you answer **Yes**, the saves will be done as if you clicked **OK**. If you answer **No**, the window will close and the same recurrences (or perhaps more, if it's a later date) will be shown to you again the next time you run

ACCOUNTS. That's like the **Ignore** option on the ones needing confirmation, but also applying to the ones set to be automatically inserted.

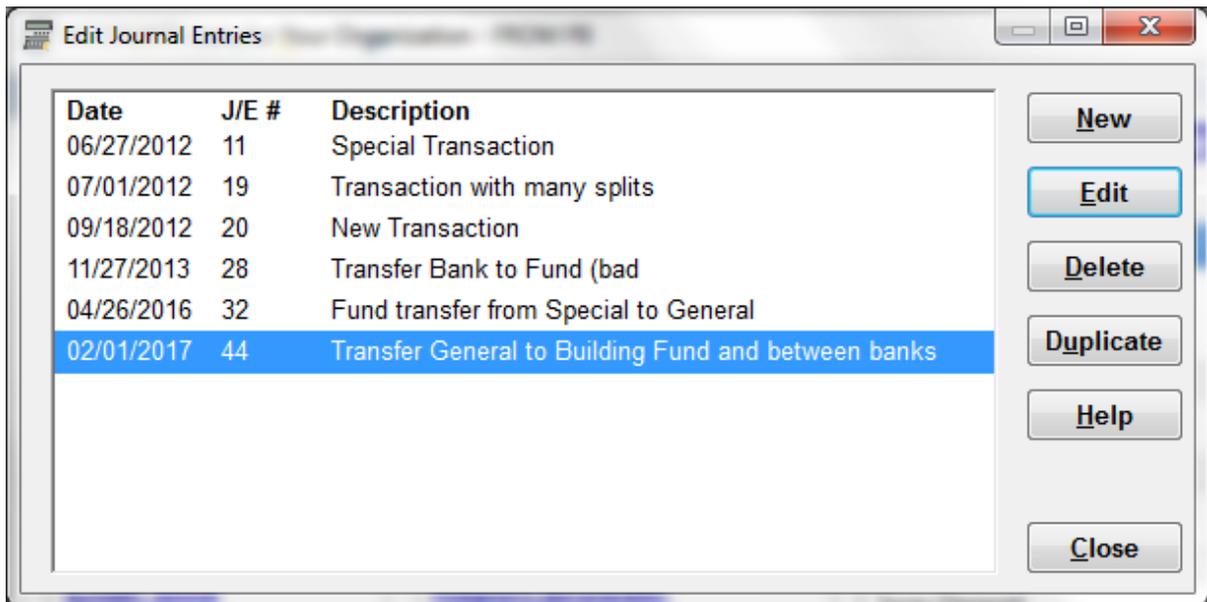
After this window closes, you can go into the register window(s) for the accounts the transactions were inserted into to review them, if you wish. At that point you could also make any changes you want. Examples of changes you might want to make would be to change the transaction date if the actual date was slightly different from the scheduled recurrence date, or to change in the amount for this recurrence, etc.

12.14 Maintaining Journal Entries

A journal entry is a way to enter an accounting transaction that does not belong in an obvious way (or at all) to one of the asset, liability or fund accounts, and thus cannot (or should not) be entered on a [register window](#) or special purpose data entry window for such an account. Most users will only enter journal entries at the direction of their accountant, or have their accountant make the journal entries themselves. The Help page on [Accounting Concepts](#) may be of assistance in understanding journal entries.

The only time you absolutely **have** to use a journal entry, rather than being able to enter it elsewhere, is if it does not include any accounts that can be shown on a register window - no asset, liability or fund accounts.

You can use the **Actions** ⇒ **Journal Entries** menu option or the **Journal Entries** quick link on the main window to bring up the list of all of your prior journal entries. A window like the following will come up:



(Note: the examples shown above were just entered for testing!)

You can resize this window by clicking and dragging on any edge or corner.

This window lists your existing journal entries, in ascending date order. For each one it shows the transaction date, the Journal Entry number ("J/E #") and the Description for that journal entry.

To add a new journal entry, click **New**. To edit an existing journal entry, make sure it is highlighted on the list, then click **Edit**, or double-click on the journal entry in the list, or press **Enter**. Any of those actions will bring up the [Edit Journal Entry](#) window. Make your desired entries or changes, then click **Save** or **Cancel** to return to this window.

You can also delete journal entries, if you are sure they were entered in error, by highlighting them in the list then clicking the **Delete** button. Deleted journal entry numbers will never be re-used - that is why you see a lot of gaps between journal entry numbers in the sample window above, because a lot of journal entries entered for testing were deleted!

You can create a duplicate copy of a journal entry, of which you can then edit the details, with the **Duplicate** button. That will bring up the [Edit Journal Entry](#) window, showing a duplicate of the currently selected journal entry, with the Date and Journal Entry # cleared, and that window's **Duplicate** button pre-clicked. Enter the Date, make any desired changes, then click **Save** or **Cancel** to return to this window.

The only time you would **have** to use **Duplicate** to create a copy of an existing journal entry is if it cannot be viewed on a register window, because it does not contain any asset, liability or fund accounts. If you can view a journal entry on a register window, you can instead use that window's features for [Copy and Paste](#), and/or for [Memorized Transactions](#). Of course, you are **allowed** to use the **Duplicate** button here for any journal entry.

Click **Close** or press **ESC** when you are finished with this window, to close it.

12.15 Entering Journal Entries

A journal entry is a way to enter an accounting transaction that does not belong in an obvious way (or at all) to one of the asset, liability or fund accounts, and thus cannot (or should not) be entered on a [register window](#) for such an account, or with one of the special purpose data entry windows on the **Actions menu**. Most users will only enter journal entries at the direction of their accountant, or have their accountant make the journal entries themselves. The Help page on [Accounting Concepts](#) may be of assistance in understanding journal entries.

One special instance of a journal entry is an opening balances transaction. That is entered on a variation of this window, but you do not get there in the same way. See [Entering Opening Balances](#) for details.

You use the **Actions** ⇒ **Journal Entries menu option**, or the **Journal Entries** quick link on the main window, to bring up the list of all of your prior journal entries. From there, clicking **New** brings up a blank window for entering a new journal entry, clicking **Edit** brings up a window to edit an existing journal entry, and clicking **Duplicate** brings up a duplicate of an existing journal entry, with the Date and Journal Entry # cleared so it can be a new one. The following is an example of a new journal entry:

The screenshot shows a window titled "Add New Journal Entry". At the top, there is a "Date" field containing "10/26/2018" and a calendar icon, followed by a "Journal Entry #" field. Below that is a "Description" text box. The main area is a table with four columns: "Account", "Debit", "Credit", and "Memo". The table has 8 rows, each with a dropdown arrow in the "Account" column. At the bottom of the table, there are "Totals" fields for "Debit" and "Credit", both showing "\$0.00". Below the table are four buttons: "Save", "Cancel", "Duplicate", and "Help".

You can also get to this window, but set to be read-only (i.e. you can't change anything) by pressing **Ctrl+Shift+J**, or picking **View as Journal Entry** from the right-click popup menu, in any [register](#) window, for non-journal entry transactions. That allows you to see any saved transaction in a more formal accounting view, as debits and credits.

For actual journal entries that you see on a register window, if you press **Ctrl+E**, or pick **Edit Journal Entry** from the right-click popup menu, this window will open and allow you to edit the journal entry. You can also [Cut, Copy and Paste](#) journal entry transactions displayed on a register window, and also [memorize](#) them and re-insert them.

The **Date** in the top part of this window is the transaction date. It is initialized to today's date, or the last-used transaction date. You can enter the Date directly, or click the button to its right to use a [popup calendar](#). There are also a number of [special characters](#) that you can type in the Date field for quick selection and changing of the displayed date.

The **Journal Entry #** is filled in by the program - it will be empty for new journal entries, until you have Saved them and returned to the Journal Entries list window, at which point a sequential number is assigned. The **Description** is your overall description of this journal entry.

Next you come to the grid area for the split lines for the journal entry. You have to understand [Debits and Credits](#) to enter this correctly, though the arrows in the last column of this grid help you avoid mistakes. (This is explained below.)

There have to be two or more split lines in each journal entry, each with an Account, either a Debit or a Credit, and optionally a Memo that is specific to that split line. The totals of all Debits and Credits for this journal entry must be equal, and those totals are shown below the grid so you can make sure they are correct.

The only accounts displayed in the **Account** drop-down list are ones with no sub-accounts. You can select "<Add New>" from this drop-down list, to bring up a window to add a new account to use in this transaction.

The **Account** field normally drops its list down automatically, as soon as you Tab or click into it, though this can be changed with an option on the **Maintenance** ⇒ **Main Options** [window](#). (If that option is turned off, you can drop down the list by clicking on it with your mouse, or pressing the keyboard combination **Alt+DownArrow**.)

The accounts on the list are initially displayed in chart of accounts order, but if you type a letter, it immediately goes to the first account that starts with that letter, and also re-sorts the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.

The Account field uses [autocomplete](#) to make selecting existing account names easy.

When entering Debit or Credit amounts, you don't have to enter dollar signs or commas. And if it is an even number of dollars, you don't have to enter the period or cents at the end.

The final column in the grid contains an up or down arrow for each line that has had an Account and a Debit or Credit filled in. That indicates whether that Debit or Credit increases or decreases the balance (for asset, liability and fund/equity accounts) or total (for income or expense accounts). An up arrow indicates an increase; a down arrow indicates a decrease. By checking that carefully, you may be able to avoid errors.

Of course, you have to understand what an "increase" means for each type of account. Increasing an asset balance means having more money in that asset (for example that bank account). Increasing a liability balance means having a larger debt, for example when you take out a loan, you increase (or establish) the balance in that liability account. Increasing an equity account means that your net assets in that fund are greater. Increasing an income or expense account means having a larger total of income or expenses in that account.

When you have entered all of the details at the top and all of the split lines, and they are in balance (total Debits equals total Credits), click **Save** to save the journal entry and close the window. (If the Debits and Credits are not in balance, the program will not allow you to save it!) Or you can click **Cancel** to abandon your changes and close the window.

If you came into this window by using the **Duplicate** button on the journal entry list window, the **Duplicate** button on this window will have been pre-clicked for you. If you come into this window by using **Edit** on the journal entry list window, then as long as you have not changed anything, the **Duplicate** button on this window will be enabled, and you can click it to duplicate the journal entry as a new one. That will clear the Date and Journal Entry # fields. Enter the Date, make any desired changes, then click **Save** or **Cancel** as with any other transaction on this window.

The only time you would **have** to use **Duplicate** to create a copy of an existing journal entry is if it cannot be viewed on a register window, because it does not contain any asset, liability or fund accounts. If you can view a journal entry on a register window, you can instead use that window's features for [Copy and Paste](#), and/or for [Memorized Transactions](#). Of course, you are **allowed** to use the **Duplicate** button here for any journal entry.

Resizing this Window

For the unusual case where you have more than 8 split lines in a journal entry (the number shown by default), you can click and drag the top or bottom border of the window to resize it vertically, to allow more split lines to show. Split lines will be automatically added to fill the space, if necessary.

However, you don't have to resize the window to get additional split lines - a new one will always be created if you do any edits in the existing last split line.

You can also resize the window horizontally, by clicking and dragging on either the left or right side. The memo field will expand when you do that, to fill the space.

Deleting Lines when Editing a Journal Entry

If you are entering a new journal entry, or editing an existing one (or editing a previously saved [Opening Balances](#) transaction) you may at times find that you have entered a line for an account that you no longer want to be included in that transaction. To correct that, you can blank out everything in that line before saving - set the Account to nothing (the first thing in the drop-down list for the Account) and clear out anything in the Debit, Credit and Memo fields. If you do that, that blank line will be ignored when you **Save** the transaction. You can also do this clearing of a line by right-clicking on it and picking **Delete Row** from the popup menu.

12.16 Entering Opening Balances

After you have set up your [Chart of Accounts](#), unless this is a completely new organization with no money, income or expenses yet, you will want to enter opening balances for some or all of your accounts.

Setting up the opening balances is a one-time action when you first start using the program. It is **not** something that you re-do yearly!

To do that, use the **Actions** ⇒ **Opening Balances** menu option. That brings up a window such as the following:

Enter Opening Balances

Date: 12/31/2011

Description: Opening Balances

Account	Debit	Credit	Memo
Chequing Account			
TD Bank			
Savings Account			
Petty Cash			
Accounts Receivable			
Term Deposit			
VISA			
Accounts Payable			
Totals:	\$0.00	\$0.00	

Save Cancel Help

The **Date** in the top part of this window will be defaulted to the last day of the previous fiscal year (the most likely date you would enter your opening balances for), but you can of course change it. The **Description** will be defaulted to "Opening Balances", though you can also change that.

In the details area, there will be one row for each of your accounts that does not have sub-accounts. (You cannot post transactions to accounts that have sub-accounts. See [Accounting Concepts](#) for more details if you are unclear on this.)

You use this window to enter opening balances for all accounts that have balances simultaneously - you cannot use it to just enter one balance at a time, as is done in other ways in some other programs.

This window is actually very similar to the window for entering Journal Entries, except that you cannot change the values in the Account column, and you cannot add additional rows. Further details that also apply to how to use this window are in the help topic on entering and editing [Journal Entries](#).

Resizing this Window

Since there are likely to be many split lines in this window, you can click and drag the top or bottom border of the window to resize it vertically, to allow more of the split lines to show.

Determining your Opening Balances

If you have an existing accounting or bookkeeping software program that you are switching from, most likely it has a report called a Trial Balance. Print that off (as of the same Date you are entering this Opening Balance for), and work from it to make your entries into this program.

However, depending on how your existing program tracks fund income, expenses, and balances, you may have to make some adjustments to that Trial Balance, to make it work with the way that ACCOUNTS handles funds (which are the same as Equity accounts). Please carefully read the section on [Fund Accounting](#) in the Help topic on Accounting Concepts to understand this. You may also need to consult your accountant for assistance with this.

Another option is to just use a Balance Sheet / Statement of Financial Position type report to form the basis of your Opening Balances that you enter. (The difference between that and a Trial Balance is that the Balance Sheet excludes your Income and Expense accounts.) The disadvantage of this (depending on your perceived needs) is that you won't be able to do year-over-year Income Statement comparison reports, for the first year in which you use ACCOUNTS.

In general the total of the fund account balances you enter here should be the same as the total of any Equity accounts shown in a Trial Balance or Balance Sheet in your previous accounting software. If you do have multiple funds, their balances may or may not be visible on a report from your previous accounting program, or may appear somewhere other than the Equities section of such reports. So you may have to use whatever other knowledge you have of the fund balances to split the Equities totals up (or move around balances in other sections of the previous system's reports) to form the balances in your Fund accounts in this Opening Balances transaction in ACCOUNTS.

One other consideration is whether you have any outstanding bills at the opening balances date, that you want to record (with the [Enter Bills](#) window) for later payment in ACCOUNTS. If you do, the totals from them will already be included in the Trial Balance report you are working from, so if you both enter the bills and enter the trial balance as your new opening balances, you will have counted those amounts twice! To avoid that, you will have to add up the totals for all accounts affected by those bills (including Accounts Payable), and subtract them from the corresponding account balances in your Trial Balance report (or whatever you are working from) before using those balances for the Opening Balances transaction.

The same considerations may apply to any other uncleared transactions on your bank account(s), entered on or before the opening balances date, but not cleared on the bank statement ending on that date. You may want to enter them, so they can be cleared with your next bank reconciliation, but again, they will affect your opening balances.

One way to determine the account balances affected by any outstanding bills and uncleared transactions is to enter them into ACCOUNTS **before** you enter the Opening Balances transaction. Then use **Reports** ⇒ **Accountant** ⇒ **Trial Balance** in ACCOUNTS, which will show the desired totals. Subtract those from the balances you were going to enter into the Opening Balances transaction, and then enter that. (You will receive a warning that you already have transactions in the system, when you go to enter the Opening Balances, if you do it this way. That's OK, just let it go ahead anyways.)

A further consideration comes up if you were using classes, tag or projects in your existing accounting program to distinguish different funds, and used different ones with the same account. For instance, if you had an income account called "Donations", and used one of

those techniques to associate some transactions against "Donations" with one fund, and some with another. In ACCOUNTS, you need a different account for the donations (or any other income or expense account) associated with each fund, so you will have split that one account out into multiple accounts. But your basic Trial Balance report from the existing system will show the income and expenses all grouped together, with no separation by class, tag or project. So you may need to determine the appropriate break-down for your Opening Balances.

In QuickBooks, you can customize a Trial Balance report and Filter it a by class, so that should help determine the correct breakdown. In Quicken, you can do the same thing on an Income and Expenses by Category report, restricting it to one class or tag. In Simply Accounting, you can use the Project Income report. (If you renamed Projects in Simply Accounting to Funds, this would be the Fund Income report.)

Entering and Saving the Transaction

Once you have determined the appropriate balances for each account, enter them in either the Debit or Credit field. (You may have some accounts with no balance, in which case you just don't enter anything for them. Like any journal entry, this Opening Balances transaction must be balanced before you can save it - the total Debits must equal the total Credits.

If you are not clear on the meaning of debits and credits, and which accounts should have a value in which of the Debit or Credit fields on this window, please review the discussion of this in the [Accounting Concepts](#) help page.

The final column in the grid contains an up or down arrow for each line that has a Debit or Credit filled in. That indicates whether that Debit or Credit increases or decreases the balance (for asset, liability and fund/equity accounts) or total (for income or expense accounts). An up arrow indicates an increase; a down arrow indicates a decrease. By checking that carefully, you may be able to avoid errors.

Of course, you have to understand what an "increase" means for each type of account. Increasing an asset balance means having more money in that asset (for example that bank account). Increasing a liability balance means having a larger debt, for example when you take out a loan, you increase (or establish) the balance in that liability account. Increasing an equity account means that your net assets in that fund are greater. Increasing an income or expense account means having a larger total of income or expenses in that account.

In most cases in an opening balances transaction, you would expect each type of account that you make an entry for to show an up arrow (be an increase). The exception would be things like a bank account that is in overdraft etc.

Particularly if you are converting from something other than a real accounting program (for example a paper or Excel-based system, or chequebook register-based programs like Quicken) you may not be clear on how to make everything balance. Often the required balancing amount will be your General Fund balance (or whatever you have named that account). I.e. if you have entered your assets (like bank accounts) and liabilities (like loans), and your specific fund balances (equities, other than the General Fund), and optionally also

income and expense amounts, and the transaction doesn't balance, enter an amount for the General Fund balance that makes things balance. Of course, this is only general advice - in specific situations it may be incorrect!

When you have entered everything to your satisfaction, and the transaction is balanced, which again means that the total Debits equals the total Credits, click **Save** to save it. Of course, if you decide not to save it at this point, you can instead click **Cancel**, but then you would have to start over. Another option if you think it is almost but not quite right would be to make some entry that balances it, and **Save** it, then come back and edit again later to make whatever corrections are necessary to complete it to your satisfaction.

You may want to print **Reports** ⇒ **Accountant** ⇒ **Trial Balance** after entering this, as at the date of the Opening Balances transaction, so you have a record of how you started your accounts out.

Fund Balances when you are Entering Prior Year Income and Expense Balances

If you do choose to enter the prior year's income and expense account balances (totals) in your Opening Balances transaction, to allow you to do year-over year Income Statement comparison reports immediately in the next year, there are some special considerations for the fund balances you enter.

If you are basing your transaction on a Trial Balance report from your previous accounting software, there should be no problem - just be sure that the total of the fund balances equals the total of the Equity account balances from that report.

But if you are basing your transaction on a previous manual or perhaps Excel-based solution, it's a bit trickier. You have to be sure to exclude the income and expenses you enter in the Opening Balances transaction from the fund balances that you enter, because the income and expenses will add on to the entered fund balances to make the complete "implicit balance" as explained in the [Accounting Concepts](#) help page's section on fund accounting.

One way of looking at this is with an example. If you are entering an Opening Balances transaction for your 2015 year end, to start using ACCOUNTS in 2016, you would enter the following balances:

- for Asset and Liability accounts, their 2015 year-end balances (generally Debits for Assets, and Credits for Liabilities),
- for Fund accounts, their **2014** year-end balances (Credits for normal, positive Fund balances),
- for Income and Expense accounts, their 2015 full-year totals (generally Credits for Income, and Debits for Expenses).

That's because those income and expense amounts will add on to the 2014 year-end fund balances to automatically create the 2015 year-end implicit fund balances as at your Opening Balances transaction date. Of course, if you are **not** entering any income and expenses as part of your Opening Balances, this problem goes away, and you should enter the 2015 year-end fund balances instead.

Opening Balances when you are Starting Part Way through a Year

Some users may choose to start using ACCOUNTS part way through a fiscal year, and need to enter Opening Balances as at the end of a month during the year. In that case, you certainly have to enter income and expense amounts for the year to date, because otherwise the Income Statement totals for the year end couldn't possibly be correct.

The solution to this is actually very similar to that described in the previous section. For instance, if you are starting to use ACCOUNTS for August 1, 2015, when your year end is December 31, you would enter the following balances:

- for Asset and Liability accounts, their July 31, 2015 balances (generally Debits for Assets, and Credits for Liabilities),
- for Fund accounts, their 2014 year-end balances (Credits for normal, positive Fund balances),
- for Income and Expense accounts, their 2015 year to date (January 1 to July 31) totals (generally Credits for Income, and Debits for Expenses).

Again, by doing this, the implicit balancing due to the way income and expense accounts affect their linked fund account balances will make everything be correct as of July 31, and you will be able to go on correctly from there.

Editing your Opening Balances

If you have already entered an Opening Balances transaction, but decide that something you entered wasn't quite correct, you can use **Actions** ⇒ **Opening Balances** again. In that case, it just opens your previously entered Opening Balances transaction, and lets you edit it as a regular [journal entry](#). (That means that, among other things, you can add in additional accounts, and it no longer automatically shows lines for every account in your Chart of Accounts, as it did the first time you used it.)

Another way to edit an existing Opening Balances transaction is to view it in a [register window](#). Once you have found it there (most commonly as the first transaction in that window!) and clicked into it, just press **Ctrl+E**, or pick **Edit Opening Balances** from the right-click popup menu. That brings up the same window as using **Actions** ⇒ **Opening Balances**.

As mentioned above, you do **not** update the Opening Balances every year - this is only for the initial balances as at the date just before you started entering transactions into ACCOUNTS. The only other time the Opening Balances changes is if you use the **Database** ⇒ **Delete Old Data** [menu option](#), which automatically rolls up the transactions prior to the deletion date into a revised Opening Balances transaction. (You do not edit them!)

12.17 Handling Sales Taxes

Charities and churches in the USA are sales tax-exempt, so because they normally don't pay it, there is no need to record it. So most of you in the USA can skip reading the rest of this Help page!

For charities (including churches) in Canada, the situation is different, because they do have to pay sales tax on purchases, but there are government rebates for part of what they paid. As a result, they need to track either all of the sales tax they pay, or the part of it that is eligible for a rebate.

Please consult the Government of Canada website (and where applicable your provincial government website) for a clear understanding of what the rebates are. And please consult your accountant for the best way(s) to record this in your accounting system (what accounts and transactions you should use).

As of early 2021, one relevant Government of Canada web page about the rebate on the federal and provincial portions of the HST (for provinces with HST) or the GST is <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4034/rc4034-gst-hst-public-service-bodies-rebate.html>. For provinces with only GST, you may have to consult your province's website.

Automating the Recording of Sales Taxes

You can use the **Maintenance** ⇒ **Sales Tax Codes** [window](#), and its popup **Accounts** window, to specify sales tax codes for different applicable taxes (for instance, HST and GST for many Canadian provinces), and which accounts from the chart of accounts are associated with them, with associated percentages.

Several sales tax related accounts that you could choose to use for those accounts associated with sales tax codes are included in the [sample](#) charts of accounts that you can select to use when you first set up a database with ACCOUNTS. If you don't start with one of those same charts of accounts, you may need to create the accounts you need in your [chart of accounts](#).

Example of Handling Sales Taxes

As an example, in Ontario (at least as of 2016) the HST is 13%, of which 5% is the federal portion, and 8% is the provincial portion. Some items (such as books) have only the 5% GST applied to them. The federal recoverable amount for charities is half of the federal portion of the HST, or half of the GST, i.e. 2.5% of the pre-tax purchase price. The Ontario provincial recoverable amount is 82% of the provincial portion of the HST, or 6.56% of the pre-tax purchase price. (Other provinces have other percentages recoverable.)

Although we said that you should consult your accountant, we will offer two possible methods for handling the sales tax on a purchase, which we have learned from our users.

Method 1: Sales Tax Recoverable Accounts

This is the most recommended method.

In this method, for a province with HST, you would have two asset accounts, one for Federal Sales Tax Recoverable and one for Provincial Sales Tax Recoverable. You may also want to have a Sales Tax Rebates Due asset account, as explained below. As mentioned above, if you don't have such accounts, create them first in your [chart of accounts](#).

When you purchase something that has HST charged on it, put the total amount including HST as the amount of the transaction (for example in the register for the Bank or Credit Card account). In the splits, enter first a line for 2.5% of the pre-tax purchase price with the account Federal Sales Tax Recoverable, and then a line for 6.56% of the pre-tax purchase price with the account Provincial Sales Tax Recoverable. Whatever is left should be allocated to the correct expense account, such as Office Supplies or whatever.

The splits mentioned above can all be automated by setting up and using an appropriate Sales Tax Code in the **Maintenance** ⇒ **Sales Tax Codes** [window](#), without having to actually enter them directly in whichever data entry window you are using.

In dollar terms, if the item cost \$100, and thus was \$113 with HST, the allocation would be \$2.50 to Federal Sales Tax Recoverable, \$6.56 to Provincial Sales Tax Recoverable, and the remaining \$103.94 to Office Expenses or whatever.

If it was a book purchase that had only GST charged, for \$100, or \$105 with GST, it would be \$2.50 to Federal Sales Tax Recoverable and \$102.50 to the expense account.

For a province with a separate PST (provincial sales tax) rather than HST, if rebates are available, you would still use the Provincial Sales Tax Recoverable account for the recoverable part of the PST.

You will note that in this method you are not tracking the total sales tax paid. There is actually no need to do that, because when you submit the forms to receive the sales tax rebates, you only need to submit the recoverable amounts, not the entire tax amounts. You can get the required numbers from the Balance Sheet report values for the two asset accounts.

When you go to apply for the rebates, which requires different forms for the federal and provincial portions, you could optionally move the total rebate amount in each application from the appropriate Sales Tax Recoverable account to a Sales Tax Rebates Due asset account, with a journal entry (or register transaction) crediting the Sales Tax Recoverable account, and debiting the Sales Tax Rebates Due account. When the rebate arrives, deposit it in your bank account, and the counter account (the credit) will be to clear out the amount in the Sales Tax Rebates Due account.

Alternatively, some might prefer to make no transaction when they apply for the rebate, particularly those who are doing cash-basis accounting. (Of course, just recording the original transaction with splits to the Sales Tax Recoverable account(s) is an accrual!) If you don't make a transaction when you apply for the rebate, the credit account when you receive

the rebate and deposit it to your bank account will be to the appropriate Sales Tax Recoverable account.

Method 2: Expense accounts for Sales Taxes

Some of you might prefer, and/or find it easier, to just record the actual sales tax amounts you pay as expenses. The advantage of this is that it is clear what you are paying on sales taxes, and there is no calculation required to set up the percentages for your Sales Tax Codes. The disadvantages include that you are recording sales taxes as a separate expense (which will show up on Income Statements) rather than including them with the appropriate actual expense categories corresponding to your purchase, and you have to do some calculations when it is time to apply for the rebates.

With this method, you would need a number of accounts, which you may need to create first in your [chart of accounts](#): HST Paid (or in some provinces PST Paid), GST Paid, Federal Sales Tax Rebates Received and Provincial Sales Tax Rebates Received. All of those are expense accounts, which you might want to be sub-accounts of a parent account such as Sales Taxes.

If you do want to do this, if you made a \$100 purchase with HST of \$13 (total \$113), you would split out \$100 for the appropriate expense account, and \$13 to the HST Paid expense account. If you made a \$100 book purchase with GST of \$5 (total \$105), would you again split out \$100 for the appropriate expense account, and \$5 to the GST Paid expense account.

As with Method 1, these splits can all be automated by setting up and using an appropriate Sales Tax Code in the **Maintenance** = **Sales Tax Codes** [window](#), without having to actually enter them directly in whichever data entry window you are using.

For a province with PST (provincial sales tax) on which rebates are available, you record those sales tax amounts in the PST Paid expense account. (If no rebates are available, you would probably want to just add it to the main expense account for the transaction.)

When you go to apply for the rebates, get the total HST Paid (or PST Paid, if appropriate) and GST Paid from an Income Statement for the relevant period. Multiply the HST Paid by 2.5 and divide that by 13 to get the federal rebate portion for the HST (for the example of Ontario), and divide the GST Paid by 2 to get the federal rebate portion for the GST. Multiply the HST paid (for Ontario) by 6.56 and divide that by 13 to get the provincial rebate portion for the HST. The PST rebate calculation, if any, would depend on your province.

When the rebates arrive, they are deposited into the bank, with the counter accounts for the transaction being the Federal Sales Tax Rebates Received or Provincial Sales Tax Rebates Received expense accounts as appropriate. (Do **not** record them in an income account - the Canada Revenue Agency will apparently not be happy with that, because it isn't really income!) These are negative expenses!

Accounts Used in Sample Charts of Accounts

All of the accounts mentioned in both Method 1 and Method 2 above are supplied with the sample charts of accounts for Canadian charities or churches. Having decided which of the

two methods you are using (and which taxes and rebates apply in your province), you can delete the accounts that are not relevant for you.

For Method 1, keep the three sales tax-related Asset accounts (possibly deleting Sales Tax Rebates Due if you don't want to bother using it), but delete all of the sales-tax related Expense accounts.

For Method 2, delete the sales tax-related Asset accounts, and keep whichever of the sales tax-related Expense accounts apply in your province.

Then in either case, you will need to set up appropriate Sales Tax Codes, with their total percentages, and associated accounts, with their desired split percentages, in the **Maintenance** ⇒ **Sales Tax Codes** [window](#).

Transactions that are only Partly Taxable

You may sometimes make a purchase where some parts of the purchase have sales tax charged on them, and other parts don't. Or one where different parts of the purchase have different sales tax rates charged on them.

The automated handling in the program with the Sales Tax Codes set up in the **Maintenance** ⇒ **Sales Tax Codes** [window](#) will obviously not give the correct values in that case, if you start by entering the total amount.

One way to handle this is to still use the Sales Tax Code in the transaction, because it at least creates the splits lines for the sales tax accounts you need. However, you will then need to hand-calculate the appropriate values for the sales tax on the parts of the transaction that are eligible for tax, and enter them into the [splits](#) window (for a register transaction) or the window you are working in (for a transaction using the [Write Cheques](#) or [Credit Card Charges](#) windows).

If you need a calculator to do those calculations, you can start the built-in Calculator program in Windows with the program's **Tools** ⇒ **Run Windows Calculator** menu option.

One case where you can still use the Sales Tax Code and get the right amounts is for a purchase, part of which is taxable, and part of which is not. To handle that, first enter the transaction on a Register window, but only for the total taxable amount, and use the appropriate Sales Tax Code. Save that transaction. That will create the splits with the correct tax account(s) at the correct percentages, for that taxable part of the transaction.

Then go back and edit the total of that transaction to be the real total, including the non-taxable part. Open the Splits for the transaction, and add one or more splits lines as desired, to cover those non-taxable parts of the total. Because the splits that were added based on the Sales Tax Code will not be re-calculated when you edit a transaction, they will still be correct.

12.18 Reconciling your Accounts

When you receive a bank statement or credit card statement, you will want to reconcile it to the transaction entries you have made in that account in ACCOUNTS. The program actually lets you reconcile any Asset or Liability account, though most likely you will only do this for bank accounts and credit card accounts.

To do that, from the [main window](#) click on the account and then click the **Reconcile** button. Alternatively, from that account's [register window](#) press **Ctrl+R** (i.e. hold down Ctrl and press R), or right-click on any transaction field and pick **Reconcile Account** from the popup menu.

You will then see a window such as the following:

Reconciliation Summary for account 1001, Chequing Accounts (Bank)

Details from your Statement:

Statement Ending Date: 07/31/2020

Beginning Balance: 415,833.81

Ending Balance:

Unrecorded transactions from your statement:

	Amount	Date	Account
Service Charge:		07/31/2020	Bank Service Charges
Interest Earned:		07/31/2020	Bank Interest Earned

Buttons: Reconcile, Cancel, Delete Latest, Help

The suggested **Statement Ending Date** will be the last day of the previous month, but you can change it as appropriate, to match the actual ending date of your statements. If you do change it, as soon as you Tab or click out of the field, the displayed Beginning Balance will change accordingly.

If you have done previous reconciliations, the earliest Statement Ending Date the program will allow you to enter is the date of your previous saved reconciliation. (Entering that previous date will allow you to continue work on that previous reconciliation, or delete it - more details on both of those actions are lower down in this Help topic.)

The displayed **Beginning Balance** is not editable. It is calculated from your transactions on that account, and is the total of all reconciled transactions, which were reconciled for Statement Ending Dates earlier than your currently entered Statement Ending Date. This may or may not be the same as the starting balance on your bank or credit card statement, depending on whether you have done previous reconciliations, whether they were completed successfully, etc.

When you are doing your first-ever reconciliation on an account, the displayed Beginning Balance will always be \$0. Even if you have entered an [Opening Balances](#) transaction, which specified the opening balance for that account, it will not show up as part of the Beginning Balance on this window, because that is a transaction that has not yet been reconciled! Instead, when you get to the next window (Reconciliation Details, described below) that Opening Balances amount will show up as one of the transactions on the account, that has to be reconciled.

The **Ending Balance** should be read off of your statement and entered. Note: If you have previously done a reconciliation on this account for the same Statement Ending Date, and saved your work on it with the **Finish** button on the next window, your previous Ending Balance will be automatically recalled for you.

If this is for a bank account (or any Asset account), the fields in the window above under the heading "Unrecorded transactions from your statement" will be shown. That allows you to have the program automatically enter a transaction amount for either or both of a Service Charge and Interest Earned, and specify which account they are to be charged against. If you have done this before on this bank account, the previously used Service Charge and Interest Earned accounts will be displayed automatically for you (though you can still change them if necessary).

For a credit card account (or any Liability account) there is only one row for an unrecorded transaction, for a Finance Charge.

The **Account** fields for unrecorded transactions drop their lists down automatically, as soon as you Tab or click into them. They are initially displayed in chart of accounts order, but if you type a letter, they immediately go to the first account that starts with that letter, and also re-sort the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.

The Account fields use [autocomplete](#) to make selecting existing account names easy.

Only enter data for unrecorded transactions in the bottom half of this window if in fact you have **not** previously entered them in your register. Otherwise, you will end up with two copies of the transaction! (The same applies if you work through the reconciliation process twice, saving your partially reconciled work after the first time - don't re-enter those transactions the second time.)

The **Delete Latest** button on this window is only enabled (usable) if you have previously done at least one reconciliation on this account. It prompts you as to whether you wish to delete the latest reconciliation done on the account, and you have to answer two such prompts before it will do so. This would normally only be appropriate if you realized that there was something completely wrong with that last reconciliation, such as having done it for the wrong date. If you do this, it removes the record of that reconciliation, but the transactions will still be there!

Click **Reconcile** on this window to continue the reconciliation process on the next window, or **Cancel** to cancel your reconciliation, or **Help** to view this help page.

Second Window

If you click **Reconcile** above, a window such as the following will appear:

Checks and Payments					Deposits				
Clr	Date	Chk #	Payee	Amount	Clr	Date	Chk #	Payee	Amount
	07/23/2020	124	Dan's Vendor	-100.00		07/03/2020		Donations deposit	100.00
	07/24/2020	125	Cheque	-100.00		07/28/2020		Another Deposit	200.00
	07/29/2020		stuff for testing	-1,144.65					

Show unreconciled transactions after the Statement Ending Date
 Cleared Balance: 415,833.81
 Statement Balance: 414,789.16
 Difference: 1,044.65
 Sort Transactions By: Date Chk # then Date
 Buttons: Mark All, Help, Cancel, Finish

You can resize this window (primarily to make it taller or shorter, because the main areas for displaying your transactions can't be made any narrower, and won't get any wider) by clicking on an edge or corner of the window and dragging. The example above has been resized to be fairly short.

Some of the headings will vary depending on whether you are reconciling a bank (or any Asset) account, or a credit card (or any liability) account. Generally though, each side will display one type of transaction, either Cheques and Payments versus Deposits, or Charges and Cash Advances versus Payments and Credits. (For accountants: the left side is always the Credits on the account; the right side is always the Debits.)

If you entered any unrecorded transactions in the first window, they will appear in this window, with a green checkmark indicating they are already assumed to be reconciled.

Any transactions that appear on this window that have been [imported](#) from online banking download files will also initially have a green checkmark on this window, indicating they are already assumed to be reconciled, as long as their date is less than or equal to the Statement Ending Date you entered on the first window. So if you do download and import such files regularly, your bank reconciliations in this window will usually be much quicker! Any previously reconciled transactions will also initially have the checkmark (for instance, if you are re-doing a reconciliation for a 2nd time).

The **Show unreconciled transactions after the Ending Statement Date** checkbox controls whether or not such transactions are shown. Normally it would make the most sense to leave this unchecked, but you might need to check it if you are having trouble balancing the reconciliation, and you suspect that you may have entered a transaction that is listed on your statement with a date that is after the statement ending date you entered. If you check this checkbox, then check off some of the transactions after the ending statement date as being reconciled, then uncheck this checkbox, those transactions you checked off will not disappear, because you clearly want to include them in the reconciliation!

The **Sort Transactions By** box has two radio button options that determine the order in which the transactions in each side of the window are displayed:

- **Date** sorts them by the entered transaction date, and for multiple transactions with the same date, the order in which they were entered into the program. (That's the same order in which they are displayed on a Register window.)
- **Chk # then Date** (or **Ref # then Date**) first sorts all of the transactions with a reference number to the top, in numerical order for ones that are just numbers, and in alphabetical order after that for ones that aren't entirely numbers. Then the rest of the transactions that have no reference number are below that, in the usual Date order (as with the first radio button).

There are a few approaches you can take to checking off the transactions that appear on your bank or credit card statement, to show that they have been reconciled.

If almost everything on this window is on the statement, you can use the **Mark All** button to check off all of the displayed transactions. (After using that button, it changes to **Unmark All**, in case you want to undo that.)

You can click your mouse on transactions to check or uncheck them. You can also press the space bar or the **Enter** key to check or uncheck the currently highlighted transaction, and move down to the next row. (The **Tab** key moves from the left side to the right side.)

As you check off transactions as reconciled, they add to the Cleared Balance displayed at the bottom right (or subtract from it, as appropriate). The Statement Balance displayed there is just what you entered as the Ending Balance on the first reconciliation window. The Difference is the Cleared Balance minus the Statement Balance. Your goal is to get that Difference to zero!

Finishing the Reconciliation

When you have got the Difference to zero, click **Finish** to save your work. Reconciled transactions will show up on your register windows with an "R" in the Clr column.

If you cannot get the Difference to zero, you need to figure out what the problem is. Here are some possibilities:

- There is a displayed transaction that is on your statement that you have not checked off. (Check it off.)
- There is a displayed transaction that you have checked off, that is not on your statement. (Uncheck it.)
- There is a transaction that is displayed and on your statement, but the amounts differ.
- There is a transaction that is on your statement but not displayed.

For the 3rd and 4th cases above, you cannot fix them in this window. However, click **Finish** anyways. The program will warn you that the Difference is not zero, but give you an option to save your work anyways. Do so. Then go back into the [register](#) window, and make the appropriate fixes (fix incorrect amounts, or add missing transactions). Then you can come

back into this same reconciliation again. Be sure you enter the same Statement Ending Date and Ending Balance. (If they don't come up correct at first, correct the Statement Ending Date, then Tab or click out of the field, to have the correct Beginning Balance and previously entered Ending Balance come up.) You should then be able to complete the reconciliation properly, with a Difference of zero. (If you added in Service Charge, Interest Earned, or Finance Charge transactions on the first reconciliation window the first time, do **not** enter them in again - they have already been saved!)

If you do enter the reconciliation window a second time, having clicked **Finish** and allowed it to save the first time, then made corrections, all previously reconciled transactions will still show as checked off. So all you have to do is make any final checkmarks (for example for missing transactions that you added) and you should be able to Finish with a difference of zero.

After your work is saved when you click **Finish**, you will be prompted for whether or not to display the Reconciliation Details report. If you answer Yes, it will be displayed, and you can print it. If you answer No, you can come back to this report at any time, through the **Reports** ⇒ **Banking** ⇒ **Prior Reconciliation** [menu option](#).

If you click **Cancel** on this window, all of your reconciliation work will be eliminated, including any unrecorded transactions you entered on the first reconciliation window. (It asks you to confirm before abandoning this work!)

And as always, clicking **Help** on this window displays this help page.

Notes on Reconciled Transactions in your Register

If you are in the register window, on a transaction that has been reconciled, it will warn you if you try to delete it, because that would throw off the reconciliation. The same applies if you try to change the amount of a reconciled transaction.

If a transaction affects more than one asset or liability account that can be reconciled (for instance, a transfer between bank accounts, or paying off your credit card bill with a cheque from your bank account), each side (split line) of that transaction needs to be reconciled separately, in its own account.

Fixing Reconciliation Problems

If you go to do a reconciliation for an account (other than the very first one), and the Starting Balance shown does not match the starting balance on your account statement that you will be reconciling, something is likely wrong. Virtually the only way this can happen is if you have either deleted or changed the amount of a previously-reconciled transaction. (The program will ask you to confirm if you do either of those things, warning you that it will change the reconciled balance.)

If you can undo the change (such as adding back in the previously reconciled transaction that you deleted) you should be able to just go ahead with the reconciliation. The Starting Balance will disagree with your account statement by the amount of that deleted transaction, but when

you do the reconciliation, you will be able to mark that transaction as reconciled again, and the Ending Balance should end up correct.

If you don't know what the change is, or when it happened, one way to find it is to go backwards through the reports on your prior reconciliations on that account, with **Reports** ⇒ **Banking** ⇒ **Prior Reconciliation**. The ones in months where there is a problem will show a Difference, at the bottom right of the first main section of the report (just before the heading "UNCLEARED TRANSACTIONS") that is something other than \$0.00. When you get back to a month's reconciliation report when that Difference is \$0.00, the problem must be in the following month!

If the problem isn't as simple as re-entering a deleted previously-reconciled transaction, or correcting one, and you can't really see what you did that you can undo to fix it, pretty much your only option is to use the **Delete Latest** button on the first reconciliation window, to delete the record of the last reconciliation you did. That will change the Starting Balance to be the one for the start of that last reconciliation's period. If that is correct, re-do that reconciliation, and continue from there. If it is not correct, that likely means that the deleted or changed reconciled transaction was even earlier, and you will have to continue deleting earlier reconciliations until you get to a point where the Starting Balance is correct for the appropriate prior month, then re-do all of the reconciliations from then on.

12.19 Finding Transactions

You can find transactions in ACCOUNTS from two places - [register windows](#), and the **File** ⇒ **Find Transactions** menu option on the main window (which can also be done with **Ctrl+F**). Both features are quite similar, but the second one allows you to find transactions in any register, or even unusual [journal entries](#) that cannot be displayed on a register. (Journal entries can always be displayed on a register, as long as they include at least one asset, liability, or fund/equity account.)

You can find on the Payee / Description, Memo, Number (for example cheque or journal entry number), and/or Amount fields.

On register windows, you can also search independently by transaction date, with the **Go to Date** option from the right-click popup menu, or **Ctrl+G**.

Finding from a Register Window

From any register window, right-click and pick **Find Transactions** on the popup menu, or press **Ctrl+F**, to bring up the following window:

Find Transactions in Register

Please enter values for the fields on which you want to find transactions:

Payee / Description:

Number:

Memo:

Amount:

Search: Backward Forward Use Or:

Find Next Help Close

You can fill in values in any or all of the fields, to search on them.

The **Payee / Description** field can be dropped down to see all previously used values from this register, or you can start typing and matches will come up. You can also type in just a partial value to match on, and any transaction that includes that value (case-insensitive) will match.

The **Number** field is for a cheque or journal entry number, and must match exactly.

The **Memo** field will also do partial matches (case-insensitive), like Payee / Description. It only matches the memo actually displayed on the register, not memo lines for any additional split rows, for transactions that have splits.

The **Amount** field can match either amount field in a register transaction (such as Payment or Deposit, in a register for a bank account), and must be a positive number.

If the **Use Or** field is unchecked (the default), then all of the values you fill in must match. If **Use Or** is checked, then transactions will be found if any one or more of the values you fill in match. (If you only fill in one value, there is no point in checking **Use Or**!)

If you have the **Backward** checkbox checked (the default), searching will be upwards in the register. If you have the **Forward** checkbox checked, searching will be downwards in the register.

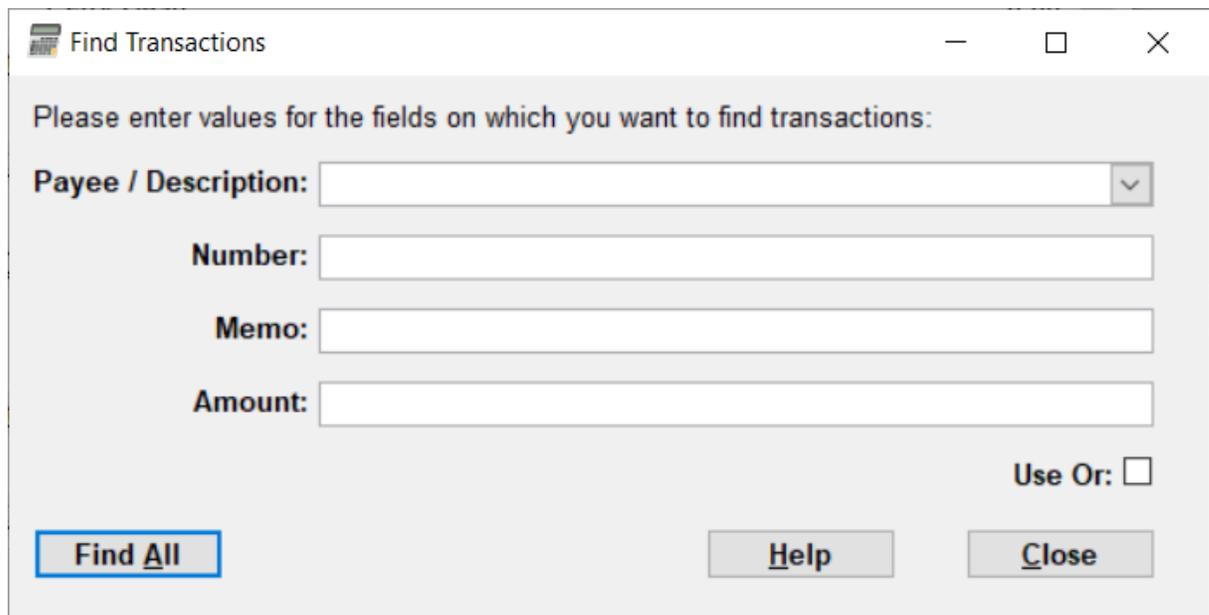
Click **Find Next** to search upwards or downwards in the register, depending on the Backward or Forward radio button, to find the next match to your entered criteria. As you keep clicking **Find Next**, it will find successive matches, wrapping around back to the bottom of the register (or top of the register if searching Forward) if necessary. It will also keep cycling through the same matches if you press **Find Next** more times than the number of matches. If there are no matches at all, it will beep.

Unlike most popup windows in the program, this one does not stop you from clicking back into the register window and doing things. You can also click and drag on this window's title bar to get it more out of the way, so you can see what is selected on the register underneath it. The window will remember where you left it, and open it in the same place the next time you use it.

Click **Close** or press **ESC** to close this window when you are finished using it.

Finding All Transactions

Use the **File** ⇒ **Find Transactions** menu option on the main window to bring up the following window, which can find all transactions, not just ones in a single account's register:



The screenshot shows a window titled "Find Transactions" with a standard Windows title bar (minimize, maximize, close). The main content area has a light gray background and contains the following elements:

- A blue prompt text: "Please enter values for the fields on which you want to find transactions:"
- A "Payee / Description:" label followed by a white text box with a drop-down arrow on the right.
- A "Number:" label followed by a white text box.
- A "Memo:" label followed by a white text box.
- An "Amount:" label followed by a white text box.
- To the right of the "Amount:" field is a checkbox labeled "Use Or:".
- At the bottom, there are three buttons: "Find All" (highlighted with a blue border), "Help", and "Close".

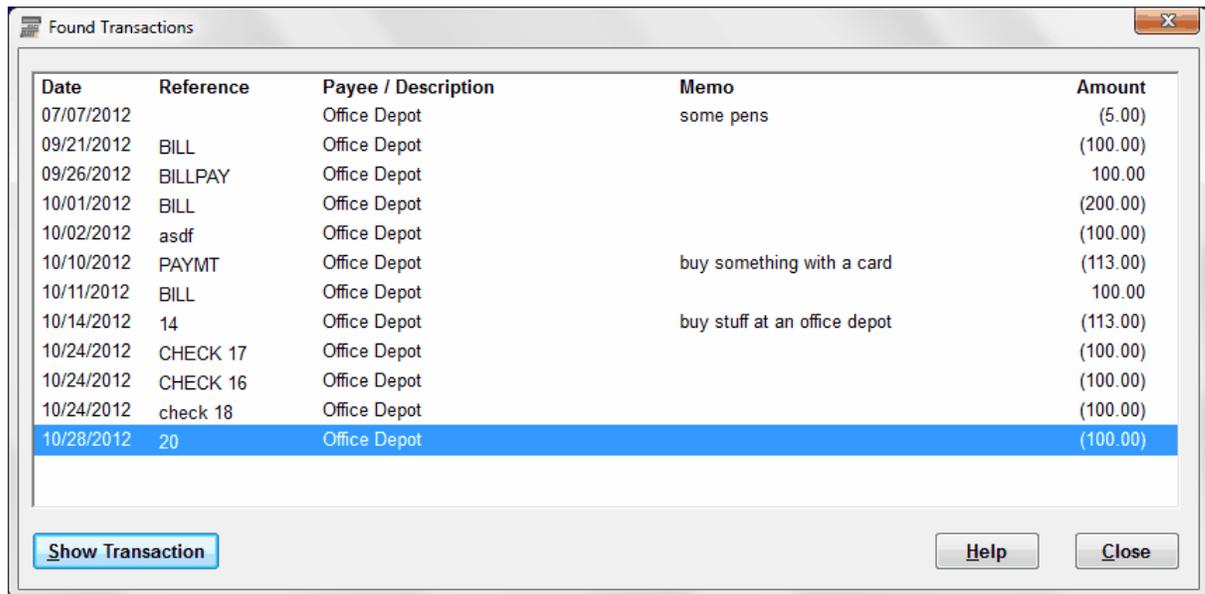
Most of it works exactly like the window for finding in a register window, as described above, so this section just describes what is different.

The **Payee / Description** field drop-down will include all previously used descriptions from all registers and journal entries.

The **Memo** field will match on any split row's memo, not just the main transaction's memo that is displayed in a register window. (However, in the window shown below this, only the transaction's main memo will be displayed, which will not necessary match your entered Memo, if the match was indeed on a split row's memo.)

There are no **Backward / Forward** radio buttons, because this window always finds all matches, not one at a time.

Clicking **Find All** brings up a window such as the following, showing all of the matches, if there are any. (If there aren't any matches, it tells you so, and lets you change your criteria for the find.)



Date	Reference	Payee / Description	Memo	Amount
07/07/2012		Office Depot	some pens	(5.00)
09/21/2012	BILL	Office Depot		(100.00)
09/26/2012	BILLPAY	Office Depot		100.00
10/01/2012	BILL	Office Depot		(200.00)
10/02/2012	asdf	Office Depot		(100.00)
10/10/2012	PAYMT	Office Depot	buy something with a card	(113.00)
10/11/2012	BILL	Office Depot		100.00
10/14/2012	14	Office Depot	buy stuff at an office depot	(113.00)
10/24/2012	CHECK 17	Office Depot		(100.00)
10/24/2012	CHECK 16	Office Depot		(100.00)
10/24/2012	check 18	Office Depot		(100.00)
10/28/2012	20	Office Depot		(100.00)

Buttons: Show Transaction, Help, Close

This was for a search on the Payee / Description "Office Depot". Positive values in the Amount column are debits, negative ones are credits. However, finding on the Amount is always done with a positive value (which will match either debits or credits, as mentioned above), so you really don't have to worry about that.

From this window, you can double-click on a row (or click on it and click **Show Transaction**, or press **Enter**) and it will appear either in its register window, or in a journal entry editing window. (It will be in a journal entry window if you see "GENJRNL" as part of the Reference column in this window's display.)

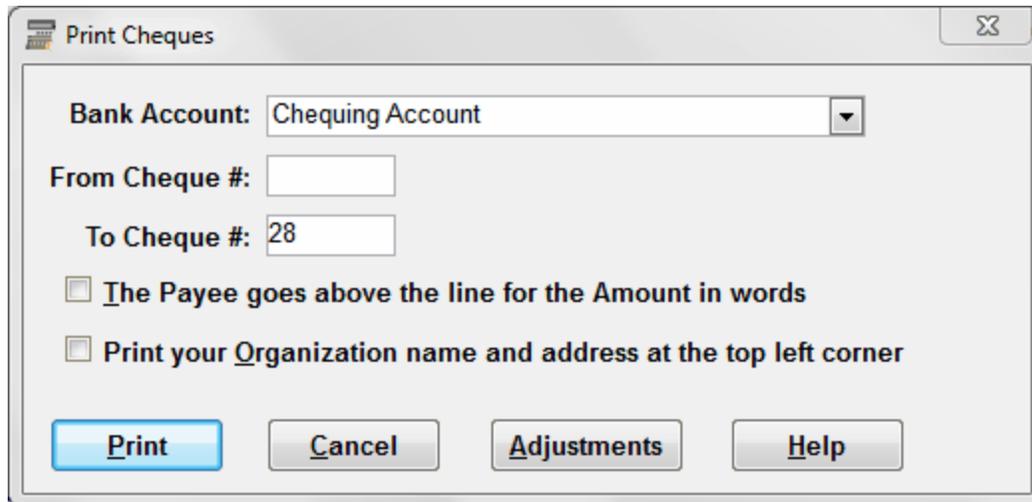
When you close the register or journal entry window, you will come back to this window, from which you can look at further transactions if you wish. When you are done, click **Close** to close the window. (That also closes the original Find Transactions window.)

12.20 Printing Cheques

ACCOUNTS can print cheques that you enter for your bank account, on standard 3-part voucher cheque forms, with the cheque on top. (If you are ordering such cheques, you need to order voucher cheques that are compatible with Intuit QuickBooks.)

Note: Currently ACCOUNTS can only print cheques for countries like Canada, the U.S.A., Australia and New Zealand that use dollars and cents in their currency. That is because it uses the words "Dollars" and "Cents" in the version of the cheque amount that is printed out in words.

To print cheques, you can either use the **File** ⇒ **Print Cheques** main menu option, the **Print Cheques** quick link on the main menu, or the right-click menu option **Print Cheques** in the [register window](#) for your bank account(s). When you do that, a window such as the following comes up:



The **Bank Account** drop-down list contains all of your bank accounts that you have set up in your [Chart of Accounts](#). If you come in from a register window, however, this value will be pre-selected to be the account you were in the register for, and cannot be changed.

Also, after the first time you use this from the main menu, the Bank Account that you chose will be remembered, and automatically selected for you the next time. (You can still change it, of course, if you do have more than one chequing account.) You can select an account from the drop-down list, or you can just start typing the name of the desired account, and it will appear via [autocomplete](#).

You fill in the **From Cheque #** and **To Cheque #** fields with the range of cheque numbers that you want to print. Those numbers are entered as the **Number** field on a register window, or the **Cheque #** field on the windows for writing cheques or paying bills.

The **To Cheque #** is automatically initialized to be the last cheque number in the selected Bank Account, and will change if you select a different bank account. You can change that, if desired.

Only cheques dated within the last year are considered when finding cheques that match your selected range of cheque numbers. This prevents accidentally reprinting duplicates from long ago, if you have a new batch of cheques that duplicate earlier cheque numbers.

The checkbox for **The Payee goes above the line for the Amount in words** allows you to switch between two different cheque layouts that we have observed in samples that are supposedly compatible with QuickBooks.

- Having this checkbox **unchecked** is the default, and it seems to be consistent with how at least a Canadian version of QuickBooks prints cheques. With this setting, there is a "PAY" field on the pre-printed cheque first, to the right of which goes both the amount in words and the amount in numbers. Below that there is a pre-printed "TO THE ORDER OF" field, to the right of which goes the name and (if available) the address of the vendor or other payee.

- When this checkbox is **checked**, there is a pre-printed "PAY TO THE ORDER OF" field first, to the right of which goes the vendor or payee's name. To the right of that there is a line for the amount in numbers. Below that is a line for the amount in words. Below that, the vendor/payee name is printed again, and (if it is available) their address.

If you check the **Print your Organization name and address of the top left corner** checkbox, it does just that. If you leave it unchecked, the assumption is that your pre-printed cheques already have that printed on them.

One thing to watch out for with cheque numbers is that some pre-printed cheques have leading zero's in the cheque numbers, like "00123". You **must** enter such cheque numbers as just "123", without the leading zeros, or ACCOUNTS will not find them when you ask for them to be printed. (The program does warn you if you try to enter cheque numbers that start with zeros.)

To be considered to be a cheque that can be printed, as explained above, a transaction must have a cheque number in the Number field, that is all digits with no leading zero's. It can have any Type (transaction type), or no Type, except for GENJRNL (which is for [Journal Entries](#), which are also numbered).

The cheque number values you enter in this window must be within the range of cheque numbers that are present in the register for your selected account, within the last year. There is no validation as to whether you have printed the same cheque numbers before, but that really shouldn't be a problem, since you will be using pre-printed cheques that already have the account number on them!

When you have entered the fields to your satisfaction, clicking the **Print** button takes you to the normal window for viewing and [printing reports](#), with the fields that will be printed on your cheque forms displayed. You will need to click **Print** on that window as well, to actually print the cheques.

When you are viewing the cheques on the reports window, there is boldface field at the top right that shows the cheque number. As a note following that displayed field says, though, it will **not** be printed on the cheques (which are assumed to be pre-numbered). It is only for you to review, to make sure that the cheque numbers you entered in the program match the ones on the pre-printed forms that you are about to use. (If the numbers don't match, you may end up having to correct the cheque numbers in the register window.)

Cheques that are for a bill payment entered via the **Actions** ⇒ **Pay Bills** [menu option](#), or for a transaction entered on the Write Cheques window or directly on a register window where the **Payee / Description field** was set to be a [Vendor](#) name, will also have that vendor's address printed on the cheque, in an area that should fit well into standard window envelopes.

For cheques made out to vendors for whom you have filled in a "Name for Cheques" field, that name will be printed on cheques rather than the vendor's Name field.

The memo line on the cheque will be filled in with "Acct #" and the vendor's Account Number field, if this is a cheque for a vendor that has that field filled in, or otherwise, the Memo field from the transaction, if it was filled in.

Splits Printed on the two Voucher Sections

On the 2nd and 3rd sections of the cheques (the voucher parts) the splits are listed, giving the names of the accounts involved in the transaction, any memo specific to that split line, and the split amount. The account name will be omitted if you **uncheck** "Print Account Names on Cheque Vouchers" in the **Maintenance** ⇒ **Main Options** [window](#).

At most 14 split lines will fit on the voucher. If there are more splits than that in a transaction for a cheque you are printing, you will receive a warning message to inform you of that fact, because the printed splits won't add up to the cheque total.

If you have a transaction with just one counter account (split line), any memo that is entered for the transaction will actually show up as both a memo for the main cheque (subject to the rules described above where it might be replaced by the vendor's account number) and for the split line.

One unusual situation for the splits is if you are printing a cheque created with the [Pay Bills](#) feature. In that case, the sole actual counter account in the bill payment transaction is your Accounts Payable account. (The relevant expense account(s) were on the original entered bill, but not on the bill payment.) However, the program carefully cross-references back to the entry of the bill, and shows the splits for that bill instead of just showing Accounts Payable. It can even be a bit more complicated, because a bill payment could be for more than one bill, and it could also include only partial payment for the bill(s) it is paying! Regardless, the voucher will show that calculated out correctly, using proportional amounts in the case of partial bill payments.

For cheques that are not actual bill payments, the splits on the voucher are shown in the order they were entered. For actual bill payments, for technical reasons (related to the possibility of a bill payment covering multiple bills) they are instead shown in alphabetical order.

Adjusting the Print Positions

The first time you try printing cheques from ACCOUNTS, it is strongly recommended that you start by printing just one cheque onto plain white paper. Hold that page up against one of your pre-printed cheque forms, and view it with a strong light behind it, to make sure that everything is in the right place. Sometimes, depending on your printer, you may just need to adjust the print margins a bit to get everything correct. You can do that with the **Margins** button on the report-viewing window (which only appears when you are printing cheques, not regular reports). Once you are clear that everything is lined up properly, you can use this window again to print the cheque(s) onto your real forms.

If the **Margins** adjustment in the report-viewing window is not enough to get the cheques lined up on your cheque forms, and you are sure you have selected the right setting for the

checkbox for **The Payee goes above the line for the Amount in words**, you can use the **Adjustments** button to change the positions of the various elements printed on the cheque, as required. When you click **Adjustments**, the following additional section drops down at the bottom of this window:

	Left (-) / Right (+)	Up (-) / Down (+)	
Organization Name and Address:	<input type="text" value="0"/>	<input type="text" value="0"/>	in.
Cheque Date:	<input type="text" value="0"/>	<input type="text" value="0"/>	in.
Pay to the Order of:	<input type="text" value="0"/>	<input type="text" value="0"/>	in.
Amount in Dollars:	<input type="text" value="0"/>	<input type="text" value="0"/>	in.
Amount in Words:	<input type="text" value="0"/>	<input type="text" value="0"/>	in.
Payee Name and Address:	<input type="text" value="0"/>	<input type="text" value="0"/>	in.
Memo:	<input type="text" value="0"/>	<input type="text" value="0"/>	in.

What you want to do is measure the differences you need to make in the elements that are not printing in the correct place on your cheque forms, and enter those differences in the displayed fields. In the **Left (-) / Right (+)** field, you enter positive numbers to move that element to the right, and negative numbers to move it to the left. In the **Up (-) / Down (+) field**, you enter positive numbers to move that element down, and negative numbers to move it up.

You will see in the image above that the "Organization Name and Address" and "Pay to the Order of" fields are greyed-out (not editable). Those fields are only editable if the **Print your Organization name and address of the top left corner** checkbox is checked, because if it is unchecked, those fields are not printed anyways, so there is no point in moving them! Similarly, the "Pay to the Order of" fields are only editable if the checkbox for **The Payee goes above the line for the Amount in words** is checked, because the element on the cheque that those fields refer to is only printed when that checkbox is checked.

You can choose to use measurements in Inches or Centimetres through the drop-down shown at the top of the above image. You can then experiment with the different settings, again printing on blank paper and holding that up to a real cheque form to see any remaining issues, until you are satisfied. When the **Adjustments** button has been clicked and this area is thus open, after you use **Print**, and view and/or print the displayed cheque(s), and close the report-viewing window, this window will still be open, in case you need to make further adjustments. (Normally this window is gone after printing cheques, if you are not making adjustments.)

If you cannot get the cheques to line up, and you are sure that you are using 3-part voucher forms that are compatible with QuickBooks cheque printing, please [contact us](#) for assistance. (You may be asked to mail in a voided cheque form for us to inspect.)

Note: The adjustments are stored per chequing account, if you have multiple chequing accounts, and per database / organization, if you have [multiple databases](#). That way if you have differently designed cheques for different bank accounts, you should be able to get them all to line up. The two checkboxes at the top of the window, however, are per database, but not per chequing account. If you did need different settings for those checkboxes for different chequing accounts within the same organization's database, you could just change the values in those checkboxes appropriately whenever you need to print cheques.

You should also be aware that some adjustments of elements, if they are too large, could potentially move those elements past the margins of the page. This could also force a 2nd blank page after each cheque page, if an element extends beyond the right margin (even if the text in it in a specific cheque does not extend that far!). So be sure to check for that very carefully, by scrolling in the displayed cheque, before you decide that your settings are correct. Of course, those errors can be fixed by entering a smaller adjustment for the element in question.

12.21 Importing Transactions

The ACCOUNTS program can import transactions from files that are in the same format that QuickBooks Desktop can import transactions in. QuickBooks import files must have the file extension (ending) ".IIF". ACCOUNTS import files can have that file extension, or the custom ACCOUNTS import file extension ".S4AIF".

Uses of Importing

The most common use of importing will be to import a summary bank deposit transaction exported from the Software4Nonprofits [DONATION](#) program, which is used to track your donors and donations and issue charitable receipts. Please read the Help in DONATION on "Creating Bank Deposits" to see how to associate donation categories in DONATION with ACCOUNTS accounts, and then determine which donations are included in your bank deposit, and export it to a file. (If two different people use those two programs, DONATION can even email the file containing the transaction to another person.)

The exported file name from DONATION will be BankDeposit-YYYY-MM-DD.DB.S4AIF, where YYYY-MM-DD is the bank deposit date you entered when creating the bank deposit. (The ".DB" part will change if this is for an additional database created with DONATION's **Database** ⇒ **Switch Databases** menu option.)

The other common use of importing will be importing from 3rd-party payroll programs, because ACCOUNTS does not include its own payroll calculations.

- For users in the U.S.A., we recommend Payroll Central USA (details are on the ACCOUNTS website at <https://www.software4nonprofits.com/accounts/RecommendedPayrollUSA>).

- For users in Canada, we recommend PaymentEvolution (details are on the ACCOUNTS website at <https://www.software4nonprofits.com/accounts/RecommendedPayrollCanada>).

Both of these services can create export files that can be imported into ACCOUNTS. (With PaymentEvolution, there is a free version, good for up to 5 employees, but it does not include the exporting. You can still manually enter the payroll transactions from it into ACCOUNTS. The paid version includes the exporting.)

One thing you **cannot** normally do with importing is import all of your prior transactions from an existing accounting program. This is explained in more detail in the sections on importing charts of accounts from [QuickBooks Desktop](#), [QuickBooks Online](#), [Quicken](#) or [Simply Accounting](#).

In brief, the concepts and organization in most other conventional accounting programs are so different from those in ACCOUNTS (particularly because of the fund accounting features in ACCOUNTS) that it would be almost impossible to match up and convert the transactions properly into ACCOUNTS. Instead, what is recommended is to enter an Opening Balances transaction in ACCOUNTS, based on a Trial Balance report (with some appropriate adjustments) from your existing accounting system. See the Help on [Entering Opening Balances](#) for more details.

How to Import

There are two ways to import files containing transactions into ACCOUNTS:

Simplest Option:

If the filename ends in ".S4AIF", you can right-click on the file in Computer or My Computer, and pick "Open" or "Import into ACCOUNTS" from the popup menu to automatically import it. If the file is in an email attachment, you may be able to double-click it to automatically import it.

For this to work, the current database / organization that you last used in ACCOUNTS (if you have more than one) must be the one you want to import the file into. (Prior to release 2.20 of ACCOUNTS, the program also had to not already be running. Now that is not a problem.)

More Flexible Option:

If you have the file stored in a known place on your hard drive (or a USB memory key etc.), run ACCOUNTS, make sure you are in the right database, and use the **Database => Import Transactions** menu option. That brings up the following window:



You can type in the name of the file to Import (which may have the extension ".IIF" or ".S4AIF"), or click the **Browse** button and navigate to where it is stored and select it. The initial default directory for the Browse button is the Import subdirectory of the program's [data directory](#). After you have used the Browse button once, though, it will remember what drive and directory you did the previous import from, and show you that as the default directory the next time.

Once you have the desired filename in the File to Import field, click **Import** to do the import.

If you use the "Simplest Option" described above (right-clicking on a ".S4AIF" file), ACCOUNTS will open and display the window above, with the filename already filled in, and just ask you to confirm that you want to do the import, then start the import if you answer Yes.

Possible Import Errors

There are a number of things that will cause detailed error messages, and cause the import not to succeed. The most likely is that there are account names in the import file that aren't in your Chart of Accounts. Also, if the accounts being used are of the wrong types, or have sub-accounts, that will also prevent the import from succeeding. (You can only post transactions in ACCOUNTS to accounts that do not have sub-accounts.)

Another possible problem is importing the same file twice. Some import files (including bank deposit transactions exported from DONATION) have a unique ID associated with each transaction, that allows ACCOUNTS to notice that it is importing the same transaction(s) a second time. If this occurs, you will be given options to replace the previously imported transaction, import it again (which will probably be a duplicate!) or cancel the import.

If there is an error message, read it carefully, and then make appropriate adjustments. That may involve changing the names of the accounts used in the program that you are exporting that transaction from, for importing into ACCOUNTS. Or it may involve adjustments in ACCOUNTS, such as creating any missing accounts that you do want to use, with the **New** button on the **Maintenance** ⇒ **Chart of Accounts** [window](#).

If the import is successful, you will receive a message telling you how many transactions were imported from the file, and as long as they all went into the same account (like a bank account), it will tell you which account they went into. You can then review that transaction in the [register window](#) for that account. (In most cases you will want to open the [splits window](#) on the imported transaction(s), to see all of the details.)

In unusual cases you may need to make changes to the imported transaction(s). You can do that in the register window and/or splits window, as desired.

Importing Transactions with Multiple Occurrences of the Same Account

The ACCOUNTS program actually prevents you from entering a transaction on the register (or anywhere else) that has two split lines with the same account. The reason is that the running balance in the register for that account (if it is an Asset, Liability or Equity/Fund account for which you can display a register) would then be incorrect. Why is that? Because

the running balance is based on only the primary amount field shown on the register. If there are further lines for the same account within the splits, their affect on the balance will not show up, and thus the balance would be wrong.

This is also true when importing transactions. If there are multiple split lines in a transaction to be imported for the same account, their amounts will be added up and they will be put together in one split line. If there are memo field values on those lines with duplicate accounts in the file being imported, they will be strung together into one memo, separated by commas (to the extent that they fit).

Creating your own Import Files

It is quite complex and difficult to create your own IIF import files, because it is a complex file format, and the ACCOUNTS program's import routine is very specific about what it will accept. (It was really only designed for importing bank deposit transactions from DONATION, and payroll transactions from the online payroll systems that we work with.)

You can currently get details from Intuit (the makers of QuickBooks) about the IIF format at <http://support.quickbooks.intuit.com/support/articles/HOW12778>. In particular, that page has a link to download and install an IIF Import Kit, that we recommend that you use for reference instructions. If you have QuickBooks, you can find most of the same details in its Help.

If you do decide to create your own import files, and need any significant amount of help with getting them to work, that will not be considered to be part of our standard [support](#), and we will ask you to pay an hourly fee if you want our assistance.

Here are a few things that will help if you do try to create your own IIF files:

- Some Intuit resources state that IIF files should be tab separated text, while others mention that they can be CSV (comma separated value). Either is accepted by ACCOUNTS.
- You must have !ACCNT and ACCNT lines at the top, that list all accounts from your chart of accounts that will be used in any transaction included in the file. If accounts are used in transactions but do not have a preceding ACCNT line, the import will be rejected. Accounts will not be created based on these lines - they must already exist in your chart of accounts.
- The required fields in !ACCNT header lines (and required contents in ACCNT data lines) are the NAME and ACCNTTYPE. Any other fields are ignored.
- ACCNT lines and accounts in transactions cannot be for fund / equity accounts. Very few transactions in ACCOUNTS should directly affect fund accounts.
- The ACCNTTYPE values on ACCNT lines must match the class of account (Asset, Liability, Income or Expense) that the existing account in the program's chart of accounts has.
- The required fields in !TRNS header lines (and required contents in TRNS data lines) are TRNSTYPE, DATE, ACCNT, AMOUNT and NAME. Other fields that will be imported are DOCNUM, MEMO, and TRNSID. Use of the CLASS field, with any contents in it, will prevent the import from working, because classes are not supported (or needed) in

ACCOUNTS. Use of the TRNSID to supply a unique ID to each transaction will prevent double importing of the same transactions.

- Dates must be exactly 10 characters long, and be in the format MM/DD/YYYY or YYYY-MM-DD. Any other format will cause the import to fail.
- Amounts that cannot be converted to decimal amounts will cause the import to fail.
- The required fields in !SPL header lines (and required contents in SPL data lines) are the ACCNT and AMOUNT. The other field that can be imported is MEMO. Use of the CLASS field, with any contents in it, will prevent the import from working, as explained above.
- SPL lines containing an AMOUNT field that is exactly "0.00" will be skipped.
- Other than the first field of each !ACCNT, !TRNS and !SPL line, which defines the type of line, the order of the remaining fields is not important. Of course, the fields in the ACCNT, TRNS and SPL lines must be in the same order as they were defined in the corresponding !ACCNT, !TRNS and !SPL lines.

12.22 The Audit Trail

ACCOUNTS has what is called an "audit trail". What that means is that every time you create a new financial transaction, change a transaction, or delete a transaction, that fact is recorded in your database. That includes transactions that are created indirectly for you, for instance with the **Database** ⇒ **Import Transactions** [menu option](#), or when you are [reconciling accounts](#) and you let it add a transaction for a service charge or interest for you.

You can then print out a report of all of those activities on each transaction, with **Reports** ⇒ **Accountant** ⇒ **Audit Trail**.

Having an audit trail helps protect against (and detect) either intentional or accidental changes to transactions that might hide suspicious activity.

There is only one extremely rarely used exception to the statement that all activity on transactions is tracked in the audit trail. The **Database** ⇒ **SQL Select** [menu option](#) can be used to make arbitrary changes to the data in your database, but only with the agreement of Software4Nonprofits and with a special password from us. This agreement is almost never granted, as everything you need to do in ACCOUNTS should be covered by its built-in features. For technical reasons, however, if such agreement were ever to be granted for using SQL statements to modify existing transactions, it would be almost impossible to have them tracked properly in the audit trail.

12.23 Currency and Date Formats in the Program

The ACCOUNTS program does not directly control the currency or date formats it uses for data entry and reporting.

They are both controlled by Windows Control Panel's Regional and Language Options tool. If you do not like the defaults used by the program, you can change them in that tool. However, please note that changes you make there may affect many other programs on your computer as well.

The one exception to this is the [OnDemand Version](#), where the currency formats cannot be changed from the U.S. and Canadian format, and the date formats are controlled by the **Maintenance** ⇒ **Date Formats** [menu option](#).

12.24 Using the Popup Calendar to Enter Dates

In various transaction date fields, for instance in the special purpose data entry windows, [register windows](#) and [journal entry](#) windows, there is a calendar button to the right of the date field. Clicking that button brings up a calendar control.

You can use that calendar to enter a date. Alternatively, you can type the date right into the field, then (if you wish) pop up the calendar just to check that it is the date you intended. For instance, if you have entered a date "05/06/2012", you might be unsure whether that was May 6, or June 5. Popping up the calendar would make that clear. Click on the down arrow again to make the calendar go away.

If you prefer to use the mouse to select dates and navigate in the calendar, just click on a desired date in the calendar and it will be put back into the Date field. The calendar will also close at that point. If you aren't in the right month, click on the arrow images to the left and right of the month and year at the top of the calendar to move to the previous or next month, respectively.

You can also use the keyboard to change the date: **PgUp** moves to the previous month; **PgDn** moves to the next month. The up and down arrow keys move to the previous or next week respectively. The left arrow key moves to the previous day, and the right arrow key moves to the next day. Pressing **Enter** on your desired date selects that date, just like clicking on it.

Pressing **ESC** closes the calendar without selecting a date. You can also close the calendar without making a selection by clicking the same popup button again, or clicking back in the date field, or in most other places on the same window.

Note: Most users who are touch typists will actually find that it is faster to just type dates into the Date fields, and never use the popup calendar. But many users do like to use a calendar, to be sure they are entering the correct date. There are also many helpful [keyboard shortcuts](#) in the Date field itself.

13 ENTERING AND PAYING BILLS

13.1 Maintaining your List of Bills

There are two ways of handling bills in ACCOUNTS. You can enter bills for later payment, with the **Actions** ⇒ **Enter Bills** [menu option](#) or **Enter Bills** quick link, or the **Actions** ⇒ **Bill List** menu option or **Bill List** quick link, or you can record immediate payments to them with the **Actions** ⇒ **Write Cheques** [menu option](#) or **Write Cheques** quick link, or on a [register window](#), for example one for a bank account or a credit card.

If you use **Actions** ⇒ **Bill List**, or the **Bill List** quick link on the main window, the following window will come up:

Vendor	Ref #	Due Date	Total Amount	Paid Amount
Toronto Hydro Electric	A123456789012345678799123	08/23/2012	75.00	75.00
Toronto Hydro Electric		09/24/2012	66.23	66.23
Office Depot		09/25/2012	100.00	100.00
Office Depot		10/11/2012	(100.00)	(100.00)
Office Depot		10/31/2012	250.00	250.00
Toronto Hydro Electric		01/23/2013	100.01	70.01
Toronto Hydro Electric		04/30/2013	50.00	0.00
Toronto Water		05/31/2013	75.00	0.00

The window can be resized, by clicking and dragging any edge or corner. (However, you will probably mostly only want to make it taller or shorter.)

The controls at the top of the window determine which bills are shown. The window initially comes up showing bills for all vendors. You can drop down the "Show Vendor(s)" drop-down to select only one vendor, to see their bills. You can also just start typing the name of a Vendor and it will come up, via [autocomplete](#). (Vendors that are marked as "Hidden" will show up in italics on this list.)

You can check the "Include Paid Bills" checkbox to have it show all paid bills for all or your selected vendor. And if you check "Show only one year", only bills with due dates no earlier than one year before today's date are show. The states of both of these checkboxes are remembered between uses of this window.

The main area in the middle of the window shows all selected bills, in order by their due date, with the bill's Reference # (if any), the total amount of the bill, and the amount paid on the bill so far (if there were partial payments, or if you are also showing paid bills).

To add a new bill, click **New**. See [Creating and Editing Bills](#) for full details.

To edit an existing bill, make sure it is highlighted on the list, then click **Edit**, or double-click on the bill in the list, or press **Enter**. Any of those actions will bring up the [Edit Bill](#) window. Make your desired entries or changes, then click **Save** or **Cancel** to return to this window.

To delete a bill that was entered in error, make sure it is highlighted on the list, then click **Delete**. You cannot delete a bill on which you have already made payments. However, in the very unusual case where both the payment and the bill were entered in error, you could delete the payment, and then delete the bill.

13.2 Entering and Editing Bills

Once you have used the **New** or **Edit** button on the [Bill List](#) window, or the **Actions** ⇒ **Enter Bills** menu option, or the **Enter Bills** quick link on the main menu, you will be brought to the following detail window for that bill, to create or edit its properties. (This is a sample, for one sample bill we created.)

Add New Bill

Payables Account: Accounts Payable

Vendor: Toronto Hydro Electric

Total Bill Amount: 56.23 Tax Code: H

Bill Date: 02/08/2013 Due Date: 02/28/2013

Terms:

Reference #:

Memo: February Bill

Account	Amount	Memo
HST Federal Payable	2.49	
HST Provincial Payable	3.98	
Utilities	49.76	

Total: \$56.23

Save and New Save and Close Cancel Help

A bill that you are entering for later payment must always be entered against an Accounts Payable account. (It is possible to have more than one such account, but most organizations will only have one.) The other side of the transaction is shown in the splits area in the bottom half of the window, and will usually consist of any sales taxes, and one or more expense account lines.

The fields that you fill in are as follows:

- **Payables Account:** If necessary, select which Accounts Payables account this bill is to be charged against. If you have more than one Payables Account, which would be quite unusual, you can start typing its name and it will come up via [autocomplete](#). (After you have used this window once, this will be set on subsequent uses to whichever account you used the previous time.)
- **Vendor:** Which vendor this bill is for. You can select the "<Add New>" item on this drop-down to add a new Vendor while you are entering the bill. For bills, you cannot just type in a Payee - it must be a saved Vendor. You can also just start typing the name of a Vendor and it will come up, via [autocomplete](#). After you select a [Vendor](#), if that vendor has a default Expense Account or Tax Code filled in, then if the relevant field here (the Account on the first splits line, or the Tax Code) is not already filled in, the default from the Vendor will be automatically filled in. Those default values are applied as soon as you move out of the Vendor field, to another field or another part of this window, based on the vendor that you picked. However, for technical reasons, if you go back to that field afterwards and make a different selection, no further changes based on vendor defaults will be made.
- **Total Bill Amount:** The amount of the bill, including any sales taxes. (You can enter a credit memo from the vendor by entering a negative amount.) As soon as you enter this Amount, it is immediately copied into the Amount field in the first line of the splits section at the bottom (as long as that field is still empty).
- **Tax Code:** As on the [register windows](#), you can select a pre-defined Sales Tax Code from this drop-down list. The codes are specified via the **Maintenance** ⇒ **Sales Tax Codes** [window](#). Selecting a Tax Code causes an automatic split of the transaction associated with the bill, to include the associated sales tax accounts.
- **Bill Date:** The date on the bill. This is the date the bill transaction will be stored with, and will determine what report date ranges its details will appear on. (For instance, what Income Statement date ranges any expenses in the bill's splits will appear on.)
- **Due Date:** The date the bill is due (with no penalty for late payment).
- **Terms:** The payment terms for this bill. (If you select a Vendor for a new bill that has payment terms in the Vendor record, this field will be automatically filled in from the Vendor record, but you can still edit it after that if desired.) This field is only for information - there are no calculations in the program that use it in any way.
- **Reference #:** Any reference number for this bill, for instance an invoice number.
- **Memo:** Any memo that is relevant for this bill. This will be printed on any cheque you use to pay the bill, but only if the Vendor for this bill does not have an Account # field specified for it. (If an Account # is specified, it will be printed as the memo on the cheque.) See below also for details on how this Memo may get copied to the Memos on the splits lines for the other accounts involved in this transaction.

Of those fields, only the Payables Account, Vendor, Total Bill Amount, Bill Date and Due Date are required.

Entering the Splits

Once you have filled in the fields at the top of the window, you use the area at the bottom of the window to specify the splits (also called "counter accounts") for the transaction associated with the bill. (This is very much like a [register splits](#) window.) If you selected a Sales Tax Code, those accounts and their calculated amounts will already be filled in. You will need to select one or more expense accounts to charge the pre-tax bill amount to. (In

rare cases, accounts other than expense accounts may be used.) Of course, the splits Amounts must add up to the Total Bill Amount.

The **Account** field normally drops its list down automatically, as soon as you Tab or click into it, though this can be changed with an option on the **Maintenance** ⇒ **Main Options** [window](#). (If that option is turned off, you can drop down the list by clicking on it with your mouse, or pressing the keyboard combination **Alt+DownArrow**.)

The accounts on the list are initially displayed in chart of accounts order, but if you type a letter, it immediately goes to the first account that starts with that letter, and also re-sorts the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.

The Account field uses [autocomplete](#) to make selecting existing account names easy.

When the **Account** list drops down in a field that currently has no value it, the list is automatically scrolled for you to the first Expense account, since those are the accounts you are most likely to pick for the splits on a bill.

The **Amount** fields in the bottom half (which are totalled in the Total field below the grid) must add up to the Total Bill Amount of the bill in the header.

If you enter an Account, and then change the Amount on the first line (or any subsequent line), and then Tab or click out of that Amount field, the remaining part of the overall bill amount will be filled into the Amount field on the last row with no Account selected, so that you may only have to enter the Account for that row, and you will be done.

The optional **Memo** field for the splits lines can be used for a further description of that individual split line. The **Memo** you entered for the overall transaction in the top part of this window will always be stored with the implicit split line for the Payables Account of this transaction. It will also be stored with each split line for the transaction that you do not enter a distinct memo for, when you save the transaction.

Click **OK** to save this bill, or **Cancel** to abandon any changes. Either one will close this window.

Saving a new bill creates a transaction in the selected Accounts Payable account. It can be viewed (but not edited) in the [register window](#) for that account. When you view bills entered with this window on the register window, they will show a Type (transaction type) value of "BILL".

Resizing this Window

For the unusual case where you have more than 8 split lines in a bill (the number shown by default), you can click and drag the top or bottom border of the window to resize it vertically, to allow more split lines to show. Split lines will be automatically added to fill the space, if necessary.

However, you don't have to resize the window to get additional split lines - a new one will always be created if you do any edits in the existing last split line.

You can also resize the window horizontally, by clicking and dragging on either the left or right side. The memo field will expand when you do that, to fill the space.

Deleting Split Rows

On occasion you may find that you have entered a split row that you don't want to be there, and don't have any other split row you can overwrite it with. To get rid of it, just clear the Account value (by selecting the blank value at the top of the drop-down list of Accounts) and also clear every other value on that row. You can also do this clearing of a line by right-clicking on it and picking **Delete Row** from the popup menu. When you save the window, that row that is now entirely empty will disappear.

After deleting a row, a last row's Amount field will also be adjusted to make sure the total is still correct.

How to Pay a Bill

If you enter a bill on this window, you **must** record your payment of it using the options for [paying a bill](#) on the **Actions** menu or in the main window's quick links. If you just enter a cheque or other payment for it directly on a [register window](#), the program will not pick up the fact that the bill has been paid, and will still show it as outstanding on the Bill List or Bill Payment windows, and on **Reports** ⇒ **Vendors and Bills** ⇒ **Overdue Bills Aging Summary**.

Credit Memos

As mentioned above, if you enter a negative number for the Total Bill Amount, that represents a credit memo from the vendor. You can then include that as part of a bill payment, to offset other real bills from that vendor.

One thing to watch out for, however, is that the subsequent bill from that vendor might or might not subtract off the credit amount. If it does subtract it off, you need to either:

- Delete this credit note (in the [Bill List](#) window) and enter the new bill for the stated amount (with the credit subtracted off), OR
- Leave the credit note in and enter the new bill for its original amount (without the subtraction of the credit amount).

What if I Made a Mistake?

If you save a bill that you should not have saved, or that needs some correction, you can get back to it with **Actions** ⇒ **Bill List** [window](#), and use the **Edit** or **Delete** button on that window to make the appropriate correction.

In addition, if you open up the [register window](#) for your Accounts Payable account, you can right-click on bills there and pick **Edit Bill** from the popup menu, to edit them.

Please note that if you edit a bill that has already been paid (or partially paid) there will be a warning about changing the Total Bill Amount, because obviously that would then require either [changing the bill payment](#) transaction (if it hasn't really already gone through) or perhaps making another bill payment, if the total was increased.

13.3 Paying Bills

There are two ways of handling bills in ACCOUNTS. You can enter bills for later payment, with the **Actions** ⇒ **Enter Bills** [menu option](#) or **Enter Bills** quick link, or the **Actions** ⇒ **Bill List** menu option or **Bill List** quick link, or you can record immediate payments to them with the **Write Cheques** [menu option](#) or quick link, the **Credit Card Charges** [menu option](#) or quick link, or on a [Register window](#), for example one for a bank account or a credit card.

For bills that you have entered for later payment, you can record your payment of them with the **Actions** ⇒ **Pay Bills** menu option, the **Pay Bills** quick link on the main menu, or the **New** button on the **Actions** ⇒ **Bill Payment List** [window](#). Any of them bring up a window such as the following:

Vendor	Ref #	Due Date	Outstanding Amount	Payment Amount
Toronto Hydro Electric	123412412341243	12/31/2019	200.00	0.00
Timmins Hydro		02/29/2020	100.00	0.00
Dan's Vendor		07/24/2020	(100.00)	0.00
Dan's Vendor		07/24/2020	(200.00)	0.00
Toronto Hydro Electric		04/30/2023	113.00	0.00
Total Payment:			0.00	

The window can be resized, by clicking and dragging any edge or corner. (However, you will probably mostly only want to make it taller or shorter.)

You use this window to pay one or more bills, for one vendor at a time.

You can use the **For Vendor** drop-down at the top to limit the list to see only outstanding bills from one vendor. You can also just start typing the name of a Vendor and it will come up in this field, via [autocomplete](#).

The **Pay From Account** drop-down shows the Bank and Credit Card accounts that you could pay the bill from. Once you have used this window once, this field will be automatically filled in with the account that you paid the previous bill from. (Be sure to check the value, if you pay different bills from different accounts!)

The **Payment Date** defaults to today's date, or the last-used transaction date, and is the date of the cheque or payment.

The **Chq / Ref #** ("**Chk / Ref #**" for users in the U.S.A.) is the cheque number (or other reference number) that you want to be recorded with the bill payment transaction, if any. You cannot enter leading zero's in a cheque number, as that would stop you from being able to print that cheque in the program. If you are paying from a Credit Card account, don't enter a Cheque #! The Cheque # field is initialized to the [next cheque number](#) in the selected bank account (one higher than the most recently entered one in that account).

This is different from the **Ref #** field in the list of bills that can be paid in the main area of the window, which is any Reference # you recorded when you entered the bill.

If you check the **Don't warn about empty Chq / Ref #** checkbox, you can leave the **Chq / Ref #** field empty without receiving a warning message asking you to confirm that you want to do that. The setting of this checkbox will be saved between uses of this window, individually for each user of the program.

Once you have selected the **Pay from Account** (or if it is automatically filled in based on your previous bill payment), the **Cheque #** field will be automatically filled in with the next available cheque number, assuming it is a bank account. You can also increase or decrease the number in this field by pressing the "+" or "-" keys.

Having filled in those values at the top of the window, click into the **Payment Amount** field for whichever bill or bills (from the same vendor!) that you want to pay all or part of, and enter an amount. Usually you will be paying bills in full, so your Payment Amount will be the same as the displayed Outstanding Amount. (The Outstanding Amount will usually be the original bill amount, unless you have previously made a partial payment on that bill.)

If there are credit memos listed, the Outstanding Amount will be a negative number (as in the 3rd line in the example window above), and your **Payment Amount** also needs to be a negative number (to use up all or part of that credit).

As soon as you enter each **Payment Amount** and tab out of the field (or click the small **Pay** button or main **Pay Now** button), the **Total Payment** field at the bottom will be filled in, with the total of all the Payment Amounts you entered.

Rather than typing in your Payment Amounts, you can alternatively click the small **Pay** button to the left of that field, to transfer the Outstanding Amount for that bill into the Payment Amount field (as long as that Payment Amount is currently empty or zero).

Although there is no field displayed for a memo for the transaction (what would show up in the Memo field on the register), a memo may actually be filled in for you for the transaction on the Pay from Account, when it is saved from this window. It will be the Memo entered with the bill that was paid, if there was one. (If more than one bill was paid by this bill payment, the memo will be taken from the first bill included in the payment.) This memo will be printed as

a memo line on a cheque, if this bill was paid by cheque, unless the vendor has an Account Number, in which case that number will be used for the memo.

Click the **Pay Now** button to pay the bill. You will be asked to confirm the desired payment first. If payment is recorded successfully, you will receive a message to that effect, and you can then remain in this window to pay additional bills. The accounts used in the transaction created by the bill payment are the Accounts Payable account(s) that the bill(s) were registered against, and the Pay From Account that you specify in this window.

You must understand that clicking **Pay Now** doesn't actually pay the bill, it merely records the fact that you have paid the bill! You still need to write or [print the cheque](#) and get it to the vendor, or make the actual credit card payment, etc.!

The bill payment transaction can be viewed (but not edited directly, except for the Number field, if you need to correct the cheque number) in the [register windows](#) for both the Accounts Payable account and the account you paid the bill from. When you view bill payments entered with this window on the register windows, they will show a Type (transaction type) value of "BILLPAY". However, you can edit them in this window, from the register window, by picking **Edit Bill Payment** from the right-click menu, or pressing **Ctrl+E**, when the bill payment row is selected.

Click **Close** when you are finished with this window.

What if there's an Early Payment Discount or Late Payment Interest?

To keep things simple in ACCOUNTS, there are no special features for dealing with such things. If the amount you actually need to pay on a bill is not the same as when you entered it, first go back and edit the bill amount, with the **Edit** button on the **Vendor ⇒ Bill List** [window](#). Then you can come back to this window to pay that current amount.

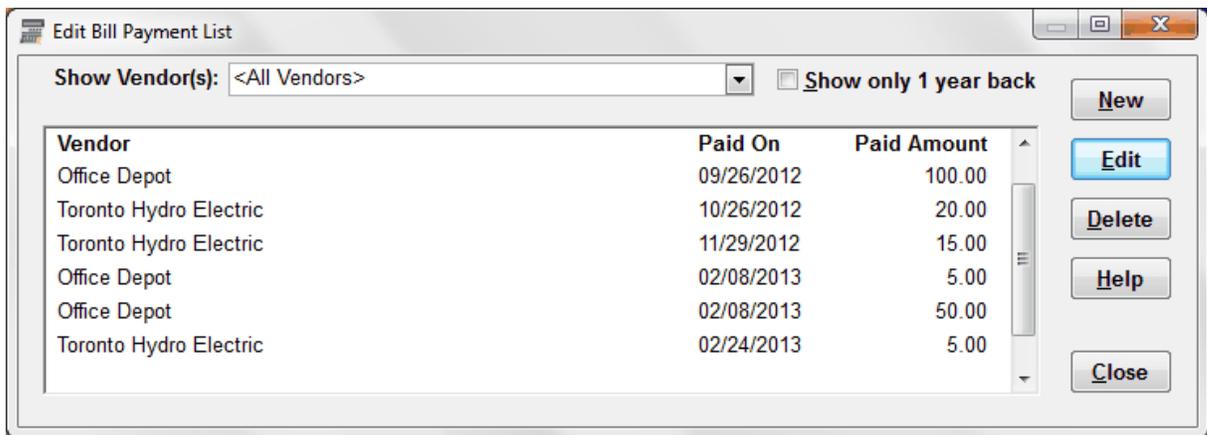
What if I Made a Mistake?

If you save a bill payment that you should not have saved, or that needs some correction, you can get back to it with **Actions ⇒ Bill Payment List** [window](#), and use the **Edit** or **Delete** button on that window to make the appropriate correction.

13.4 Maintaining your List of Bill Payments

There are two ways of handling bills in ACCOUNTS. You can enter bills for later payment, with the **Actions ⇒ Enter Bills** [menu option](#) or **Enter Bills** quick link, or the **Actions ⇒ Bill List** menu option or **Bill List** quick link, or you can record immediate payments to them with the **Actions ⇒ Write Cheques** [menu option](#) or **Write Cheques** quick link, or on a [register window](#), for example one for a bank account or a credit card.

For bills entered via **Enter Bills** or **Bill List**, you record payments of them with the **Actions ⇒ Pay Bills** [menu option](#) or **Pay Bills** quick link. Once you have made bill payments, you can review and if necessary edit them on the **Actions ⇒ Bill Payment List** window, or the **Bill Payment List** quick link on the main window, which comes up as follows:



The window can be resized, by clicking and dragging any edge or corner. (However, you will probably mostly only want to make it taller or shorter.)

This window always comes up scrolled down to your latest bill payment, on the assumption that the recent bill payments will be the ones you are most interested in.

The **Show Vendor(s)** drop-down list at the top of this window allows you to restrict viewing bill payments to those made to only one selected vendor. You can also just start typing the name of a Vendor and it will come up, via [autocomplete](#).

Checking the "Show only 1 year back" checkbox makes it show only bills paid no earlier than one year before today's date. The state of that checkbox is remembered between uses of this window.

You can pay a new bill (for any vendor, regardless of which one is showing in the **Show Vendor(s)** drop-down), with the **New** button. It does exactly the same thing as the **Actions** ⇒ **Pay Bills** [menu option](#). If you save a new bill payment in that window, and return to this window, it will immediately show up in this window, as long as it isn't for a different vendor than your current selection.

The **Edit** button allows you to edit an existing bill payment, to make corrections to your original entry. It edits the bill that is highlighted on the list. See [Editing Bill Payments](#) for full details. You can also double-click on a bill payment in the list to edit it, or press Enter to edit the selected (highlighted) bill payment.

The **Delete** button is for the rare case where you have entered a bill payment in error. It deletes the bill payment that is highlighted on the list, after confirming that you want to do so.

Click **Close** to close this window.

13.5 Editing Bill Payments

If you have made some error in a bill payment that you entered, you can correct that with the **Edit** button on the **Actions** ⇒ **Bill Payment List** [window](#).

Alternatively, if you open up the [register window](#) for the account you pay your bills from, you can right-click on bill payment transactions there and pick **Edit Bill Payment** from the popup menu, to edit them.

Either of those actions brings up the following window, which is just a minor variation on the window for making [new bill payments](#):

Vendor	Ref #	Due Date	Outstanding Amount	Payment Amount
Toronto Hydro Electric	asfasdfasdfsdf	11/30/2019	0.00	100.00

Total Payment: 100.00

On this window, you can correct the **Pay From Account**, the **Payment Date**, the **Chq / Ref #**, or the **Payment Amount**. If you change the Payment Amount, the Total Payment amount at the bottom will be updated (after you tab out of the field, or click **Save**.)

If you need to change the **Pay From Account**, you can select it with the drop-down list, or just start typing and have it appear via [autocomplete](#).

As with the window for creating a new bill payment, the **Chq / Ref #** (or **Chk Ref #** as show above for users in the U.S.A.) is the cheque number or other reference number for the actual payment. The **Ref #** field in the main area of the window listing the bills being paid is the Reference number of the original bill itself.

Having made your changes, click **Save** to save them and close this window. (You will first be asked to confirm the change.) You can also click **Cancel** to close this window, abandoning any changes.

One thing that may be confusing initially is the Outstanding Amount displayed on this window, and how that interacts with what you are allowed to enter as an updated Payment Amount. The Outstanding Amount is how much of this bill is still unpaid, with the amount already paid being considered to include the current Payment Amount. For a bill that you have paid in full, the Outstanding Amount will be \$0, as in the example shown above, and the Payment Amount will be the full amount of the bill, that you paid. You can only change it to a lower value (for example if you want to change it to only partially pay the bill).

A more complex example is the following, where one bill payment made was related to two different bills from the same vendor:

Vendor	Ref #	Due Date	Outstanding Amount	Payment Amount
Dan's Vendor		10/18/2021	0.00	100.00
Dan's Vendor		10/31/2021	0.00	(40.00)
Total Payment:				60.00

In this case, the second of those bills actually had a credit (the negative amount indicated by the number in round brackets), which offset part of the first bill.

In general, the maximum you can pay on each bill is the Outstanding Amount plus the current Payment Amount. Since neither of these bills has an Outstanding Amount, the Payment Amounts cannot be increased.

Of course, you should only change the Payment Amount on an existing bill payment if you haven't really made that payment yet (for instance, you haven't actually written and sent the cheque) and you plan to pay a different amount!

In the case like the example above where there are credit memos from the vendor that are part of this bill payment, the Outstanding Amount (if non-zero) will be negative, and Payment Amounts must also be negative (in order to use up the credit).

Why Can't I Edit the Bill's Splits Here?

We have occasionally been asked this question. You need to understand that a bill payment is a transaction that debits your Accounts Payable account and credits the Pay From Account (a bank or a credit card). The splits between expense accounts are not involved in the bill payment transaction itself at all!

The splits were defined when you [entered the bill](#) itself. The "enter bill" transaction credits Accounts Payable and (usually) debits one or more expense accounts. (Of course, other accounts such as sales tax accounts might also be involved.)

So what you really want to be editing, if you think the splits need to be edited, is the original bill transaction itself. As long as the total amount of the bill hasn't changed, all you have to do is go to the Bill List window, find the bill, and click Edit to edit it – now you have the splits that you want to edit. You will receive a warning about changing the total amount, namely that doing so will require you to also edit the bill payment (or perhaps make a further bill payment).

Of course if you do change the Total Bill Amount, you may have to do something appropriate back here, as explained in that warning message.

14 IMPORTING ONLINE BANKING DOWNLOADS

14.1 Importing Online Banking Downloads

Most online banking websites have options for downloading transactions, for a specified date range and/or since the last such download. The downloaded files are meant for importing into various bookkeeping programs. ACCOUNTS can import transactions downloaded from standard bank accounts (generally chequing or savings accounts) and also from credit card accounts.

Importing downloaded online banking transactions can do one or both of two things: match to existing manually entered transactions (or ones entered as [recurring transactions](#)) in ACCOUNTS, or create new transactions in ACCOUNTS based on the imported transactions that didn't match existing ones. So the two purposes for doing that importing would be for a sort of pre-bank reconciliation (for the manually entered transactions) or to do some of your data entry of transactions for you, or a combination of the two.

The downloading options in online banking websites almost always include both Quicken and Intuit QuickBooks. ACCOUNTS can import files downloaded for either of them. Some online banking websites that we are aware of also have options for downloading to Microsoft Money, Sage 50 Accounting, and/or Simply Accounting. ACCOUNTS can also import files downloaded for any of them.

Important: For any one bank account you are doing downloads for, you need to be consistent about which of the acceptable file formats you select to download it as. Otherwise the program may not recognize that the account you want to import the file into has already been linked to that bank or credit card account.

When you install current versions of ACCOUNTS, if the installer observes that you don't have Quicken installed, it will register what is called a [file association](#) with the filename extension for Quicken download files, which is ".qfx". What that means is that if you download such a file from the online banking website, and tell your web browser to Open it, ACCOUNTS will automatically start and try to import the file for you.

Similarly, if you don't have QuickBooks Desktop installed, the ACCOUNTS installer will register a file association for the filename extension for QuickBooks download files, which is ".qbo".

The same applies to file associations for files downloaded for Microsoft Money or Sage 50 Accounting, which have a file extension of ".ofx", or for Simply Accounting, which have a file extension of ".aso". File associations will be created for those as well, if you don't already have programs associated with those extensions.

If those file associations aren't created, you can import downloaded online banking transaction files that you have saved to your hard drive, with the **Database ⇒ Import Online Banking Download** menu option.

Note: Unlike some programs (such as Quicken and QuickBooks), ACCOUNTS will not do the downloading for you! You have to go to the online banking website and select an appropriate download yourself, then when you Open that file in your web browser, if there is an appropriate file association as described above, or Save it and then use **Database** ⇒ **Import Online Banking Download** to open it, it will be imported.

Bank Rules

One problem with matching downloaded to manually entered transactions is that the Payee/Description names may not match. Another problem is that downloaded transactions never include the name of an account (usually income or expense) to associate them with.

To solve these problems, you can create what ACCOUNTS calls Bank Rules. They match downloaded payee/description names and/or memos with the one you use for manual entries. They can also help you by assigning counter accounts (such as income or expense accounts) to certain names, and even [sales tax codes](#) if you use them. Those additional details are used as part of the process of matching imported transactions to existing ones in the program, and are also used when the program creates new transactions from imported ones that don't match any manually entered ones.

See [Bank Rules](#) for full details about this.

How Imported Transactions are Matched to Manually Entered Ones

ACCOUNTS uses a number of pieces of data from the imported transactions, and a number of rules, to match manually entered transactions to imported ones. Of course, it will also match to ones inserted automatically as recurring transactions.

The pieces of data that are relevant to determine the matching are the transaction date, amount, payee/description, memo and reference number (which is most commonly a cheque number). Here is a summary of the rules that are used:

- The manually entered transaction date has to be less than or equal to the imported one, but no more than 2 months prior to the imported one. Matching starts from the latest-dated imported transactions, trying to match them to the best matching latest-dated manually entered transaction.
- The amount has to match, and of course whether it's a payment or a deposit (for bank accounts) or a charge or payment (for credit cards) has to also match!
- The best matches will be if the date is appropriate, the amount matches, there's a reference number that matches, and the payee/description matches. (The exact meaning of saying that the payee/description matches is explained in the Help topic on [Bank Rules](#).)
- After doing those best matches, the program looks for matches on the date, amount, and reference number, ignoring the payee/description.
- After doing those matches, the program looks for matches on the date, amount, and payee/description. (Otherwise possible matches where both the imported and existing transaction have a reference number, and they are different, are never used.)
- The program then **optionally** looks for matches on only the date and amount. Since that could tend to create incorrect matches, you can turn off that type of matching with a new

option in the **Maintenance** ⇒ **Main Options** [window](#), the **Only match transactions to online banking downloads if more than just the Amount matches** checkbox.

This optional matching step defaults to being used unless you choose to turn it off in that window by checking that checkbox, which you might want to do if you observe too many incorrect matches. (This step also never makes matches with mismatched reference numbers, as in the previous point.)

There are a couple of situations where matching cannot work, even though you would think it ought to, both of which involve a different number of imported transactions from the number of manually entered transactions that should match to them.

The first case is when you have manually entered something as two (or more) transactions, but the import file has grouped them together as one transaction. An example might be if you deposited two cheques at the same time, and recorded each one separately in ACCOUNTS, but your bank saw that as one deposit transaction. You would have two choices for the matching there - you could either just ignore that imported transaction, knowing that manually entered transactions matching it are indeed there, or you could edit the manually entered transactions (after using the **Manual Match** menu option described below to bring up a [Register](#)-like window where you can do editing) to merge them together, so they can match.

The second case is when you have one manually entered transaction that the import file has split into two. Again, as long as you are sure the right transactions are there, you could just ignore it, so nothing is matched. Or, you could edit in the **Manual Match** Register-like window to manually split the transaction into two, matching the two imported ones, and then match them.

Another thing to be aware of is the dates of [Recurring Transactions](#). Because matching only happens if the existing transaction in the register has a date less than or equal to the imported transaction date, you want to be sure that the dates of recurring transactions are the *earliest* they ever happen. So for instance if a certain recurring payment can vary between the 10th and 13th of a month, depending on when weekends occur etc., be sure to set it up to be inserted on the 10th. Then if an imported transaction is dated on that date or later, it will still match. If you had the recurring transaction inserted on the 13th, and the bank recorded it on the 10th, it would never match in this process.

What Do You See?

The program starts working on an online banking download file after either it is started from that file via a file association with the correct type of file, or you select the file with **Database** ⇒ **Import Online Banking Download**. It then reads everything in the file. As long as there are no errors in the process, the next step is to determine which bank or credit card account to import into.

Please note that you can only import only one bank or credit card account from an Online Banking Transaction Download file at a time. Even though some banks provide the opportunity to download transactions from all of your accounts into one single file, please choose to download only one account at a time. Otherwise ACCOUNTS will reject the file.

The first time you import from a given bank or credit card account, the program will show you a list of your bank or credit card accounts that aren't already matched to other account's online banking downloads, and let you pick the appropriate one. Then it remembers that, so you will never be asked about that again. In the unlikely case that you have matched the wrong account in ACCOUNTS to a given bank or credit card's online banking download, you can unlink them by using the **Online Banking Info** button in the [Edit Account](#) window. You can also see details of the match there.

The following window is then displayed for working through the matches, making new matches, and accepting them when you are done:

Date	Number	Payee / Description	Payment	Clr	Deposit
Type	Account	Memo	Tax Code		
Imported Transaction					
07/03/2018		Atm Cd Fee	1.42		
New Transaction					
07/03/2018		Atm Cd Fee	1.42		
Imported Transaction					
07/13/2018	77	Cheque - 077	150.00		
		CHECK			
Matched Transaction					
07/08/2018	77	John Smith	150.00	R	
		CHEQUE Musicians			
Imported Transaction					
07/09/2018		Deposit			190.00
		ATM			PTB DEP -- TN678087
Matched Transaction					
07/08/2018		Cash Deposit		R	190.00
		DEP Cash Donations			

As you can see each "row" of this window actually contains spaces for two transactions - the Imported one above, and a Matched or New one below. Both sets of fields are almost identical to those in the program's regular [Register](#) windows.

You can review each Matched Transaction to make sure you are happy with it.

There will also be partially filled-in New Transactions in the lower area, based either just on the imported values, or on Bank Rules that give conversions of imported payee/description names, and optionally also a counter account and sales tax code. You can make further edits there to complete or correct those transactions.

In many ways, the lower half of each transaction here behave like a regular Register window. As in the Register, you will have to save those changes you make before you can move to another row. You can press **Enter** to save changes, or if you just click into another row, you will be prompted about saving. In either case, if there are things that would keep that row from being saved, you will receive a detailed message about it.

When you click into an editable field in a row (which are only the ones in the lower half, for the Matched or New Transaction) it becomes highlighted, and the **Splits** and **Actions** buttons as shown in the screen shot above appear for that row. The **Splits** button behaves just as in the regular Register, taking you to a [Register Splits](#) window for that transaction.

Other options are the **Actions** button, which brings up a popup menu (also available by right-clicking in a field), with the following choices: [CHECK NAMES!]

- **Manual Match:** This brings up a Register-like window, with the imported transaction you are matching to at the top. Below that, it shows all currently unmatched transactions, with a **Make Match** button that appears on any transaction you click into that has the right dollar amount matching the imported transaction. So you just need to find the correct match, and click that **Make Match** button to send the match back to the main working window. After a confirmation, it replaces whatever is there with the selected transaction. For full details, please see the separate help page on the [Manual Match Window](#).
- **Unmatch:** If you feel an imported transaction has been matched to the wrong manually entered one, choose this menu option to undo that match. This will clear the bottom part of the matched transaction, so that you can manually enter a new one for it or choose another menu option to make a new match.
- **Clear:** For new or unmatched transactions, this option is available. It does the same thing as **Unmatch** does for matched transactions.
- **Pay Bill:** An imported transaction might represent a bill payment, that had been entered into ACCOUNTS as a bill to be paid with the **Enter Bills** window, but that has not yet been recorded as having been paid, with the **Pay Bills** window. This menu option will pop up the **Pay Bills** window, with the knowledge that it is supposed to be a bill for the given Amount of the imported transaction you are working on. If you do pay a bill for that Amount, the associated transaction will be then copied back into this work window as the match, after a confirmation.
- **Create Bank Rule:** If you have entered a Payee/Description, and possibly also any or all of a memo, counter account and sales tax code, into the Matched area, either manually or by using **Manual Match**, you can then choose this menu option. It brings up the [Bank Rules](#) window, with a potential rule based on the current data added into it. (If there is already a matching rule, it will be selected.) You can edit that rule as desired, then **Save** it there. If you do create a new rule, when you return to this main window you will be prompted as to whether to apply it further unmatched transactions.
- **View/Edit Splits:** Same as the **Splits** button, opens a [Register Splits](#) window for this transaction.
- **View as Journal Entry:** Available only for saved transactions (either Matched, or New ones you have edited and saved): displays the transaction as an uneditable [journal entry](#) (debits and credits).

- **Insert Memorized Transaction:** Allows you to replace the current Matched or New transaction with a [memorized transaction](#), that must match the amount of the imported transaction.

Saving your Changes

Once you are happy with all of the displayed matches and entries, you can click the **Save** button to attempt to save all of the changes. This will do two things:

- Do a regular save of any unsaved New or edited Matched transactions, and
- Mark those transactions as having been matched to that imported transaction.

A matched transaction that is saved in this way will show a reconciled status, in the field headed "Clr" in a Register window, of "c", unless it was already showing an "R" because it had been reconciled in a regular [bank reconciliation](#). Fields matched with "c", when pulled up as part of a later bank reconciliation, will be assumed to be cleared and thus already show check marks beside them.

Warning About Overlapping Downloads and Transaction Duplication

Each bank assigns a unique ID to each transaction in each account that you download. That unique ID is also saved with the transaction, so it is known that it has been matched to that bank transaction. If you re-import a file from your bank that includes the same unique ID that has already been stored with a transaction in the program, it will be ignored, because you have already dealt with it.

Unfortunately, we have observed that some banks are **not** always consistent in assigning the same unique ID to the same transaction in different downloads, so it is not entirely reliable to depend on the unique IDs to prevent the program from re-importing the same transaction twice! For such banks, you may need to be very careful to never download overlapping time periods in different downloads. If you do, the program will show you transactions that have already been imported and want to save new transactions for them. If you do that, you will end up with duplication transactions!

To avoid this, for online banking systems that have a download of option of "All Since Last Download" or words to that effect (rather than picking a date range) we recommend to always use that option. That way there should never be any duplicated transactions downloaded, and no chance of the same transaction with different unique IDs being imported twice.

It's important to understand that the "c" reconciled status and unique ID belong to the part of the transaction that is for this specific bank or credit card account you have done the import into! So for instance if you have a transaction that is a transfer of funds between two bank accounts, only the part of it for the bank account you did the import into will show the "c" if you view that transaction in a Register window. If you view the other account in a Register window, you will not see a "c" - unless you also download and import transactions from that other bank account!

In some cases the program will not be able to immediately save all of the imported transactions, because the entries are not complete or not matched correctly. In that case you will get a message, and only the transactions that still need to be saved will remain on the screen. You can take whatever actions you need to take to allow the program to save them, then click **Save** again.

Once all transactions have been saved, the window will close.

To stop the saving process from being too broken up by warning messages, only limited message boxes will come up to explain why any given row cannot be saved, or to ask you whether issues it detects are OK. Here are the things that can prevent a row from being saved:

- Missing a Date, a Description, an Account, or an amount (either a Payment or a Deposit amount)
- Having the Payment or Deposit amount not matching the imported transaction's corresponding amount
- Having a Reference Number (which is usually a cheque number) that doesn't match the imported transaction's Reference Number (you will be asked what to do about that)
- Having a date that is more than two months earlier than the imported transaction's data (you will be asked what to do about that).

It is also possible to use the **Cancel** button to give up on the matching in this window, and possibly try it again later with the same file if you wish. Sometimes if there are transactions that you cannot match, as in the examples above where the number of transactions in the register doesn't match the number of imported transactions, the right action is to click **Cancel** and ignore the remaining ones. Closing the window also does the same thing as the **Cancel** button.

Undoing Saved Changes

In very unusual circumstances you may decide that you have saved some incorrect matches, and want to eliminate them, so that you can re-try importing the same downloaded file and make more correct matches to existing or new transactions.

You can do this in the normal [Register](#) window, with its right-click menu option **Unmatch Online Banking Transaction**.

14.2 Bank Rules

As introduced in the overview topic on [Importing Online Banking Downloads](#), Bank Rules are used to match a downloaded payee/description name and/or memo with one you use for manual entries. They can also help you by assigning counter accounts (such as expense accounts) to certain descriptions and/or memos, and even [sales tax codes](#) if you use them. Those additional details are used when the program creates new transactions from imported ones that don't match any manually entered ones.

Some other bookkeeping programs with a similar feature call these Renaming Rules, but we didn't use that name because it seems to exclude the concept of also assigning an Account based on the name, which as you will see below is one of the options.

You can access the Bank Rules window from the **Maintenance** ⇒ **Bank Rules** menu option, and also by using the **Create Bank Rule** popup menu option after clicking **Actions** on a transaction in the main importing work window. The window will look like the following, if accessed via **Create Bank Rule**:

If the Imported Transaction Description Contains:	and/or the Imported Transaction Memo Contains:	Replace the Description with:	Account	Tax Code
SERVICE FEE		Service Fee	Bank Charges	
ELECTRONIC ITEM FEE		Electronic Item Fee	Bank Charges	

If you access this window via the right-click or **Actions** menu option **Create Bank Rule** in the main work window for online banking importing, a new rule based on the transaction you were in will be suggested for you, or if there's already a matching rule, it will be selected in the window.

If you access this window via the **Maintenance** ⇒ **Bank Rules** menu option, two additional buttons are displayed: **New** and **Delete**.

As indicated by the column heading, the first column ("If the Imported Transaction Description Contains") is for searching in the payee/description of downloaded and imported transactions, and matching if what is shown in this field is contained in that payee/description, ignoring case (capitalization). That's why entries in this field are always capitalized, because the matching ignores case.

The 2nd column ("and/or the Imported Transaction Memo Contains") allows similarly for matching with the memo field of imported transactions, if what is shown in this field is contained in the memo of an existing transaction, ignoring case. A match can be made if the first column matches, or the 2nd column matches, or both.

It's very important to **not** include anything too common in the 1st or 2nd field, or that bank rule may start incorrectly matching too many transactions. For instance, one user created a bank rule where the Memo (2nd field) was "Toronto ON". Their bank put something that included that text into the memo field for most of their transactions, so it matched all of them, incorrectly!

The 3rd column ("Replace the Description with") is what is put into the Description field when there are matches based on the Description and/or Memo in the first two columns. This column behaves like the Payee/Description column on a [Register](#) window, in that it has a

drop-down list of previously used descriptions, and you can also start typing and have matches come up.

The final two columns ("Account" and "Tax Code") are optional, but can be very helpful if all transactions matching on the first two columns have the same income or expense account, and/or the same tax code. If those fields are filled in, all matches based on them fill in that account and tax code to the matching transaction.

There is an extra option at the top of the drop-down list for the 3rd column, "<unchanged>". If you specify that value, and also either an Account or a Tax Code or both, then when the first and/or second column matches, the imported Description won't be changed, and only the Account and Tax Code will be applied.

So for instance, if you look at the 1st line in the window displayed above, an imported transaction might have a payee/description of "Monthly Service Fee". It would match, because "SERVICE FEE" is contained in that description, ignoring case. Any new transaction being created in ACCOUNTS based on that imported transaction would have its Payee/Description field changed to "Service Fee", as show in the 3rd column. It would also use the counter account "Bank Charges", as displayed there.

The bank rules are also used as part of determining whether the payee/description names match, when matching imported transactions to manually entered ones. If the first field in the window above is contained in an imported transaction's payee/description field, and/or the 2nd field is contained in the imported transaction's memo field, and the 3rd field above is contained anywhere in a manually entered transaction's payee/description, that will be considered to mean that the name matches. It will also match if the first field is contained in an imported transaction's payee/description field, and/or the 2nd field is contained in the imported transaction's memo field, and the manually entered transaction's payee/description is contained anywhere in the 3rd field above. Finally, the name will match if, ignoring bank rules, the imported transaction's payee/description is included in the manually entered transaction's payee/description, or vice versa. (For a real match, of course the Amount fields must also match!)

To edit existing bank rules, just click into the fields and make your edits.

If you access this window via the **Maintenance** ⇒ **Bank Rules** menu option, you can create new rules, by using the **New** button. You can actually use that more than once, before you save your changes, to create multiple new rows. You can also use the **Delete** button to delete rows for rules that you feel are incorrect.

To save all changes, click the **Save** button. To cancel any edits to existing rows, or inserted new rows, use the **Cancel** button, which will just redisplay the list of rules that existed when this window was opened.

The **Help** button opens this help topic. The **Close** button closes the window, after prompting for confirmation if there are unsaved changes.

14.3 The Online Banking Manual Match Window

This is a window that comes up when you are in the main window for [Importing Online Banking Downloads](#) (which you should read about first!), and you right-click on a transaction, or click on the **Actions** button, and pick **Manual Match** from the popup menu.

It brings up a [Register](#)-like window, such as the following:

The screenshot shows a window titled "Register for account RBC Chequing (Bank) for Matching to Imported Transaction at Top". It contains a table for the imported transaction and a list of unmatched transactions.

Date	Number	Payee / Description	Payment	Clr	Deposit
Type	Account	Memo	Tax Code		
Imported Transaction					
06/21/2018	74	Cheque - 074	150.00		
	CHECK				
Choose from the following unmatched transactions or create a new transaction to match the imported transaction:					
06/17/2018	74	Mary Smith	150.00	R	
Make Match		Musicians			
06/17/2018		Cash Deposit		R	190.00
	DEP	Cash Donations			
06/18/2018		Transfer PayPal to RBC		R	268.88
		PayPal C\$			
06/20/2018		Service Charge	12.54	R	
		Bank Charges			
07/01/2018	76	John Brown	0.00	R	
	CHEQUE	Musicians			
		music - no show, VOIDed			

Buttons: Close, Help, Right-click on transactions for additional actions

The imported transaction you are matching to is at the top. Below that it, it shows all currently unmatched transactions. If you have clicked into a transaction that has the right dollar amount matching the imported transaction, as in the example above, a **Make Match** button appears at the left, under the date. Otherwise, that button is not visible.

Once you decide that you have clicked into the right transaction to match to the imported one, just click that **Make Match** button to send the match back to the main working window for the importing. When you click that, you are asked to confirm that it should clear the current match information and replace it with your selected transaction, and then it does so.

You can also do edits in this window, including creating new transactions (using the empty transaction at the bottom of the list), and editing existing ones to make them match. At least the amount must match!

Other than the features described above, this window behaves almost exactly like a standard register window. It has the same right-click menu options, also accessible via the  button.

As with the main importing work window, the running balances normally seen in a Register window are not shown here, because not all transactions in the account's Register are shown, so it wouldn't make sense!

Only transactions that have not yet been matched, and that are at most 6 months earlier than the earliest-dated transaction in the imported file, are shown.

Tricky Issue when Fixing Two Imported Transactions Matched to the Wrong Two Manually Entered Ones

Suppose you have two transactions for the same dollar amount, and the automatic matching somehow matches them to the wrong two manually entered ones, which you want to swap. (So for instance imported transaction A was matched to manually entered transaction B, and B was matched to A.)

You can't just use the **Manual Match** menu option on the main work window to come to this window to fix them, because only the one that that action unmatched will be shown here, because the other one is still matched! Again, only currently unmatched transactions are show on this window.

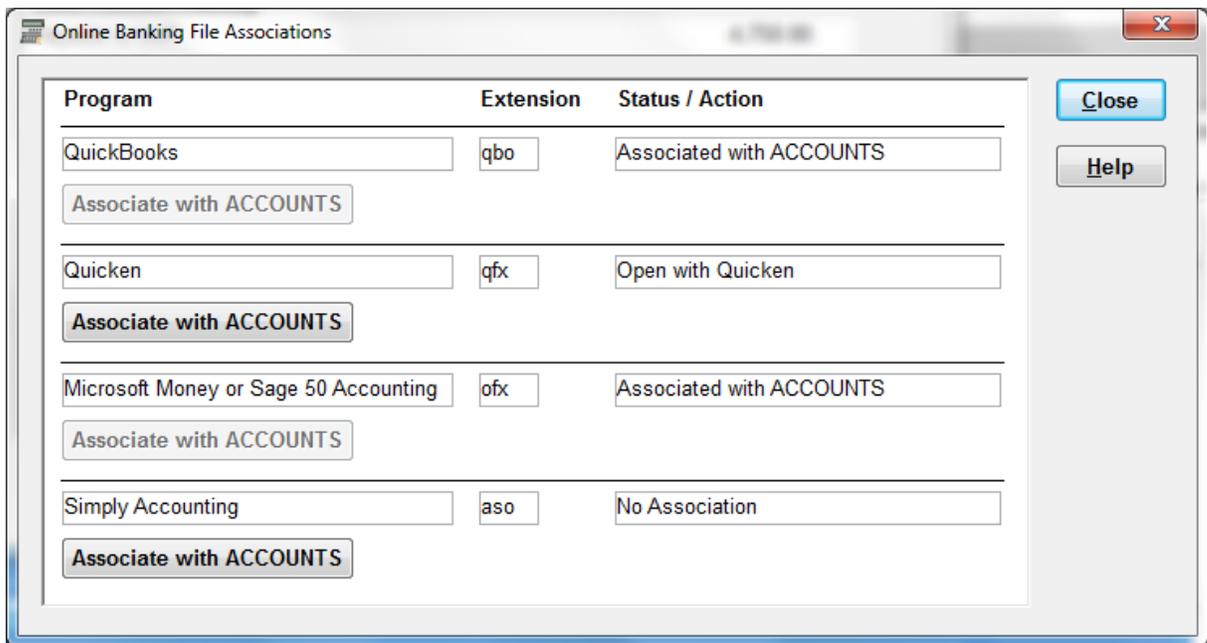
Instead, first use the **Unmatch** menu option on one of those two transactions in the main work window, then use **Manual Match** on the 2nd one. That will ensure that both of the transactions appear in this window, so that you can correctly match them. After matching that 2nd one you came here from, back on the work window, use **Manual Match** on the 1st one to come back to this window and get it matched correctly.

14.4 Associating Downloaded File Types

When you install ACCOUNTS, it tries to associate itself with online banking transaction download files normally intended for QuickBooks, Quicken, Microsoft Money or Sage 50 Accounting, but only if there isn't already such a file association, which would presumably mean you also had that particular program installed on your computer. The installation program gives you a message, telling you which associations it has created.

What a file association means is that if you download such a file and then choose Open in your web browser, or save it somewhere and then double-click it to open it, it will automatically open in the program it is associated with. If that association is with ACCOUNTS, the program will normally immediately prompt you to import the file. (The exception is if the ACCOUNTS program is not in its main window, in which case you get a message saying that you can do the import later, through the **Database ⇒ Import Online Banking Download** [menu option](#).)

If you want to find out which online banking transaction download file types are associated with ACCOUNTS, you can use **Maintenance ⇒ Online Banking File Associations** to bring up a window such as the following:



In the case shown:

- Files for QuickBooks (with the file extension .qbo) are associated with ACCOUNTS.
- Files for Quicken (with the extension .qfx) are still associated with Quicken, presumably because the user also has and uses Quicken on the same computer, perhaps for their personal accounting.
- Files for Microsoft Money or Sage 50 Accounting (with the extension .ofx) are associated with ACCOUNTS.
- Files for Simply Accounting (with the extension .aso) have no association with any program.

In this window, if a file type / extension is associated with something other than ACCOUNTS, you can use the **Associate with ACCOUNTS** button to change its association to be for ACCOUNTS. Please be careful not to use that if you are still using that other program (such as Quicken in the example above) on your computer, and want to be able to automatically have online banking transaction download files intended for it open in it!

It is important to understand which file types are associated with ACCOUNTS, so when you are doing your online banking downloads, you can be sure to choose the appropriate types from their download options, to be sure that they will be easy to import into ACCOUNTS by just running or opening them.

By the way, in our experience virtually all online banking systems have options for downloading files for QuickBooks and for Quicken. Some will also have options for other programs, some of which may also use the file extension .ofx. (In other words, while Microsoft Money and Sage 50 Accounting are well-known programs that may be listed by your online banking that use that file extension, some online banking systems may list other programs that also use the same extension.)

Other File Associations in ACCOUNTS

Beyond the ones shown in this window, ACCOUNTS has several other file associations, that are always set up when you install the program (and thus don't need to be modifiable):

- **.S4ABackup**: Regular database backup files. Opening them will cause ACCOUNTS to run and offer to [restore the backup](#).
- **.S4AEncryptedBackup**: Emailed database backup files. Opening them will cause ACCOUNTS to run and offer to [restore the emailed backup](#).
- **.S4AIF**: Transaction import files, most likely exported from the DONATION program's Bank Deposits feature. Opening them will cause ACCOUNTS to run and offer to [import the transaction](#).

With all of these extensions, unlike with the extensions for online banking download files, if ACCOUNTS is already open, opening the file will **not** cause the expected import, but rather just notify you that there is already a copy of ACCOUNTS running. You can either close the currently running copy of ACCOUNTS and try opening the desired file again, or use the standard menu options in ACCOUNTS to do the restore or import: **Backup/Restore** ⇒ **Restore Database** for a normal or emailed backup file, and **Database** ⇒ **Import Transactions** for a transaction import file.

15 USING REPORTS

15.1 Viewing and Printing Reports

When you generate any report from the **Reports** menu, they will show up on a Reports window for previewing. You can scroll through the report with the scroll bar, or by using the **First Page**, **Previous Page**, **Next Page** and **Last Page** VCR-style toolbar buttons.

This window is resizable, by clicking and dragging on any edge or corner. However, please note that the print preview area for the report itself doesn't actually resize, so there will be very little benefit to resizing the window to be wider than that area.

Send the report to your printer with the **Print** button (or **Ctrl+P** or **Alt+P**). To choose another printer or set printer options (such as double-sided printing if available) use the **Print Setup** button. (This accesses the same option as the **File** ⇒ **Print Setup** menu on the main window.)

When you are using the [evaluation version](#) of the program (before you have paid and received a license key), a footer line is printed on every page of every printed report, mentioning that it was printed from the evaluation version.

When you print reports, you will be shown a standard Print dialog box that allows you to do things such as select a printer, or select a range of pages or a number of copies.

Exit the reports window by closing it with the normal "X" close button on the top right-hand corner, or by using the **Close** button or pressing **ESC**.

Most reports are displayed in print preview mode, which is indicated by a thin blue border around the body of the report. If that ever seems to be sized incorrectly, check in the details of your **Print Setup** for your printer that you haven't chosen an unusual page size.

Page Size and Orientation for Reports

All reports are designed to normally print on Letter size paper (8 1/2" x 11"). They will also work on Legal paper (8 1/2" x 14") if you have a printer that supports that.

Please see the [section](#) on "Paper Size Options" in the Organization Info page for details on how to ensure that your reports print successfully on your desired size of paper, including A4 if that is an issue in your country.

Each report is designed to print in one of portrait or landscape mode. You cannot change the orientation of the report, except for reports that extract raw data from your database, generated very manually by using the [SQL Select](#) window.

Buttons on the Report Viewing Window

The following are the other buttons for things you can do on the Reports window:

<u>Button</u>	<u>Action</u>
---------------	---------------

Filter	Filtering Reports
Sort	Sorting Reports
Save As	Saving Reports to Files (includes option to email them)
Save PDF	Saving Reports as PDF Files
Memorize	Memorizing Reports
Load SQL	Loading SQL for Reports
Rerun	For reports that prompt for values, such as a range of dates, prompts again and redisplay the report with the new values. Not visible for reports that do not prompt for values. The choices you made in this prompting window the previous time (within this run of the report) are always shown when it appears again after you click Rerun .
Margins	Changes the print margins (only available when printing cheques).

For details of individual reports, see [The Reports Menu](#).

Drill-Down in Reports

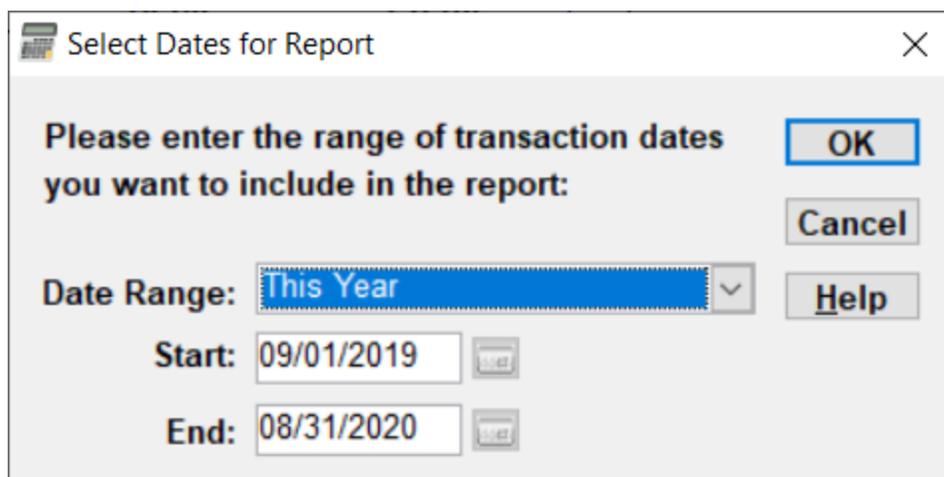
Many reports that include an Income Statement have drill-down capabilities. Values in them for accounts that don't have sub-accounts (the ones you can post transactions to) are shown in blue and you can click on them. (Don't worry, they switch back to being shown in black if you Print them, save them to PDF, or export them with Save As!) Clicking on those fields shows a detail report of the transactions included in the displayed total for that account that you clicked on. A **Back** button at the top-left corner of the detail report takes you back to the original report.

15.2 Selecting Dates for Reports

Many reports prompt for one date to report "as of", or a range of dates to report on.

The ones prompting for one date are generally simple, and it generally defaults to the current date, or the last transaction date you entered.

For reports prompting for a range of dates, a window including at least the following elements usually comes up:



The screenshot shows a dialog box titled "Select Dates for Report". The main text reads: "Please enter the range of transaction dates you want to include in the report:". Below this, there are three input fields: "Date Range:" with a dropdown menu showing "This Year", "Start:" with a text box containing "09/01/2019", and "End:" with a text box containing "08/31/2020". To the right of these fields are three buttons: "OK", "Cancel", and "Help".

The default dates that come up in most cases are the start and end of the current fiscal year, so in the example above, the fiscal year of this organization starts on September 1st. (If your fiscal year is the calendar year, then obviously the default dates would be the start and end of the current calendar year.)

The only exception to this is if you are in the first month after a fiscal year end, in which case the program assumes you probably want to report on the previous fiscal year and shows those dates as the default dates instead.

Most changes to the dates will be made by changing the named Date Range. See the section [below](#) to understand exactly what each option in that drop-down list means.

You can quickly select Date Range options, if you know the name of the one you want, by pressing the key on your keyboard for the first letter of the name repeatedly. For instance, pressing "c" will cycle through all of the date range options that start with "C", namely the ones starting with the word "Current" or "Custom".

The only time that the Start and End dates are directly editable is when you pick the last option on the Date Range drop-down: Custom Date Range. Otherwise your Date Range selection entirely determines the dates. When it's a Custom Date Range, you can also use the [popup calendar](#) and the [special keys](#) for changing dates.

Any reports for which the named Date Ranges likely don't make sense, such as **Reports** ⇒ **Summary** ⇒ **Balance Sheet Comparison**, omit the Date Range drop-down control. (In that Balance Sheet Comparison report, the default is to compare the last year-end to today, which does not correspond to any of the normal ranges.)

Some reports use a date-selection window that also includes other controls, such as selecting one account to report on, levels of accounts to report on, or specifying whether split or counter accounts are shown in the report.

When there is a prompt for one account to report on, the Account field uses [autocomplete](#) to make selecting existing account names easy.

When you are satisfied with the dates and any other displayed options, click **OK**. To cancel the report, click **Cancel**.

Date Ranges

There are a lot of options for Date Range, explained in the following table. One thing to note first is that Years and Quarters are always considered to be based on your fiscal year, if it is different from the calendar year, whereas Months are always calendar months. Your fiscal year start can be set in the **Maintenance** ⇒ **Organization Info** [window](#). The Grouping column in the table below is just to help you understand the ordering and grouping of the Date Range options.

Some options are only included for reports that can compare two ranges of dates, namely **Reports ⇒ Summary ⇒ Income Statement General Comparison**, and **Reports ⇒ Custom Reports**. Those ones are indicated in their Descriptions below.

Date Range	Grouping	Description
This Year	Full Years	The entire current fiscal year
Last Year	Full Years	The last entire current fiscal year (prior to the one containing today's date)
Year Before Last	Full Years	The fiscal year before Last Year
Current Month to Date	Full or Partial Months	The current calendar month, from the 1st up to today's date
Last Month	Full or Partial Months	The calendar month immediately before the month containing today's date
Last Month Last Year	Full or Partial Months	The same month that "Last Month" gives, but a year earlier. (Only included for reports that can compare two date ranges.)
Current Quarter to Date	Full or Partial Quarters	The current fiscal quarter, from its start up to today's date
Last Quarter	Full or Partial Quarters	The fiscal quarter immediately before the quarter containing today's date
Last Quarter Last Year	Full or Partial Quarters	The same quarter that "Last Quarter" gives, but a year earlier. (Only included for reports that can compare two date ranges.)
Year to Date	This Year to Various Dates	The current fiscal year, from its start up to today's date
Year to Last Month End	This Year to Various Dates	The current fiscal year, up to the calendar month end just before the month including today. This option will not be included if you are still within the first calendar month of your fiscal year. It also probably doesn't make a lot of sense to use this option if your fiscal year doesn't start on the first of a month.
Year to Last Quarter End	This Year to Various Dates	The current fiscal year, up to the fiscal quarter end before the quarter including today. This option will not be included if you are still within the first fiscal quarter of your fiscal year.
Last Year to Date	Last Year to Various Dates	The start and end dates are exactly a year prior to the start and end dates you get if you select "Year to Date". (Only included for reports that can compare two date ranges.)
Last Year to Last Month End	Last Year to Various Dates	The start and end dates are exactly a year prior to the start and end dates you get if you select "Year to Last Month End", and the issues about using it and whether it is included are the same as described for that option. (Only included for reports that can compare two date ranges.)
Last Year to Last Quarter	Last Year to Various Dates	The start and end dates are exactly a year prior to the start and end dates you get if you select "Year to Last Quarter

End		End", and the issues about using it and whether it is included are the same as described for that option. (Only included for reports that can compare two date ranges.)
Custom Date Range	n/a	You specify the start and end dates explicitly.

After selecting a Date Range other than Custom Date Range, the Start Date and End Date will be automatically filled in for you based on today's date. Those fields are never editable, unless you select Custom Date Range.

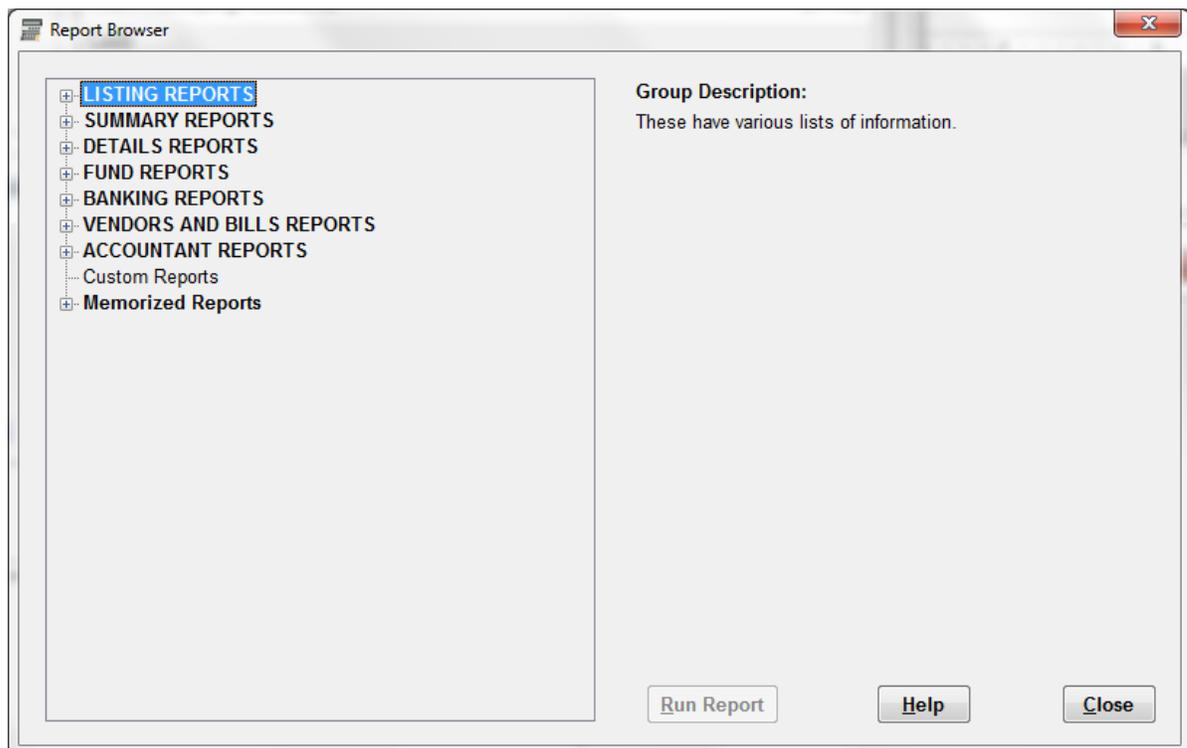
15.3 Using the Reports Browser

There are two ways to select the built-in reports, [Custom Reports](#) and [Memorized Reports](#) in ACCOUNTS:

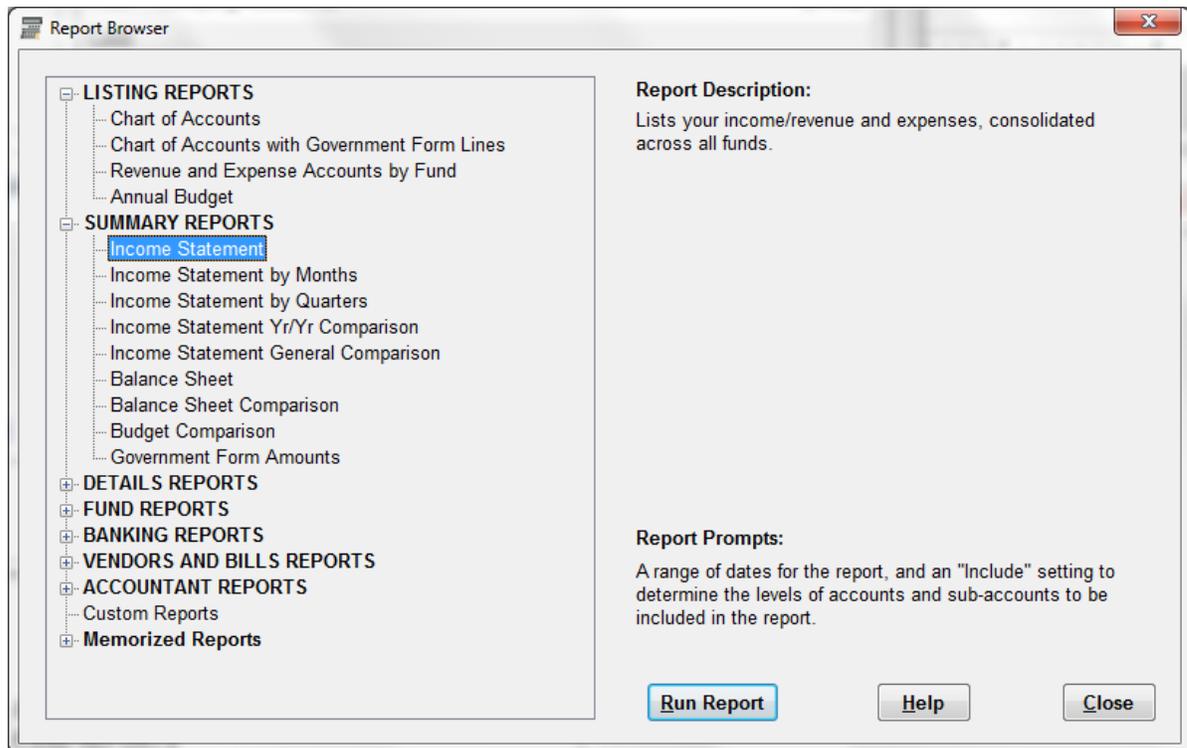
- with the Report Browser, that allows you to select from a tree of reports, and see descriptions for them before you run them, or
- with the various sub-menus and menu options of the **Reports** [menu](#).

Both of these ways include all of the same reports. The Report Browser is better for learning which reports are available, and what they do, whereas the sub-menus are better for quickly selecting a report when you already know which one you want.

Use the **Reports** = **Report Browser** menu option or **Report Browser** quick link to see the Report Browser window. It will initially appear something like this:



As you can see, the reports are listed in a tree-like view on the left, similar to trees you may have seen in My Computer or Windows Explorer. You can open up any of the groups by clicking on the plus sign to its left, double-clicking its name, or pressing the right arrow key or space bar when it is highlighted. You can then move around with the up and down arrow keys, or the mouse. Here is the same window with some of the groups opened up, and an actual report (rather than the name of a group of reports) highlighted:



Now that a report is selected, the **Run Report** button is enabled (not "greyed out"). You can run the selected report by pressing **Enter**, double-clicking the name of the report, or clicking on the **Run Report** button.

When specific reports are selected, their description is shown on the right, along with information on what data, if any, that report prompts for before displaying the report. (For instance, a range of dates.) Browsing through these descriptions allows you to get a good idea of the range of reports available in ACCOUNTS, and what they all do, and to find a report that does what you need.

Selecting "Custom Reports" and clicking **Run Report** just brings up the Custom Reports [window](#), on which you can design a new custom report.

The list under "Memorized Reports" is the same as the list in the **Reports ⇒ Memorized Reports** [window](#). Under Report Description on the right, if the Memorized Report has been given a Description, it will be displayed, and if not, just the Name will be shown in that area. If you do not yet have any memorized reports, this section will not appear in the tree on the left.

When you are finished browsing or running reports from this window, click **Close** (or press **ESC**) and it will close. As a convenience, if you open it again with **Reports ⇒ Report Browser**, during the same run of ACCOUNTS, the tree will be open to exactly the same place it was open when you closed it.

15.4 Filtering Reports

There is a **Filter** button on the reports viewing window. What a filter does generally is restrict the rows displayed in a report, by specifying one or more conditions (called criteria), which the rows have to satisfy to still be displayed. It cannot change the data in any row - it can only determine which of the rows in the report are displayed!

So, for instance, if you do **Reports ⇒ Summary ⇒ Income Statement** for a given range of dates, you can't use the **Filter** feature to view the statement for a different range of dates. To do that, you would have to re-run the report. Similarly, you also can't use a filter to restrict that report to show different levels of accounts, because that restriction isn't one of the fields in the report in a clear way. (Fortunately, you can do that via the selection criteria when you run that report, so a filter isn't needed!)

When you change the filter, part of the header of most reports will change to reflect the new filter you have specified. Please note however that each time you create a given report, it will be displayed with no filters. In other words, filters that you previously used on a report are not remembered the next time you run that report. The exception is if you [memorize](#) a report with filters, and then re-use it - see the details on that below.

It's very important to be aware that restricting the rows displayed in a report will mean that any totals in the report change. For instance, if for some reason you put a filter on an Income Statement report to restrict the rows displayed, all of the displayed totals (TOTAL REVENUE, TOTAL EXPENSE, and NET INCOME) will then be incorrect.

As of release 2.24 of ACCOUNTS this feature has been greatly simplified with a new Simple Filter window, described below. Prior to that only what is now called the [Advanced Filter](#) window was available. (A version of that is still available through the **Advanced Filter** button on the Simple Filter window, for those who are already comfortable using it, and for the few cases where you need complex criteria that cannot be done with a Simple Filter.)

There is a training video on Filtering Reports on the [Demos and Samples](#) web page for the Software4Nonprofits DONATION web site, if you would prefer to see this feature demonstrated live, rather than reading about it. The feature works the same way in both programs, the difference being the names of the fields in the different reports that can be filtered on.

As an example of filtering, suppose you want to see transaction details, but only the parts that affect a certain account. You might start by running the **Reports ⇒ Details ⇒ Transactions by Date** report. Then click the **Filter** button. (Do this as you are reading this page, so it will be easier to understand it!) The following window comes up:

The screenshot shows a dialog box titled "Simple Filter". It has two main sections: "Filter Criteria" and "Output Filter Criteria".

Filter Criteria:

- Column:** A dropdown menu with a hand icon on the left and a downward arrow on the right.
- Operator:** A dropdown menu with a downward arrow on the right.
- Value:** A text input field.
- And/Or:** A dropdown menu with a downward arrow on the right and a trash icon on the far right.

Output Filter Criteria: A text area with a scroll bar on the right.

Buttons: "OK", "Verify", "Advanced Filter", "Help", and "Cancel".

In this case, you could filter on either the account's name or number (if you are showing account numbers). Let's use the name. The obvious guess is the column which is called "account_name" in the drop-down list under the heading "Column". Select options from the first two column's drop-downs, and fill in the third column (the Value) so it looks as follows:

The screenshot shows the "Simple Filter" dialog box with the following configuration:

- Column:** "account_name" (selected in the dropdown)
- Operator:** "Equals" (selected in the dropdown)
- Value:** "Chequing Account" (entered in the text field)
- And/Or:** "And" (selected in the dropdown)

Output Filter Criteria: "(account_name = ")

Buttons: "OK", "Verify", "Advanced Filter", "Help", and "Cancel".

If you like, you can click on the **Verify** button and it will tell you whether you have entered a valid filter. If that says the filter is OK, click on the **OK** button and it will apply that filter to your report. In this case, you would then only see the rows of the report where that was the account name.

You will also notice after you either tab out of the Value column or click **Verify**, that a text version of the filter appears in the **Output Filter Criteria** area below the entry fields, as shown in the image above. That text version is actually what is used internally by the program. It is what you would have entered to get the same result in releases of ACCOUNTS prior to release 2.24, or could enter with the **Advanced Filter** button.

The Column Drop Down

The first column, called "Column", is a drop-down list of all of the internal names of filterable fields in the report, in alphabetical order. Please note that these are not always the same as the column headings on the report. They also aren't always the same as the field names you see when entering values on the program's main window or elsewhere. However, in almost all cases it should be quite clear which field is which.

If you aren't sure what a column name means, you can always try filtering on it and see what happens!

Some reports may contain fields that can be filtered or sorted on, but aren't displayed in the report at all.

The Operator Drop Down

The following operators are available in this drop-down list:

Operator	Meaning
Equals	Displays rows if the selected Column has the exact same value as the entered Value.
Greater Than	Displays rows if the selected Column has a larger value than the entered Value. Not available for date fields. For text fields, the comparisons are in "dictionary order", that is, as if all values being compared were upper case (explained further below).
Later Than	Displays rows if the date in the selected Column is later than (after) the entered Value. Only available for date fields.
Less Than	Displays rows if the selected Column has a smaller value than the entered Value. Not available for date fields. For text fields, the comparisons are in "dictionary order".
Earlier Than	Displays rows if the date in the selected Column is earlier than (before) the entered Value. Only available for date fields.
Greater Than or Equal To	Displays rows if the selected Column has the exact same value, or a larger value, than the entered Value. Not available for date fields. For text fields, the comparisons are in "dictionary order".
Later Than or On	Displays rows if the date in the selected Column is the same as or later than (after) the entered Value. Only available for date fields.
Less Than or Equal To	Displays rows if the selected Column has the exact same value, or a smaller value, than the entered Value. Not available for date fields. For text fields, the comparisons are in "dictionary order".
Early Than or On	Displays rows if the date in the selected Column is the same as or earlier than (before) the entered Value. Only available for date fields.
Not Equal To	Displays rows if the selected Column has a different value from the entered Value.
Like	Displays rows where the selected Column's value matches the wildcard in the entered Value (explained below). Only available for text fields, not numbers or dates.

Not Like	Displays rows where the selected Column's value does not match the wildcard in the entered Value (explained below). Only available for text fields, not numbers or dates.
Is Empty	Displays rows where the selected Column has no value. With this operator, you do not enter a Value, because it is not relevant.
Is Not Empty	Displays rows where the selected Column has a value - any value. With this operator, you do not enter a Value, because it is not relevant.
In	The Value column in this case must be a list of two or more values, separated by commas. (The commas can have spaces before or after them, but that is not required.) Displays rows where the selected Column's value is equal to any one of those comma-separated values, but nothing else.
Not In	The Value column in this case must be a list of two or more values, separated by commas. Displays rows where the selected Column's value is anything other than one of those comma-separated values.
Between	The Value in this case must be two values, separated by " and " (the word "and", with at least one space on either side). Displays rows where the selected Column's value is at least the first of those values (the one before the " and ") and no more than the second of those values (the one after the " and "). This is largely the same as using two conditions, the first using Greater Than or Equal To (or Later Than or On for dates), and the second using Less Than or Equal To (or Earlier Than or On for dates), except that it does not use dictionary order for text fields.

Dictionary Order

When text fields are compared with Greater Than, Greater Than or Equal To, Less Than, or Less Than or Equal To, there is a slightly complex behaviour about how it deals with upper and lower case, and characters that aren't letters. (This behaviour, and its name, come from the program we use to create ACCOUNTS with, and thus we cannot change it.) It is similar to, but not quite identical to, saying that the comparisons are case-insensitive.

What happens is that upper and lower case are ignored - the same way you would ignore them if you were looking up words in a dictionary. In other words, all comparisons are as if both the Column's value and the entered Value were converted to upper case before comparing them.

In addition, all characters other than letters, such as numbers and punctuation symbols, are considered to come **before** all letters in the dictionary order - to be Less Than them. (That part is different from ASCII order, for those who are familiar with that.)

All other comparison operators when comparing text fields (Equals, Not Equals, Like, Not Like, In, Not In, and Between) are case-sensitive - the upper or lower case of the Value field you enter must match that of the data for the filter condition to be considered to be true.

Wildcards for Like and Not Like

To search for values anywhere in a text field, you use the **Like** operator, and percent signs. For instance, suppose you wanted to find account names that are anything about offices,

and figured that you would find them if "OFFICE" was somewhere in an account name in **Reports ⇒ Listing ⇒ Chart of Accounts**. To do that you would fill in the fields as follows (shown as a text table representing the main area of the Simple Filter window in the images above):

Column	Operator	Value	And/Or
name	Like	%OFFICE%	

Basically what the "%" means is "anything", that is any number (0 or more) of any characters. So that condition would mean that the name contains "OFFICE" anywhere within it, including right at the start or right at the end, regardless of what else is in the Column's value.

There is one other wildcard character, the underbar, "_". It matches exactly one character - any one character. This would be much less commonly used than the percent sign.

The Value

You enter whatever you are comparing the Column's value to, based on the selected Operator, in the Value column. As mentioned in the table of Operators above, the only exception to this is Is Empty or Is Not Empty, where the Value must be omitted.

Numeric values like transaction and split amounts should not include dollar signs or commas, and they will just be ignored if they are entered.

Do not include quotation marks (single or double) around text values you are comparing things to. (In fact, your filter will be rejected if you enter any quotes, including an apostrophe - which is a single quote - in the Value.) Quotes are added back in for you as needed to the actual technical filter criteria that the program will use internally, which are shown in the **Output Filter Criteria** area on the window.

Do not include round brackets around your comma-separated list of items for the In or Not In operators.

Dates in the Value column must be a valid date in your current Short Date Format from Control Panel's Regional and Language Options tool (the same as you can enter in date fields in the program when doing data entry), or they can be in the exact format YYYY-MM-DD, such as 2019-01-01 or 2019-12-31. Dates entered in your Short Date Format will be reformatted in the YYYY-MM-DD format in the **Output Filter Criteria** area.

An example of using **Between** would be:

Column	Operator	Value	And/Or
amount	Between	100 and 200	

An example of using **In** (to choose any one of three values in this case) would be:

Column	Operator	Value	And/Or

transaction_type	In	CHEQUE,BILLPAY,DEPOSIT	
------------------	----	------------------------	--

The And/Or Value

If you need multiple conditions in your filter, they must be joined by either "And" or "Or" in this column of the window. "And" means that for rows to be displayed, they must match the conditions on all of the rows. "Or" means that for rows to be displayed, they must match the conditions on any one of the rows.

Do not fill in the "And/Or" value on your last row, or if you only have one row.

To avoid confusion about the meaning, if you have three or more rows, you must either use "And" on all of the rows prior to the last one, or use "Or" on all of the rows prior to the last one. You cannot have some rows with "And" and others with "Or".

If you need to mix "And" and "Or" values, you would set up your criteria using all "And" or all "Or", then click the **Advanced Filter** button to further edit the resulting text version of the criteria, to change the And/Or values and insert appropriate parentheses (round brackets) for grouping. An example is in the [Advanced Filter](#) help topic.

As an example of using one of these values, let's go back to finding account names about offices. If we are aware that it could be all caps or just an initial capital letter, we would change the criteria to:

Column	Operator	Value	And/Or
name	Like	%OFFICE%	Or
name	Like	%Office%	

An example of another way to do that will be given in the Advanced Filter help topic.

Managing Multiple Rows of Criteria

As soon as you set the And/Or value to either "And" or "Or", another row will appear below that row for further criteria.

If you have entered a row and no longer want it, you can click the red trash can icon to the right of the row to delete it. If you delete the only row, it will be replaced by a new empty row.

Changing a filter to have only the one empty row then clicking **OK** will remove the filter from the report.

The Buttons on the Window

The **OK** button first verifies that your filter is valid, then if so, applies it to your report. If it is not valid, you will receive one or more error messages that hopefully will help you fix the filter so that it can work.

The **Verify** button only verifies that your filter is valid, giving appropriate messages, but does not yet apply it to the report.

The **Help** button displays this Help topic.

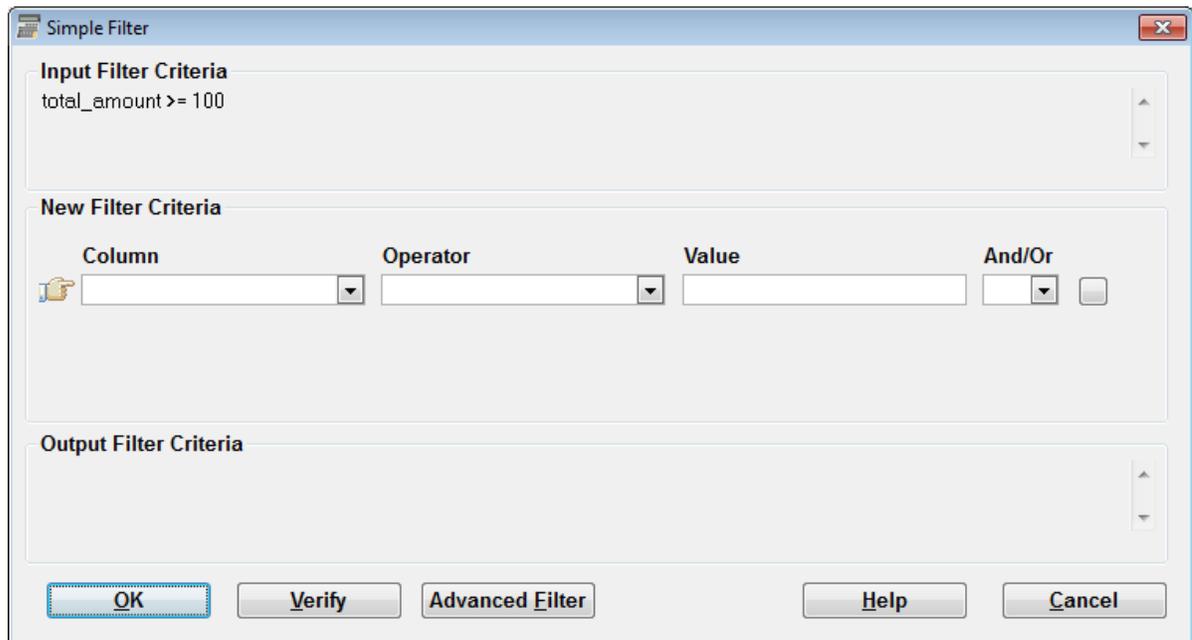
The **Cancel** button, or pressing **ESC**, cancels creating or editing a filter for the report.

The **Advanced Filter** button takes your currently defined filter as displayed in the **Output Filter Criteria** area, if any, and moves it into a more technical filter window for further editing, in case you need something that cannot be done within the capabilities of this simple filter window. It is described in more details in the [Advanced Filter](#) help topic.

Other Areas of this Window

The **Output Filter Criteria** area below the criteria you enter displays the actual text of the filter you are creating with the simple filter fields in the middle of this window. It shows that in the more technical Advanced Filter format. It is updated for a complete row each time you click out of one field into the next field, or if you click **Verify**.

There is an additional area that can appear at the top of the window, labelled **Input Filter Criteria**. It comes up in the case where you are re-doing a filter on a report that has an Advanced Filter, which can either be one you created in the [Advanced Filter](#) window, or one saved in a [Memorized Report](#) in an earlier release of ACCOUNTS that did not have the Simple Filter window. Here is an example from clicking Filter on a previously memorized report:



As you can see, it is pretty clear that what was done before could be re-done as a Simple Filter. If you wanted to re-save the report with a Simple Filter doing the same thing, you would just enter the following criteria:

Column	Operator	Value	And/Or
total_amount	Greater Than or Equal To	100	

then click **OK**. Then in the displayed report, click **Memorize** to re-memorize it for future use.

The Advanced Filter Window

If you are already familiar with filtering by typing plain-text filters, from prior releases of ACCOUNTS, or if you encounter something that does not seem to be able to be done with a Simple Filter, you can click **Advanced Filter** to go to the new window for that. Please see the [Advanced Filter](#) window for details and examples.

Memorizing Filtered Reports

Particularly if you want to be able to re-run the same report in the future with the same or a similar filter, you may want to [memorize](#) it for re-use with the **Memorize** button. That will also memorize any Sort you have added, in addition to the Filter. You can then re-run the memorized report with **Reports** ⇒ **Memorized Reports**.

Filters and the Sort Order

If you put a filter on a report, then while you are still viewing the same report, change or remove that filter in a way that returns some of the previously filtered out rows back to the report, a somewhat surprising thing can occasionally happen.

Specifically, those rows that return to the report because they are no longer filtered out may appear **below** all of the other rows that were already there. That will mean that if that report started with a specific sort order, as most do, it would no longer be sorted appropriately. To fix that, you would have to use the **Sort** button to re-sort the report into the desired order. See [Sorting Reports](#) for details on doing that.

Fortunately, we have set up most of the built-in reports to already prevent this potential problem. The most likely case where you could see this problem is with some reports [Memorized](#) before the release that included the Simple Filter window.

Reports with Multiple Sections

Some reports, such as **Reports** ⇒ **Fund** ⇒ **Income Statement**, have multiple sections. Some of those reports may not be able to be filtered at all, for technical reasons. Either the **Filter** button will be disabled (greyed out) for such reports, or if you click **Filter** on them you will be given a message explaining that.

Others of those reports, such as the **Fund Income Statement** mentioned in the previous paragraph, allow filtering, but the filter you define will only apply to the first section of the report (in this case, the main income statement part). Any further sections (in this case, the fund summary part) will be unchanged by the filter. In such cases, you will receive a message informing you of that.

15.5 Filtering Reports (Advanced)

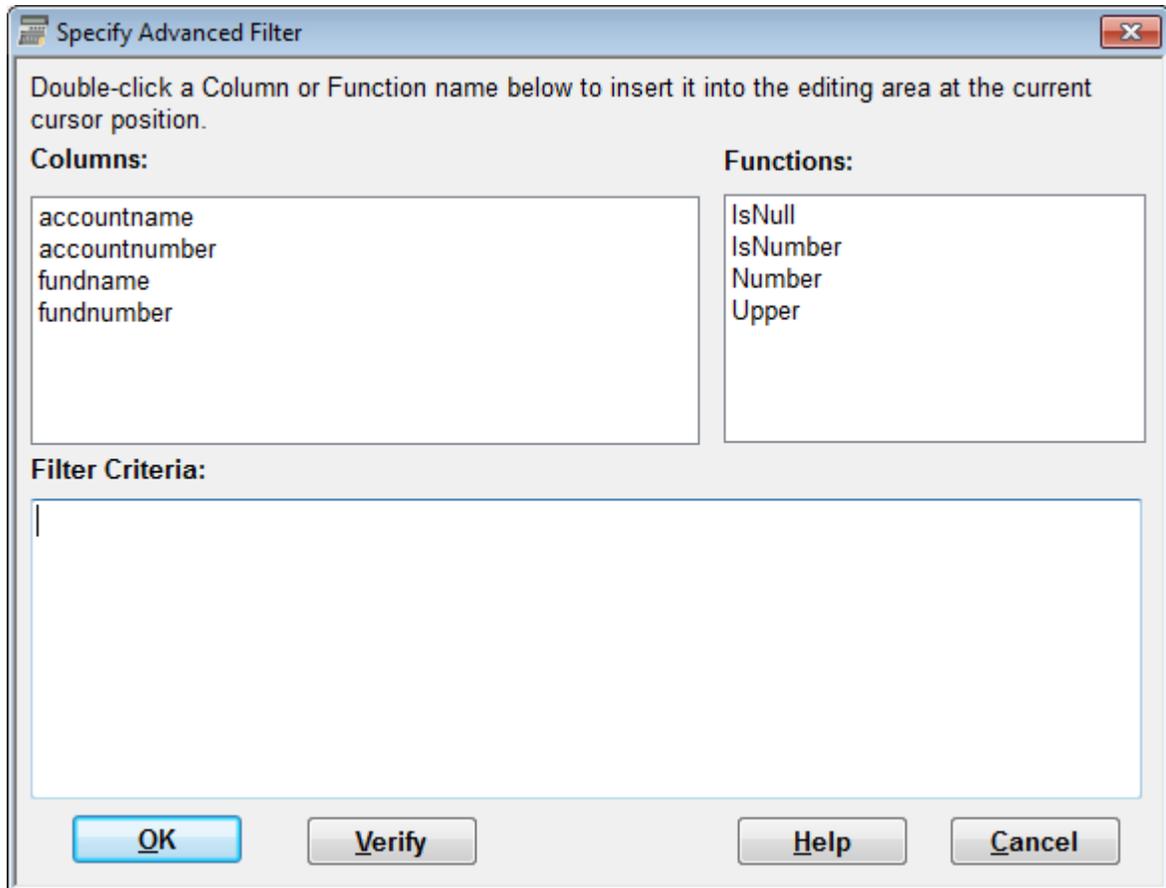
The Advanced Filter window is a somewhat simpler variation of the rather technical filter window used by releases of ACCOUNTS prior to release 2.24, which was actually supplied by the programming environment used to create ACCOUNTS. It can only be reached by clicking the **Advanced Filter** button from the [Simple Filter](#) window. You can do anything in this window that can be done in a Simple Filter window, and much more, but you have to know what to type, rather than being able to use the drop-down lists.

Please be sure to read the [Simple Filter](#) window's Help as well, if you have not yet done so, because it has more overall information about filters and what you can do with them.

We recommend using this window only if you were already very familiar with filtering with releases of ACCOUNTS prior to 2.24, and prefer to keep doing things that same way, or if

you hit the rare requirement that cannot be done with just the Simple Filter window. Such requirements are the ones we will particularly explain in this Help topic.

Here's a specific example. If you click **Advanced Filter** in the Simple Filter window for the **Reports** ⇒ **Listing** ⇒ **Revenue and Expense Accounts by Fund** report when you have not yet specified a simple filter, you will see the following window with an empty text box under Filter Criteria, where you can type your desired filter criteria. (Filter criteria can also be called filter expressions.)



The list of available columns for filtering is in the box at the top left, and is the same list as is in the Columns drop-down list on the Simple Filter window for that same report. As explained in that window's Help, while the names displayed won't exactly match the column headings on the report, you should be able to easily figure out which is which in almost all reports. (If you aren't sure what a column name means, you can always try filtering on it and see what happens!)

If you have already built one or more rows of Simple Filter, or if the Simple Filter window showed an Input Filter Criteria area showing a previously created advanced filter, it will be displayed in the Filter Criteria box for you to continue working on it. We recommend that you first try building a Simple Filter, and if you decide you need something a bit more complex, click **Advanced Filter** after that so that your initial work will be displayed in this window.

There are some rules for entering values in this window that are stricter than in the Simple Filter window:

- Numbers cannot contain dollar signs or commas.
- Dates must be in the exact format YYYY-MM-DD, and should not be quoted.
- Values for IN or NOT IN must be in parentheses (round brackets), like:
account number i n (1001, 1002)
- Text values must be in either single or double quotation marks. If a value to be quoted itself includes a single quote (or apostrophe, which is the same) or a double quote, you must use the other type of quotes to quote it. For instance, "Bob's Garage" would work but 'Bob's Garage' would not.
- Multiple text values for IN, NOT IN, or BETWEEN must be individually quoted, like:
account name i n (' General Donat i ons' , ' Li br ary Donat i ons')
or:
name bet ween ' A' and ' ZZZZZ'

Any filter criteria that do not follow those rules will be invalid, and unfortunately the program is not able to tell you what is wrong, only that it is not valid.

How to Use this Window

If you are typing your Filter Criteria from scratch, there are a couple of helpful shortcuts available.

First, double-clicking a Column name will insert it into that Filter Criteria area, at the current cursor position.

Double-clicking a Function name in the top-right box will insert it, followed by parentheses (round brackets) at the current cursor position. If something like a column name is selected (highlighted) in the editing area, double-clicking a Function name surrounds that selected text with the function name and the parentheses. (Functions are described in detail below.)

After typing your desired Filter Criteria, you can click **Verify** to have the program tell you whether or not the filter is valid. Clicking **OK** will first verify the filter, and if it is valid, immediately apply it to the report. Clicking **Cancel** or pressing **ESC** closes this window and goes back to the Simple Filter window. Clicking **Help** shows this help topic.

Changing a filter to be entirely empty (no text shown) then clicking **OK** will remove the filter from the report.

Functions

There are a lot of functions that are actually available for filter criteria, but to keep things simple this window only shows the four that we think you are most likely to find a use for in the program. Each function name is followed by parentheses, inside which you should put a column name, or possibly a more complex expression.

IsNull: An expression like:

```
I sNu l l ( t r a n s a c t i o n _ t y p e )
```

means that that field (Type) is empty.

IsNumber: An expression like:

```
IsNumber ( t r a n s a c t i o n _ n u m b e r )
```

means that what is in that field is a number, rather than text (in this case, presumably an actual cheque number).

Number: An expression like:

```
Number(refno)
```

converts a transaction reference number (which can include characters other than just numeric digits) to a number. If the value has some digits followed by non-digits, it converts only the digits. If the value doesn't start with a digit, it converts it to 0.

Upper: This converts whatever is within the parentheses to upper case. So suppose you are looking for account names about office stuff, but aren't sure how that word is capitalized. Using the expression:

```
Upper ( a c c o u n t _ n a m e ) L i k e " % O F F I C E % "
```

would match any account name that included the word "office", with any capitalization. (Of course, when you are comparing the upper-case value of a column to a quoted text value, that quoted text value must always be all capital letters, or it could not match!)

The very similar Specify Sort Expression window used for [advanced sorts](#) has one additional function available, **IF**, that is unlikely to be needed here for filters, so it is described in that Help section instead.

Operators

The available operators are exactly the ones in the Simple Filter window, but the versions of them that appear in its Output Filter Criteria window.

The case-sensitivity of the various operators (whether they care about matching upper or lower case) is as mentioned in the main Filtering Reports Help page, in the section headed "Dictionary Order".

When using operators that take multiple values, like "In" and "Between", those values must each follow the rules mentioned above about formatting and quoting. For instance:

```
t r a n s a c t i o n _ d a t e b e t w e e n 2019-04-01 and 2019-06-30
```

or:

```
a c c o u n t _ n a m e i n ( ' G e n e r a l D o n a t i o n s ' , ' L i b r a r y D o n a t i o n s ' )
```

And / Or / Not

You can use the logical operators "And" and "Or" to separate multiple criteria, and "Not" to turn a criterion into its opposite.

A number of the Operators on the Simple Filter window already have variations available using "Not", specifically "Not Equals" (which in advanced is just the operator "<>") or "Not In" and "Not Like" (which are actually exactly the same in advanced). You can also precede any criterion with "Not" to reverse its sense, as in:

```
Not IsNull ( transaction_type)
```

to mean that the Type field has something in it (is not empty).

Many cases where you could use "Not" don't need it. The following:

```
Not ( total_amount > 100)
```

could instead be replaced by:

```
total_amount <= 100
```

Parentheses (round brackets) should always be used around each individual criterion that is separated by "And" or "Or" or uses "Not", to make sure that everything is evaluated properly. For instance:

```
( total_amount > 100) and ( account_name = " General Donations")
```

Cases when Advanced Filters are Needed

One significant case where you would need to use an Advanced Filter is if you need to mix and match "And" and "Or" logical operators. For instance, in **Reports ⇒ Details ⇒ Transactions by Date**:

```
(( debit >= 100) or ( credit >= 100)) and ( account_name = " General Donations")
```

This will select all transactions for the account "General Donations", where either the credit amount or debit amount is at least a hundred. (Realistically, a donation amount is likely to only be a credit, but this is just to give you an idea of things that can be done.) Note that it is very important that extra parentheses were put around the two criteria about the amount columns that are separated by "or". If that was not done, it would not be clear how the three criteria would be grouped, and you could get entirely the wrong results.

Another case where you would need an Advanced Filter would be if you need to do something like compare the values of two columns to each other. Suppose you use a report that shows two years of data, like **Reports ⇒ Summary ⇒ Income Statement Yr/Yr Comparison**. That includes two amount fields, which show up as the column names "amount1" (for the latest year) and "amount2" (for the previous year). Let's restrict that report to accounts where this year's amount was less than last year's. To do that, you would use this complex filter expression:

```
amount 1 < amount 2
```

Other cases where you need to use Advanced Filter are of course ones where you need to use any of the functions as described in examples above.

15.6 Sorting Reports

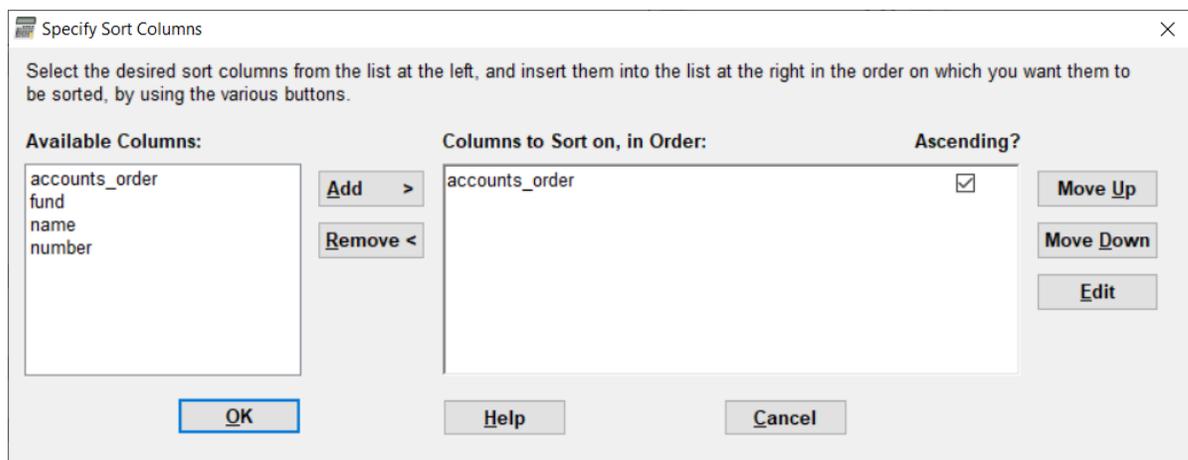
There is a **Sort** button on the reports viewing window. This option allows you to change the order of the data displayed on the report, if you want to see it in another order.

Many reports in ACCOUNTS, particularly anything like an Income Statement or Balance Sheet, would not work properly with Sort orders other than the ones already defined for them in the program. For those reports, the **Sort** button is disabled.

As an example of sorting, suppose you want to list the chart of accounts backwards. (That doesn't make a lot of sense, but it's a simple example.) Start by creating the **Reports** ⇒ **Listing** ⇒ **Chart of Accounts** report.

Now click the **Sort** button. (Do this as you are reading this page, so it will be easier to understand it!)

You will now see the following window, called Specify Sort Columns:



You will also get a message box, warning you that the report has group breaks, and that changing the sort order could cause problems. Many reports in ACCOUNTS will be like this! What can happen with inappropriate changes to the sort order in such reports is that groups get repeated, because not all lines of the report that should be in the same group are sorted together.

Instructions are written at the top of the window, as you can see in the image above. The box at the left labelled "Available Columns" contains the names of all of the fields (also called columns) on the report that you can sort on. While the names displayed won't exactly match the column headings on the report, you should be able to easily figure out which is which, for almost all reports. (If you aren't sure what a column name means, you can always try sorting on it and see what happens!)

The column `accounts_order` that this report (and many others) are sorted on is the official order of accounts as shown in the [Chart of Accounts](#) window. That order is explained in the section of that window's Help topic titled [Validation when you Close this Window](#).

As mentioned, the box at the right, labelled "Columns to Sort on, in Order", shows the current sort order for the report, and is where you put column names to specify that order.

Although most reports are sorted, the current sort order may in rare cases not already be displayed in the box on the right when you bring up this sort window for the first time for a given report. That's for technical reasons, which are a bit hard to explain. In such cases, it should be pretty easy to see what the current sort order is, by looking at the report before you click **Sort**.

You will see a checkbox to the right of where the name appears, labelled "Ascending?", which is checked. Since we've said you want to see the accounts in reverse order, that would be a descending sort (from the highest down to the lowest value of `accounts_order`), so click that checkbox to uncheck it. Now click on the **OK** button and the report will then be sorted in the reverse order that you wanted.

In the same example described above, you might instead want to sort on the Account Number column, and the obvious guess is a column called "number". (That may or may not give a different order than the `accounts_order`.) Click the **Sort** button on the report again to get back to that window. You can then get "number" to the box on the right either by double-clicking on it, or clicking on it to select it and then clicking the **Add** button. That will put it below any existing columns there, in this case the "accounts_order" column. To move it up to the top, so it is the highest priority for sorting, click the **Move Up** button. Now click on the **OK** button and it will sort your report in the order you wanted.

The **Move Up** and **Move Down** buttons will move a selected item in the "Columns to Sort on" box up or down to specify the sorting priority.

When multiple columns are in the "Columns to sort on" box, as in the example above, it first sorts by the first column listed, and then it only sorts on the 2nd column listed if the values in the 1st column are the same, and similarly for further columns. For instance, suppose you have sorted on "number" and "accounts_order" as in this example. The report will mostly be sorted on the number, but if there were two accounts with the same number (which is actually impossible!), then those two will be sorted by the `accounts_order`.

You can remove a column from the sort by moving it out of the "Columns to Sort On" box, by either double-clicking it in that box, or clicking on it to select it then clicking **Remove**. (The columns in the "Available Columns" box never change - they are always all displayed.)

Please note that if you remove all of the sort columns, the report won't necessarily go back to its original order. In fact, if you do that then click **OK**, the report will not change at all. To get back to that original order, **Close** the report and run it again from the **Reports** menu. Each time you create this report, it will be displayed in its original order. Your sort order from a previous run is not remembered - but see the section below about Memorizing Sorted Reports for how you can do that.

When you change the sort order, part of the header of most reports will change to reflect the new order you have chosen. The only exception to this is if you also change the filter (see [Filtering Reports](#)), in which case the revised filter criteria will show in the header instead.

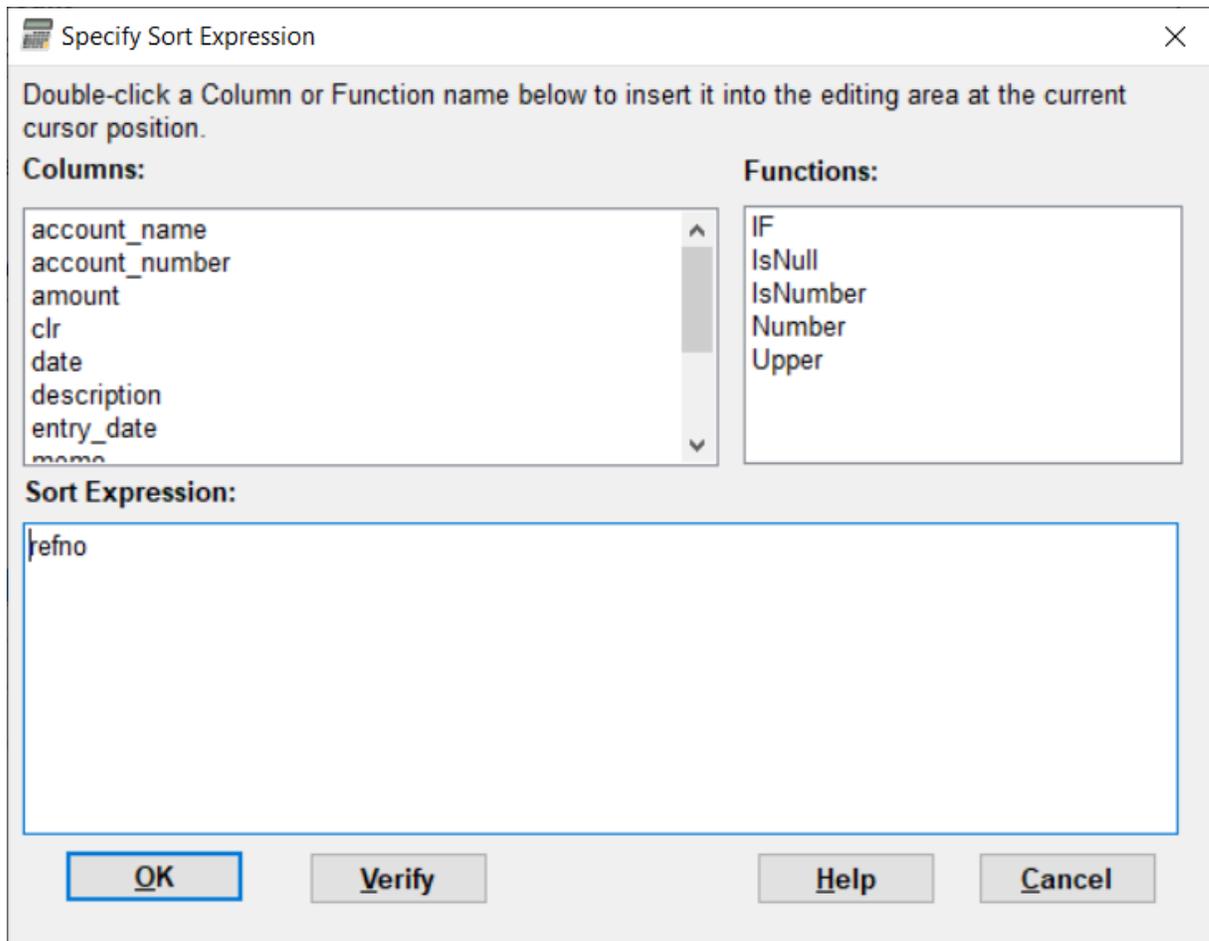
Complex Expressions for Sorting

You can actually edit columns that you are sorting on, to change them into complex expressions that do something tricky. Here is an example.

Suppose you are running **Reports ⇒ Details ⇒ One Account Details**, with the checkbox for "Include the splits / counter accounts in the report" unchecked. (If it was checked, sorting changes might mess up the report.)

If you want to sort a report like that on cheque numbers (held in the reference number field, usually called "Number" or "Chq / Ref #" on program windows), there are some issues. Usually not all transactions have cheque numbers, and not all entries into the Number field have to actually be numbers. So if you just sort on that field, all transactions without such a number will appear first in the report, followed by all of them with such a number, in dictionary order by that number. (Dictionary order means that "10" will sort before "2"!) That's probably not what you want - you would prefer all transactions with a number first, in regular numerical order.

To work around that, first, in the Sort window, get the relevant column, "refno", over to the right, above the top column name. (In some other reports, that same column might be instead named "transaction_refno".) Then, click on it if necessary to select it, then click the **Edit** button. After you answer a question to confirm you want to do that editing, the program will bring up a Specify Sort Expression window such as the following.



You will see "refno" (without the quotes) in the Sort Expression box at the bottom. Change that to:

```
IF (isNumber(refno), Number(refno), 999999999)
```

More instructions for using this window, including the meanings of the Functions in the top-right box, are in the Help on the [Advanced Filter](#) window, but you can always just type what you want.

Once you have made your change, you can click **Verify** if you want, to check whether it is a valid expression. (Unfortunately, not all expressions that the program will allow are actually sensible sort orders!)

Then click **OK** to go back to the main sort window, where you will see your expression displayed. (It also verifies when you click **OK**, and doesn't let you exit this editing window if it isn't valid.) Click **OK** again to apply the new sort. That forces every transaction with no reference number (or one that isn't a number) to be treated as if they had the number 999999999 and thus come out at the bottom of the report. Those columns with no reference number will be sorted on any further columns in the sort order, and every transaction with a number will come out at the top in order. (The part "Number(refno)" converts the field, which can contain non-digits, to a number, which is thus sorted numerically instead of in dictionary order.)

One function used in the example above but **not** described in the Help on the Advanced Filter window, because it is very unlikely to be needed there, is "IF". An expression such as:

```
IF (condition, value1, value2)
```

requires that the `condition` part be something that is true or false. If it is true, the result of the entire expression is `value1`. If it is false, the result of the entire expression is `value2`. Each of `condition`, `value1` and `value2` can themselves be expressions - the `condition` pretty much has to be.

Obviously, this type of complex sorting requirement will be very rare, and most reports are already sorted into very appropriate orders.

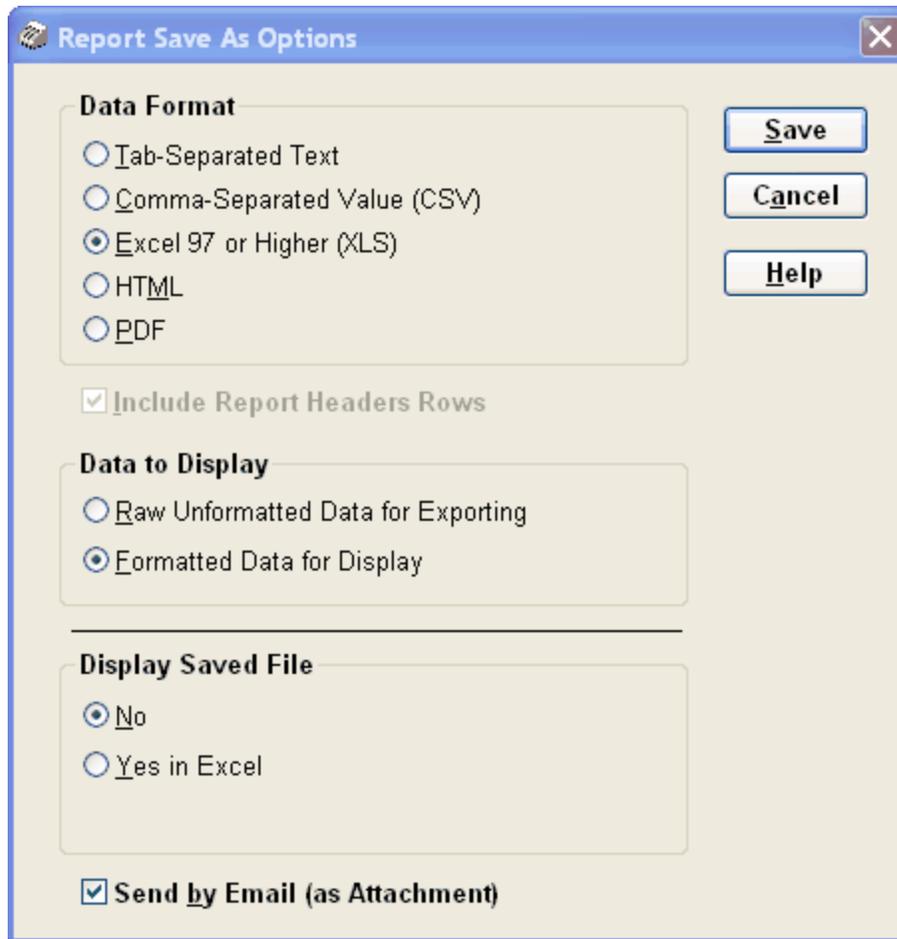
Memorizing Sorted Reports

Particularly if you will want to re-run the same report in the future with the same sort, you may want to [memorize](#) it for re-use with the **Memorize** button. That will also memorize any [Filter](#) you have added. You can then re-run the memorized report with **Reports** ⇒ **Memorized Reports**.

15.7 Saving Reports to Files

You can save your report to one of a number of file formats with the **Save As** button: Tab Separated Text, CSV (Comma Separated Value), Excel, HTML and PDF. Some of the options yield a file which looks either somewhat like or very much like the original report; others just export raw data from the report.

When you click **Save As**, the following window comes up:



The following sections of this page explain the sections and options on this window:

Data Format

Here you choose between Text, CSV, Excel, HTML and PDF. Which one of these you choose can affect which of the options in the other sections are available, and in some cases the wording of the options in those other sections. Details will be described below.

For exporting raw data, for example for importing into another program, you use the Text, CSV or Excel options, with the "Raw Unformatted Data for Exporting" selection under Data to Display.

For display (to be able to see something very much like the report on screen), you use the Excel, HTML or PDF options, with the "Formatted Data for Display" selection under Data to Display.

There are a few reports in the program that for technical reasons cannot be exported to Text, CSV, Excel (with "Raw Unformatted Data for Exporting" selected) or HTML. If you click **Save As** when you are viewing one of those reports, those options will be disabled. You will still be able to export those reports to Excel (with "Formatted Data for Display" selected) or PDF. With a few other reports, only parts of the report will be exported when you select Text, CSV, Excel (with "Raw Unformatted Data for Exporting" selected) or HTML.

Include Report Headers Rows / Include Column Headers Row

The text of this checkbox changes depending on whether the Data to Display is set to "Raw Unformatted Data for Exporting" or "Formatted Data for Display". It is only in the former case that you have an option here - with "Formatted Data for Display", this is always checked, and it is disabled (greyed out) as seen in the above screen shot.

Data to Display

For the Data Formats Text and CSV, only "Raw Unformatted Data for Exporting" is available. For the Data Formats HTML and PDF, only "Formatted Data for Display" is available. It is only with the Data Format Excel that you have a choice, of Raw or Formatted data.

With the Raw selection, all data from each record will be across one row, regardless of the formatting of the original report on the screen. Totals will not be included. Numbers will not be formatted (for example you will see "1000.00" rather than "\$1,000.00"). And if there are extra columns included in the report for filtering or sorting purposes that aren't displayed as part of the report, they will also be exported. Column headers (if you include them by checking the "Include Column Headers Row" checkbox may not read exactly as they do on the report.

With the Formatted selection, the report will display exactly (or almost exactly!) as it does on the screen or on the printed page, to the extent that it is possible with the given format, and the technology being used to save it to that format. One problem that has been observed with saving to Formatted Excel is that the result can end up wider than it should be, so that the report spreads onto two pages horizontally instead of one.

Display Saved File

You may or may not wish to display the saved file in an appropriate program after saving it. In this section, you can choose between "No", and "Yes in *some program*". Here, "*some program*" is replaced by options for one or two programs, depending on the Data Format you selected. Text files can be displayed in Notepad (which is a very simple text file editor). CSV files can be displayed in Excel or Notepad. Excel files can only be displayed in Excel. HTML files can be displayed in your default web browser (such as Internet Explorer) or in Excel, though usually saving them as Excel will work better for that. And PDF files will be displayed in your default PDF viewer (usually Adobe Reader).

Note: If you select "Yes in Excel", and you don't have Microsoft Excel installed on your computer but you have another program installed that is set up to open Excel files (such as [Open Office](#)), the saved file will open in that other program instead. In fact, if you have the free open source office suite Open Office installed rather than Excel, it will automatically be used (whether or not it is specially set up to open Excel files).

Send by Email (as Attachment)

If you check this checkbox, after the file is saved, and displayed (if you chose a "Yes" option under Display Saved File), a window comes up that allows you to email the file to anyone

you wish, as an attachment. This requires that your [Email Sending Configuration](#) has been configured, using the **Maintenance** ⇒ **Email Sending Configuration** menu option.

See the page on [Emailing Backups](#) for a sample of the window used for sending the email. You can change the To name and email address, the Subject line, and the Body of the email, but not the Attachment - it will always be the file you just saved. You also have the option of Cc-ing or Bcc-ing the email to yourself, if you are sending to someone else. Whatever you use as the To name and email address, Subject and Body will be saved and redisplayed for your use the next time you send an email via this window, so that if you are normally sending the same report to the same person, you shouldn't have to re-write the email you send it with!

Action Buttons

Clicking **Save** first brings up a window in which you can select the directory in which you wish to save the file, and the filename. It then does the save of the file as specified in the various options, and optionally displays the file in an appropriate program as specified under Display Saved File, and optionally brings up the window for you to email the file if you checked that option.

Clicking **Cancel** closes this window. Clicking **Help** brings up this help page.

Uses of Save As

The most common uses are to provide exported data from a report to someone else, for importing into another program, or to send someone a viewable version of a report.

Another use of **Save As** is for doing your own [mail merges](#).

Another thing you might want to do with **Save As** is to create limited versions of reports provided by this program. For instance, suppose you wanted a report listing fewer columns than are shown on an existing report, perhaps for some privacy reason. Run that existing report, then do the **Save As**, and save it in the Excel format. (That is of course assuming that you have Microsoft Excel.) Use the option to have it open the saved file in Excel, then delete the columns that you aren't interested in. Make any other desired changes (such as fixing up column widths and column headings), then print it.

Error Messages on Save As

You may receive an error message if a Save As fails. Unfortunately the program is not able to determine why it failed, so the error message mentions a few possibilities.

The most likely possibility is if you selected to save the file in a directory to which non-administrative users in Windows don't have write access, such as a directory under C:\Program Files.

Save As versus Save PDF

The report-viewing window also has a **Save PDF** [button](#). It does basically the same thing as using the PDF Data Format option on this window, except it always displays the file in your

default PDF viewer program after creating it, and it does not give you an option to email the file as an attachment.

Issues with Underlines and Possible Missing Data in Save As to Formatted Excel

Some reports in ACCOUNTS, such as Income Statements and Balance Sheets, by default use indenting on their amount column(s) to indicate sub-account levels. Unfortunately, when you export such reports to formatted Excel, the underlining at the bottom of related groups of amounts, prior to subtotals, is messed up, due to a bug in the software that the program uses to do that exporting.

If this is a problem for you, you could check the **Don't Indent Amounts on Reports** checkbox on the **Maintenance** ⇒ **Main Options** [window](#), which causes all amounts in each column of numbers to be completely lined up vertically. Although that may make the grouping and subtotalling harder to understand, it eliminates the visual problem with the underlines.

Some other aspects of some reports may also not come up properly when you save to Excel. Unfortunately, the saving to Excel is done by a 3rd-party program that we purchased, which has a number of bugs that the vendor is not fixing, and would be extremely difficult to replace with our own code that worked better. In some cases there may also be missing data in the exported Excel files. You will have to carefully check any reports exported to formatted Excel before you use them. *If you encounter any reports where the save the formatted Excel has missing data, please contact us immediately with full details, so we can try to fix that report.*

15.8 Exporting Data from the Program

There are several ways to export data from the program. You might wish to export the data in order to process it in some way in Excel or another spreadsheet program, or because you are switching to a different software program and you want to import some of the data that you currently have in ACCOUNTS into that other program. You may also want to export the data from reports, in order to format it differently or use it in some other way.

The primary way to export data from ACCOUNTS is to be on a Report output window, and click the **Save As** button. For details, see [Saving Reports to Files](#).

However, there are several ways to get to a Report output window. The most obvious is by running a report from the **Reports** [menu](#). Please note, however, that certain complex reports do not export any data, or only export a portion of their data. Other reports actually export additional data that is not visible on the report!

Alternatively, you can generate a report with the **Database** ⇒ **SQL Select** [menu option](#). That allows you to export any data that you want to export, whether there is a report that includes it or not, but it does require some minor use of SQL, the internal language used with the database to retrieve data. Read the [help page](#) about that for more details.

For exporting to Excel, you will want to select the "Excel" Data Format on the Save As Options window that comes up when you click **Save As**, with the "Raw Unformatted Data for

Exporting" option also selected. For importing into other programs, often the correct Data Format will be either CSV (comma separated value) or Tab Separated Text.

Exporting to Excel with "Formatted Data for Display" is completely different and is unfortunately somewhat imperfect. Please see [here](#) for more details about that.

See also: [Saving Reports as PDF Files](#)

15.9 Doing Mail Merges using Save As from Reports

One thing you can do with files saved with **Save As** from built-in reports or [SQL selects](#) is Mail Merge letters, if you have an appropriate word processor such as Microsoft Word or WordPerfect. A Mail Merge is for instance when you send the same letter to a group of vendors, with their names and addresses filled into the letter to personalize it.

As of October 2012, there are not really any reports in ACCOUNTS that it would make sense to do this with, but there could be some in the future. (Or you could create a report on Vendors using the **Database** ⇒ **SQL Select** [menu option](#), to do this with.)

When you use the **Save As** [button](#), for use in mail merges, be sure to select one of the Data Formats that allows for the "Raw Unformatted Data for Exporting" option to be selected - Text, CSV or Excel. If you are using Microsoft Word for the mail merge, Excel is probably the best option.

It is beyond the scope of this manual to explain to you how to do mail merges in your Word processor, but we can give some hints for the use of Word and Excel. It is possible to do mail merges with Word Perfect and other programs as well, but we are not sure whether you can get results that format the data as nicely. (For instance, in Word, we know how to make dollar values show up in a nice format with commas at the thousands, like "1,000.00" but in WordPerfect we were not able to figure that out, so they show up as "1000.00".) To fully understand how to do mail merges with your word processor, use its Help or a manual.

Please note that the specific instructions for MS Word below were written for Word 97. Newer versions will have different steps to do the same things.

To a mail-merge letters, first generate an appropriate report in ACCOUNTS. You may want to further **Filter** it (see the section on [Filtering Reports](#) for details). Next, do the **Save As**, and if you are using Microsoft Word select the Data Format "Excel", the radio button for "Raw Unformatted Data for Exporting", and the checkbox for "Include Column Headers Row". (If you do not own Excel, use the type "CSV" instead.)

For the **Save As** filename, select an appropriate .xls filename. (Use the appropriate ending, .csv, if you used a different type than Excel.) Then in Word open your mail-merge document. If you do not see a mail merge toolbar come up, you will have to read the Help to see how to connect it to the Excel or CSV file with the data. Once you have your mail merge toolbar, you can scroll through the letters to the various vendors. Make any desired changes to the text of the letter, then click the **Print** icon on the mail merge toolbar to print all of the letters. (Don't use **File** ⇒ **Print**: that just prints the currently displayed letter.) You probably should also do a **File** ⇒ **Save As** in Word to save the document with a new name.

When you are in a mail merge letter in Word, you can press **Alt+F9** to switch back and forth between seeing the actual data from your vendor, and seeing the codes that tell it where to put which data items, such as the name. You can read the Help to learn how formatting of numbers to have commas at the thousands is done.

One word of warning about a tricky little bug in Word 97. (At least, we think it is a bug.) If you make changes to the layout of the inserted data fields while looking at the layout after pressing **Alt+F9**, and then change back to see the vendor data with **Alt+F9** again, you may not immediately see your changes. You often have to use the arrow buttons on the mail merge toolbar (which switch you from one vendor to the next) and move to the next or previous vendor before your changes are visible. Also, sometimes you will see the data fields in the letter looking like this: "<<fname>>". If you see that, click the button labelled "<<>>" on the mail merge toolbar to change it back show either the data or the fields (in a format like "{MERGEFIELD name}") on the screen.

It is also possible to do mail merges by retrieving data directly from the SQL database. That is considerably more complicated, and will be touched on later in this document in the section on [Technical Information](#).

15.10 Saving Reports as PDF Files

Some users may wish to save reports to PDF files. ACCOUNTS allows you to do that, so that those documents can be emailed to others in your organization as attachments.

The Save PDF Options

To do this for reports click the **Save PDF** button on the window. This will bring up a "Save PDF File As" dialog, in which you can both select a directory and specify a filename to save the PDF file as. Once you do that and click Save, it will take a moment to save the PDF, then display that PDF file for you in your standard PDF viewing application (usually the Adobe Reader).

Reports can also be saved to PDF with the **Save As** [button](#), which gives you some additional options like emailing the PDF version of the report to someone after it is created.

Unlike some earlier versions of ACCOUNTS, and the current version of Software4Nonprofits DONATION, the program does not contain the PDF printer "novaPDF Pro v7 for DONATION". All PDF printing is done by code internal to the program.

The [OnDemand](#) version also has a printer called "Preview PDF (from *COMPUTERNAME*)", where *COMPUTERNAME* is replaced by the name of your local computer. We do not recommend using that, for reasons explained [here](#).

Appending Multiple PDFs Together

When you use **Save PDF** or an equivalent option and the file you select to save to already exists, you are given three options: Replace Existing File, Append to Existing File, or Cancel Save.

If you pick Replace Existing File, the previous file with that name will be deleted, and your save will then just include the current report.

If you pick Append to Existing File, the contents of your current report will be added as new page(s) at the end of whatever is currently in that PDF file. That gives you a way to get multiple reports into one PDF file.

Possible Problems in Some Reports

There are some reports that can need multiple pages across to hold all of the columns, including Custom Reports, Income Statement by Months, Income Statement by Quarters, Fund Income Statement by Months, Fund Income Statement by Quarters, and Monthly Budgets.

Those reports may not work correctly when you use the **Save PDF** button. What you will observe, if there is a problem, is that a tiny bit of the left edge of the 2nd page will appear at the right edge of the 1st page, and that bit will be missing from the 2nd page. If the report requires more pages across, the same problem will continue on them.

Unfortunately this is due to a limitation in the PDF printing capabilities of the program we use to create ACCOUNTS (PowerBuilder) and we cannot directly do anything about it.

If that happens, a solution would be to use the **Print** button with that report instead, and select an external PDF printer, for instance Microsoft Print to PDF, which is always included in Windows 10. If you have the novaPDF printer installed (which comes with the Software4Nonprofits DONATION program, and also came with earlier versions of ACCOUNTS) you can try that, but in our experience on at least some of these reports it did not work correctly at all.

15.11 Memorized Reports

ACCOUNTS can memorize most built-in reports (or ones built directly with the **Database** ⇒ **SQL Select** [menu option](#) or the **Reports** ⇒ **Custom Reports** [menu option](#)), for later re-use. There are just a few reports (ones that aren't run directly from the **Reports** menu options, like cheque printing) that cannot be memorized.

Memorizing Reports

This is done with the **Memorize** button on the report-viewing window, or the **Memorize Report** button on the SQL Select window, or the **Memorize** button the Custom Reports window. When you use **Memorize** from the report-viewing window, it also memorizes any custom [Sort](#) or [Filter](#) you have added to the report. When you then re-run this memorized report, that same Sort and/or Filter will be automatically re-applied.

For built-in reports, memorizing the Sort and Filter is the main purpose of memorizing reports. And because of this, if a report does not allow for sorting or filtering, or you have not

used either Sort or Filter, it will not allow itself to be memorized either, because there is nothing to gain from doing so.

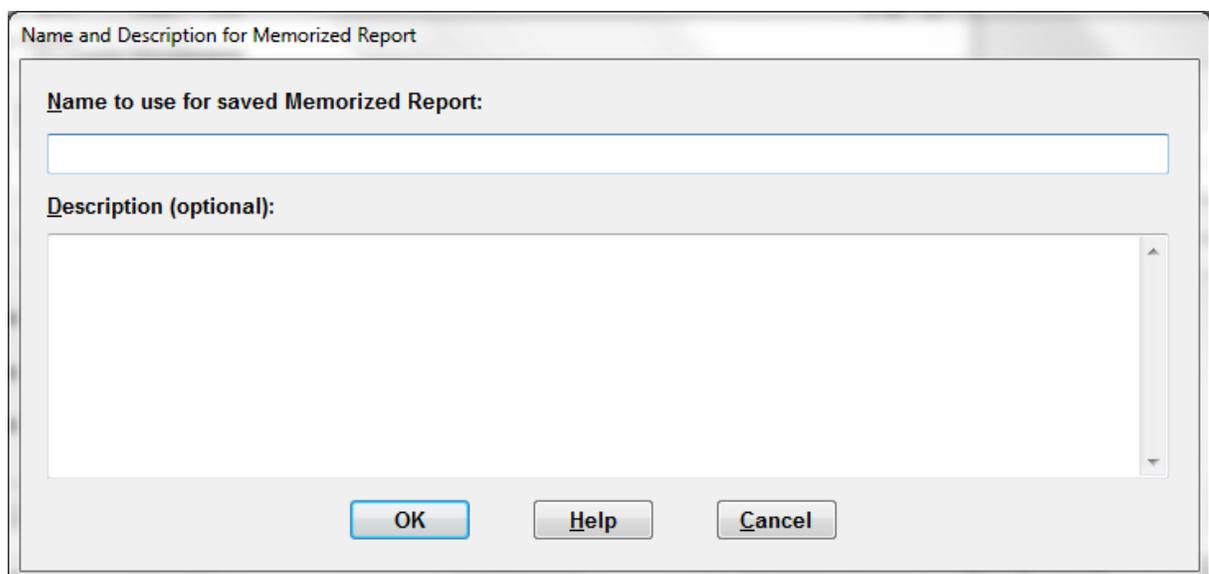
For reports built with **Database** ⇒ **SQL Select**, the main purpose of memorizing them is to save having to re-create it each time you use it. It also memorizes the selected Report Type (Normal or Grid), Orientation (Portrait or Landscape) and Report Title. And if you memorize such a report from the report-viewing window, again it also memorizes any custom Sort or Filter you have added.

Similarly for reports built with **Reports** ⇒ **Custom Reports**, the main purpose of memorizing them is to saving having to re-create them each time you them. And if you memorize such a report from the report-viewing window, again it also memorizes any custom Sort or Filter you have added.

When you memorize a report from the SQL Select window with the **Memorize Report** button, it first executes the SQL you have there, to make sure it is valid before saving it. If the report contains [arguments](#) for prompting for a transaction date or range of dates, you will be prompted for sample values for those arguments as well, because without applying some arguments, it is not possible to tell whether your SQL is valid. Reports will not be memorized if the SQL is invalid, or it does not return any data.

Note: Any arguments that a report (custom or built-in) prompts you for will not be saved with the memorized report. You will be re-prompted for those arguments when you run the memorized report in the future.

All of the **Memorize** buttons will prompt you for a name to save the report as, and an optional Description. Enter a name that will help you remember what the report is for. The window looks like this:

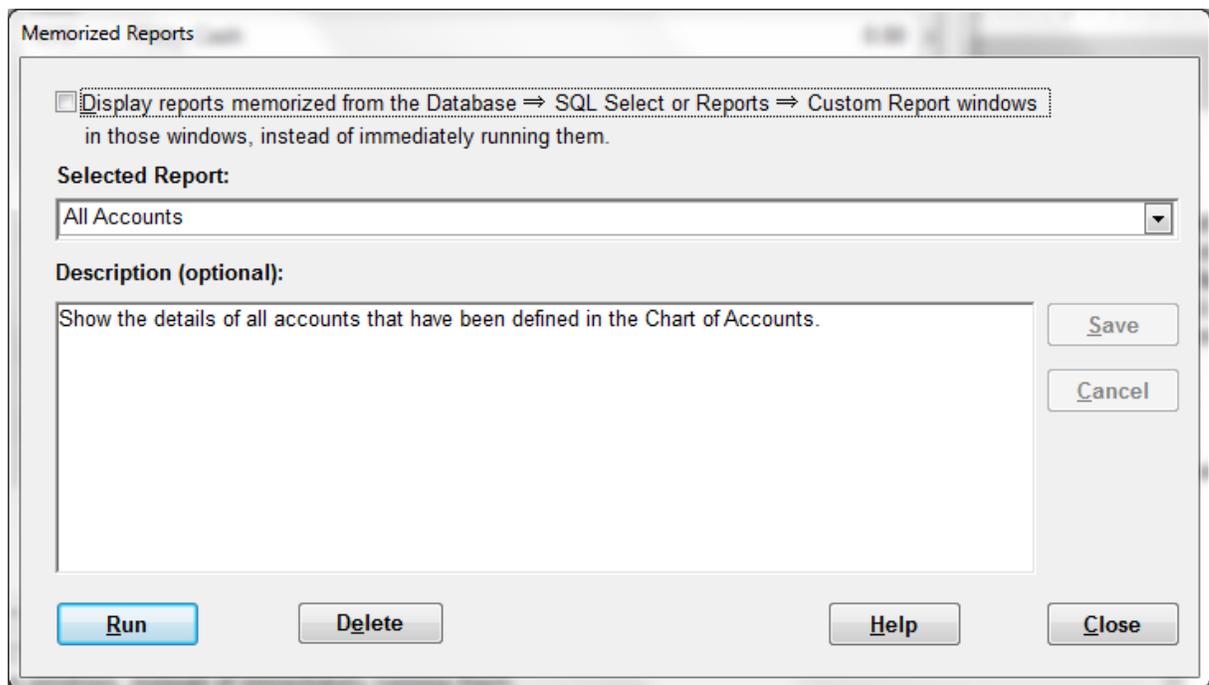


In some cases the **Memorize** button's Name and Description for Memorized Report window will show a suggested name. In particular, if you are replaying a previously memorized

report, or have memorized the same report previously in the same session, the previously used name will be shown. For a previously memorized report with an existing Description, that will also be shown. If the report was not previously memorized, and the report has a title, a version of the title (with any characters that are illegal in filenames removed) will be used as the suggested name. You can of course change any suggested name to anything else that you want to use. One thing to be particularly careful of is not overwriting previously saved reports with a different report with the same name. The program does warn you if you are using the same name a second time, which gives you a chance to change your mind.

Re-running Memorized Reports

To re-run a previously memorized report, use the **Reports** ⇒ **Memorized Reports** menu option. That brings up the following window (with one sample memorized report displayed in the list, in this case):

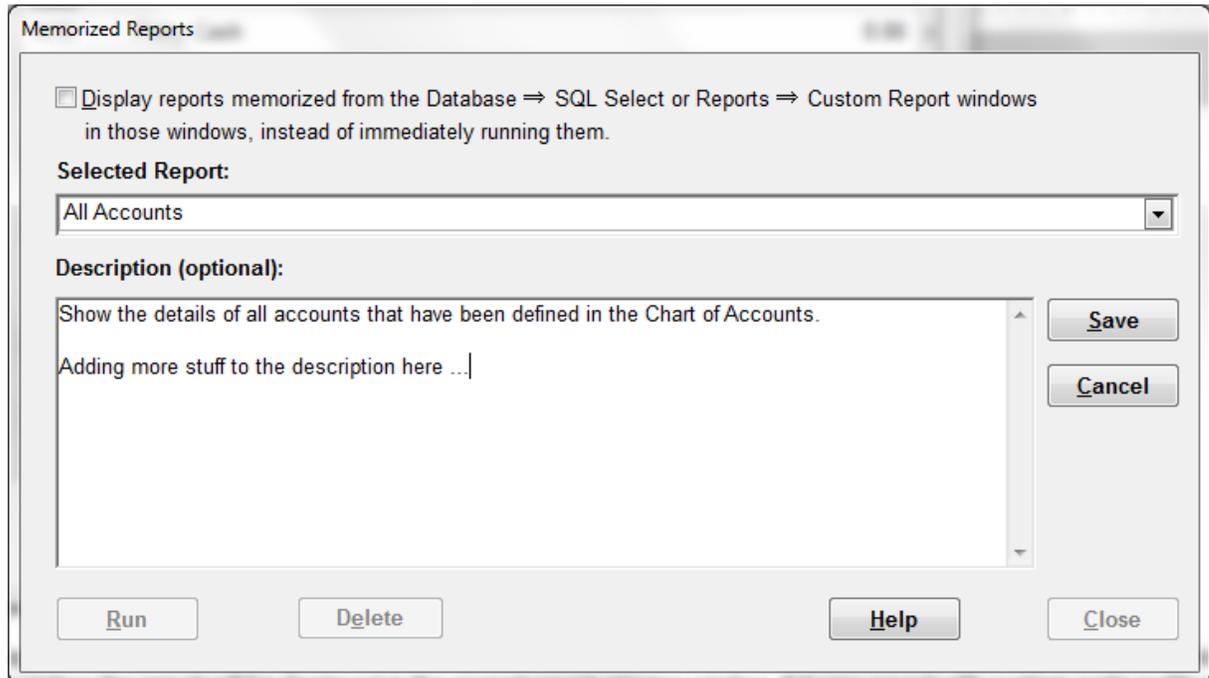


The normal usage is then to select the report from the drop-down list, and then click the default button, **Run**, or press **Enter** which does the same thing. Any required arguments will then be prompted for, and then the report will be displayed in the normal report-viewing window. If it was saved with custom sorts or filters, they will also be executed.

If the report came from the SQL Select window, rather than being a built-in report, and you wish to edit it further in the SQL Select window, check the checkbox at the top of this window ("Display reports memorized from the Database ⇒ SQL Select or Reports ⇒ Custom Reports windows in those windows ...") before clicking **Run**. It will then be displayed in that window, as you indicated. That would allow you to edit the SQL, Report Type, Orientation, and/or Title as desired before running it. (And if you do make changes, you might then want to re-memorize it, with the same or a different name.)

Similarly if the report came from the Custom Reports window, clicking that checkbox at the top of the window before clicking **Run** will bring you back into that window, where you can make changes if desired, and re-memorized it if desired.

You can also edit the Description of any memorized report on this window. Just click into the Description area and start typing. As soon as you do that, the **Save** and **Cancel** buttons become enabled (not greyed out), and all other buttons (and closing the window), except for **Help**, become disabled. So you have to either **Save** your change, or **Cancel** it or press **ESC** (which goes back to the unedited version). Here's a sample of what that version of the window looks like:



When you are finished with a memorized report in the reports-viewing, SQL Select or Custom Reports windows, you will be returned back to this Memorized Reports window. You can then run another memorized report, or close this window with the **Close** button or **ESC**.

If you find that you have a report that you no longer need in this database, after selecting it from the Selected Report drop-down list, you can click **Delete** to delete it (after a confirmation).

Memorized Reports and Multiple Databases

If you have multiple databases for multiple organizations, and [switch databases](#), your memorized reports are specific to each database. If you need the same memorized report in multiple databases, you will have to re-create and memorize it in each one.

Backing up and Restoring Memorized Reports

Unlike versions of ACCOUNTS prior to version 1.28, current versions of ACCOUNTS store memorized reports in the program's database, rather than as separate files on your hard drive. As a result, when the database is shared by multiple users (either with the [Local Network Version](#) of ACCOUNTS, or when you backup and restore the database between multiple computers) the memorized reports automatically come with it. There is nothing further you need to do.

15.12 Custom Reports

Sometimes you may want a report that doesn't seem to exist as a built-in report. To make sure you aren't "reinventing the wheel" when there's already an existing report that does what you need, we suggest checking the descriptions of existing reports in the **Reports ⇒ Report Browser** [window](#).

Some of the built-in reports that do things you **could** do with Custom Reports, but don't need to, are **Reports ⇒ Summary ⇒ Income Statement Yr/Yr Comparison** (a year-over year comparison for all or part of one year against its previous year, with a difference column), **Reports ⇒ Summary ⇒ Income Statement General Comparison** (similar, but for any two ranges of dates), and **Reports ⇒ Summary ⇒ Budget Comparison** (comparing budget to actuals for a specified range of dates, with a difference column). There is also **Reports ⇒ Fund ⇒ Budget Comparison**, which is like the one under **Reports ⇒ Summary** but split out by fund.

If you don't find what you want among the built-in reports, you may be able to create it with **Reports ⇒ Custom Reports**. Basically custom reports allow you to select up to 4 columns for a report, each of which can be Income and Expenses, Budget, or a Difference between the two previous columns. (A Difference column can thus only be selected as the 3rd or 4th column of the report.)

Each column can be for a specified named Date Range, like Last Month, Last Year etc. or a user-specified Custom Date Range. The advantage of using named date ranges like Last Month is that whenever you run the report, it will calculate the appropriate dates to run it for.

You also get to specify:

- a Heading for each column (including some codes based on the range of dates included, which will be explained further below)
- whether the report is for all funds combined, or broken out by fund
- what levels of account to include, and
- a title for the report.

Here's the window that comes up when you select **Reports ⇒ Custom Reports**:

	Type	Date Range	Start	End	Heading
Column 1:	[Dropdown]	[Dropdown]	[Text] [In]	[Text] [In]	[Text]
Column 2:	[Dropdown]	[Dropdown]	[Text] [In]	[Text] [In]	[Text]
Column 3:	[Dropdown]	[Dropdown]	[Text] [In]	[Text] [In]	[Text]
Column 4:	[Dropdown]	[Dropdown]	[Text] [In]	[Text] [In]	[Text]

All Funds Combined By Fund
 Include: All Levels of Account [Dropdown]
 Report Title: [Text Field]

Setting up the Columns of the Report

Each **row** of the table at the top of this window represents one **column** of the resulting report. They are labeled that way at the left to make that clear ("Column 1" etc.).

As mentioned above, the Type can be Income and Expenses, Budget, or for columns 3 or 4 (as long as the two preceding columns are either Income and Expenses or Budget) a Difference between the two preceding columns. In column 3, the Difference options are "Difference (Col 2 vs Col 1)" and "Difference (Col 1 vs Col 2)", giving the two options of which column's value is compared to which to give the result in the Difference column. Similarly, in column 4, the Difference options are "Difference (Col 3 vs Col 2)" and "Difference (Col 2 vs Col 3)".

The Difference column shows how much "better" the first indicated column (for instance, column 2 when using "Difference (Col 2 vs Col 1)") are than the second indicated column (column 1 in this example). So for Income accounts, a Difference amount is "better", and so positive, if the first column in the named Difference is more than the second column in the named Difference. For Expense accounts it is positive if the first one is less than the second one.

When doing a Difference between an Income and Expenses column and a Budget column, the recommended accounting way is to have the first column indicated in the Difference expression be the Income and Expenses column. When doing a Difference between two Income and Expenses columns, the recommended accounting way is to have the first column indicated in the Difference expression be the one with the later date.

Budgets for a partial year are pro-rated, based on the exact count of days within the year that are included in the selected date range for the budget column.

Date Ranges and Headings

There are a lot of options for Date Range, explained in a table in the Help topic on [Selecting Dates for Reports](#).

After selecting a Date Range other than Custom Date Range, the Start Date and End Date will be automatically filled in for you based on today's date. Those fields are never editable, unless you select Custom Date Range. If you end up memorizing the report (which will be explained further later) and running it on later dates, those Start and End Dates will be recalculated based on the date on which you are running the report. If you use Custom Date Range for any column, you will be required to review the definition of the memorized report before running it, so that you can edit the Start and End dates appropriately.

Also when you select a Date Range, a suggested Heading will be filled in for you. Those Headings can have codes such as "[Month]" included in them, which will be replaced by the appropriate actual month based on the calculated Start and End Dates whenever you run the report. Here are the codes that may appear in suggested Headings:

Code	Meaning and Rules for Use
[Month]	Only valid for Date Ranges that are just one complete calendar month (Last Month, or Last Month Last Year). Converted to a 3-letter version of the month name, such as "Jan". (If your language selected in Windows Control Panel's Regional and Language tool is something other than English, the name of the month will be in that language.)
[Year]	Only valid where [Month] is valid, as above. Converted to the calendar year number.
[Quarter]	Only valid for Date Ranges that are just one complete fiscal quarter (Last Quarter, or Last Quarter Last Year). Converted to the quarter number that that quarter represents within its fiscal year, which will be "Q1", "Q2", "Q3" or "Q4".
[FY]	Stands for "Fiscal Year". Only valid for Date Ranges that are a complete fiscal quarter or a complete fiscal year (Last Quarter, Last Quarter Last Year, This Year, Last Year, or Year Before Last). If the fiscal year is a calendar year, converted to the calendar year number. If the fiscal year is different from the calendar year, converted to values such as "FY16/17", meaning the fiscal year that starts in 2016 and ends in 2017.
[Date Range]	Always valid. Converted to the actual range of dates. The formatting will be in the Short Date Format set in Windows Control Panel's Regional and Language tool. So for instance if that format is "MM/dd/yyyy", and the actual date range is January 1, 2017 to December 31, 2017, this will be converted to "01/01/2017 - 12/31/2017".

As an example, if you select the Date Range "Last Month", on a row with Type "Income and Expenses", the Heading suggested for you will be "[Month] [Year] Actuals". You can edit that to use other wording, but only the codes included in the suggestion, or the code "[Date Range]", will be allowed.

Other Settings in this Window

You can select either the "All Funds Combined" or "By Fund" radio button, representing the same difference as using the **Reports** ⇒ **Summary** built-in reports (All Fund Combined) or the **Reports** ⇒ **Fund** built in reports (By Fund). When it is by fund, there will be one section of the report printed for each fund that has activity (or budget lines, if budget columns are selected) within the specified ranges of dates in the report.

Unlike many Fund reports from the **Reports** ⇒ **Fund** sub-menu, the By Fund Custom Reports don't add a section at the bottom of the page(s) for each fund, showing the starting and ending balances of the fund, and changes to it, for the reporting period. That's because most Custom Reports will cover multiple ranges of dates, and thus there would be no obvious choice for the period to add that section for. Another option one might think would make sense would be to have one fund balances summary section under each column of the report, but that summary section is much wider than would fit under one column of numbers, so that really doesn't make sense.

The "Include" drop-down list is common to many other built-in reports, allowing you to select which levels of account to include in the report - All Levels of Account, Only Top-Level and Subaccounts, or Only Top-Level Accounts. Levels that are excluded (if you don't select All Levels of Account) are summarized into totals at the higher levels.

The Report Title is just that - it will be printed as the title of the resulting report.

Memorizing the Report

If you click the **Memorize** button, you will be able to memorize this report for later re-use with the **Reports** ⇒ **Memorized Reports** [menu option](#). The program will first check that all of your settings are complete and valid before memorizing it, and give you appropriate messages about anything you need to fix. When you run a previously memorized custom report, you will have an option to return to this window for further editing first, or just run the report immediately. Date ranges and the actual displayed headings will always be appropriately recalculated based on the saved Date Range and Heading values. If any columns have Custom Date Range, you will be required to return to this window to set the dates for that column, before running it.

You can also memorize or re-memorize custom reports in the window that displays the actual report, which allows you to memorize it with changed [Sorts](#) or [Filters](#) (most likely Filters - it would be hard to change the sort order on reports like this without ruining them).

Running the Report

Clicking the **OK** button in this window will immediately run and display the report. As with **Memorize**, the program will first check that all of your settings are complete and valid before running it, and give you appropriate messages about anything you need to fix.

The program will determine, based on your selections, whether the report will be in portrait or landscape mode. Generally 2 or fewer columns will always be in portrait mode, 3 columns will be in portrait mode if you are hiding account numbers (via a setting in the **Maintenance** ⇒ **Main Window Options** [window](#)) or landscape mode if you are showing account numbers, and 4 columns will always be in landscape mode. Sorry, you cannot control this further.

When you are finished with a custom report in the reports-viewing window, you will be returned back to this Custom Reports window. You can then edit it further, create another custom report, or close this window with the **Close** button. (Unlike many other windows, **ESC** doesn't also close it - we don't want you to lose a carefully-constructed Custom Report by accidentally clicking **ESC**.)

Validation Rules

The program has a number of rules for what combinations of settings are valid for a custom report, including the following. Note that when we refer to rows of the table, that is the same as columns of the resulting report.

- Any row of the table at the top that has any fields filled in must have all of the editable fields filled in. (The Start and End Date fields are only editable if the Date Range is "Custom Date Range". Difference rows never have the date fields filled in.)
- As mentioned in the table of Date Ranges above, you cannot run reports including any of the date ranges Year to Last Month End, Year to Last Quarter End, Last Year to Last Month End or Last Year to Last Quarter End when you are still within the first month of your fiscal year (for the Last Month End ones) or in the first quarter of your fiscal year (for the Last

Quarter End ones), because in that case the Last Month End or Last Quarter End will be in the prior year. However, you can define such reports, Memorize them, and use them later when they are valid (after the first month end or quarter end).

- Budget rows must have a date range that is entirely within one fiscal year, since budgets are for a fiscal year.
- A budget must exist for the fiscal year that a Budget row is for. (If this is not the case when you are just Memorizing the report, you will still get a warning message but will still be allowed to memorize it.)
- A Difference row can only be the 3rd or 4th row, and you can't have two Difference rows.
- When a Difference row is comparing an Income and Expenses row to a Budget row, either they must be for the same Date Range, or the Budget row must be for an entire fiscal year, and the Income and Expenses row must be for some part of that fiscal year.
- There must be a Heading on each row.
- In the Heading field, the only square-bracketed codes that are allowed are the ones in the default heading for that Date Range, or "[Date Range]".
- The version of the Heading field with the codes expanded to real dates etc. must fit into three lines of at most 13 characters each (split into lines at spaces). Headings that are longer will still be displayed, but will be cut off with a warning message.

15.13 Loading SQL for Reports

In very unusual circumstances, you may need to do something special with an existing report that cannot be done with a different built-in report, or via the [Sort](#) or [Filter](#) buttons. Please [contact us](#) for support, and explain exactly which report (which menu option) you are looking at, and how you need it to be different. We will tell you whether there is a way to get what you want.

One way that we may be able to help you in some cases is to give you a modified version of the SQL (the database language for selecting the data for reports) for a given report, and have you load it with the **Load SQL** button on the report-viewing window. We will give you full instructions for doing so in that case.

Changes to a report made with the **Load SQL** button can also be memorized by the **Memorize** button for [memorizing reports](#). That way, rather than having to run the report normally and then use the **Load SQL** button to load the file we supplied to you each time, you can memorize the report once after using **Load SQL**, and then replay it in the future with **Reports ⇒ Memorized Reports**.

16 FILES USED BY THE PROGRAM

16.1 Files Used by the Program

The following are the major files included with or used by the program. They will be in your main program directory, generally C:\Program Files\Accounts, or on 64-bit computers, C:\Program Files (x86)\Accounts.

ACCOUNTS.EXE	Main executable program file
ACCOUNTS.PBD	Additional part of executable program
REPORTS.PBD	Additional part of executable program
VENDORS.PBD	Additional part of executable program
DWCONVERT.PBD	Additional part of executable program
PBREGEXP_PB10.PBD	Additional part of executable program
ACCOUNTS.CHM	The HTML Help file
ReportBrowseList.txt	Used by the Report Browser, gives the names and descriptions etc. of the reports
PBVM115.DLL	Helper file required by the executable program (part of the PowerBuilder runtime)
PBODB115.INI	Helper file required by the executable program (part of the PowerBuilder runtime)
PBODB115.DLL	Helper file required by the executable program (part of the PowerBuilder runtime)
PBSHR115.DLL	Helper file required by the executable program (part of the PowerBuilder runtime)
PBDWE115.DLL	Helper file required by the executable program (part of the PowerBuilder runtime)
PBLAB115.INI	Helper file required by the executable program (part of the PowerBuilder runtime)
PBACC115.DLL	Helper file required by the executable program (part of the PowerBuilder runtime)
PBDPL115.DLL	Helper file required by the executable program (part of the PowerBuilder runtime)
libjutils.dll	Helper file required by the executable program (part of the PowerBuilder runtime)
libjcc.dll	Helper file required by the executable program (part of the PowerBuilder runtime)
libjlog.dll	Helper file required by the executable program (part of the PowerBuilder runtime)
msvcr71.dll	Microsoft runtime library needed by ACCOUNTS and/or Firebird
msvc71.dll	Microsoft runtime library needed by ACCOUNTS and/or Firebird
TABLES.SQL	Definition of the SQL tables in the database
LICENSE.htm	The Software License Agreement for the program. It can be viewed with Help ⇒ View License Agreement .
Licensing.dll	Helper file required by the executable program
FontHelper.dll	Helper file required by the executable program
HtmlMessageBox.dll	Helper file required by the executable program

The following files are in the uninstall subdirectory under the main program directory. All of them are used as part of the uninstallation process, should you choose to do so via Control Panel's Add or Remove Programs tool:

IRIMG1.JPG
 IRIMG2.JPG
 IRIMG3.JPG
 irunin.dat
 irunin.xml

The following files are in the "3rd Party" subdirectory under the main program directory, and give information about 3rd-party licenses to software used by ACCOUNTS:

3rdPartyLicense.txt	Mentions all 3rd-party licenses in ACCOUNTS
IDPLicense.txt	Part of license for Firebird database software
IPLicense.txt	Part of license for Firebird database software

The following files are in the main program directory, and are part of the Firebird database software:

fbclient.dll	Main Firebird embedded database program file
gds32.dll	Copy of fbclient.dll, needed with this different name by some utility programs
firebird.conf	Configuration file for Firebird (may or may not be present)
firebird.msg	Error message text lookup file for Firebird
gbak.exe	Used to make backups of the database, and to restore such backups
gfix.exe	Used to check that a database is OK, can also be used (with instructions from Software4Nonprofits support) to do certain type of repairs on the database, if it has any problems.
icuuc30.dll	Needed by Firebird
icudt30.dll	Needed by Firebird
icuin30.dll	Needed by Firebird
ib_util.dll	Needed by Firebird
FirebirdService.dll	Software4Nonprofits DLL that provides a backup service for Firebird database

The following files are in a subdirectory of the main directory named "udf":

FreeUDFLib.dll	Provides some extra SQL functions to the Firebird database
ib_udf.dll	Provides some extra SQL functions to the Firebird database
S4NP_UDF.dll	Provides some extra SQL functions (written by Software4Nonprofits) to the Firebird database

Several files for the ODBC driver for the Firebird database are in the C:\Program Files\Firebird\Firebird ODBC directory.

The following files are in your Windows System folder, generally C:\Windows\System32:

GdiPlus.dll	Microsoft runtime library needed by ACCOUNTS and/or Firebird (may or may not be installed)
atl71.dll	Microsoft runtime library needed by ACCOUNTS and/or Firebird
gdi32.dll	Microsoft runtime library needed by ACCOUNTS and/or Firebird (may or may not be installed)
ChilkatMail_v7_9.dll	Licensed third-party library used to send emails
ChilkatHttp.dll	Licensed third-party library used for uploading and downloading files
wodCrypt.dll	Licensed third-party library used for encryption and compression of emailed backups

The following files are in the main [Data Directory](#) for the program, whose location varies by your version of windows:

ACCOUNTS.ini	Holds various settings stored by the program
accounts1.txt	Holds your license key(s), once you have paid for ACCOUNTS.
accinst.exe, accupdt.exe etc.	Any installation files that are downloaded for you by the Tools ⇒ Check for Updates menu option are stored in this directory.
<i>anything.sql</i>	Any saved SQL files, from the Database ⇒ SQL Select menu option 's Save to SQL File button, are by default stored in this directory, unless you choose to navigate to a different directory in the Save As dialog box that comes up when you are saving them.

The following log files are in your Windows Temp directory, whose location varies by your version of windows. The program displays these files to you if it needs to do so. All of these files are empty if the process they are a log file for was successful, and contain error messages (which are displayed to you by ACCOUNTS) if the process was unsuccessful.

BACKUP.LOG	Created each time you do a Backup/Restore ⇒ Backup Database , shows whether or not it was successful.
RESTORE.LOG	Created each time you do a Backup/Restore ⇒ Restore Database , shows whether or not it was successful.
VALID.LOG	Created each time you do a Database ⇒ Validate Database , shows whether or not it was successful.

The following files are in the DATA subdirectory **under** the main [Data Directory](#) for the program (except for the Local Network Client version, which doesn't need them). Their location varies by your version of windows:

<i>OrganizationName.S4A</i>	One or more databases of all of the information you enter. The name of the file is specified in Maintenance ⇒ Organization Info .
ACCOUNTS.DB	An empty database that is used to create new databases when you use File ⇒ New Database , among other uses.

The Backup subdirectory of the main [Data Directory](#) is the default initial directory for backups made with **Backup/Restore** ⇒ **Backup Database**. However, if you change that backup to be elsewhere, the location you used is memorized and used for the next backup or restore. (It is strongly recommended that you backup to a drive other than your local hard drive, such as a USB memory key or a writeable CD, in case your local hard drive dies!)

The Reports subdirectory of the main [Data Directory](#) is where any [memorized reports](#) from versions of ACCOUNTS prior to version 1.28 are stored. (Subsequent versions store them directly in the program's database.)

16.2 The Data Directory for the Program

Because ACCOUNTS does not need to be run as a Windows Administrator, and thus is not allowed to create or modify files under C:\Program Files (or C:\Program Files (x64) on 64-bit computers), all data files that are modified by the program must be stored elsewhere.

The directory (also called "folder") that was chosen to store all files that have to be modified is a subdirectory of your Windows All Users Documents directory, which unfortunately varies depending on the language of your system. For English-language systems, what we call the ACCOUNTS "Data Directory" is the following:

C:\Users\Public\Documents\Cooperstock Software\Accounts

For the [OnDemand](#) Version, the data directory is always S:\Cooperstock Software\Accounts, which is on the OnDemand server.

If for some reason you want to see what files are in that folder, you can do so with the new **Tools** ⇒ **Explore Data Directory** menu option in the program, which brings up a Windows Explorer or My Computer type window, showing the contents of that folder and its subfolders.

Please note though that this is **not** where the actual database file(s) live. They live in a folder underneath the Data Directory, named Data! It's also possible to move the database files to a completely different folder, though we don't recommend it, as long as that folder is on a drive physically connected to your computer (not a network drive that is actually attached to a different computer). See [Use the Database on a USB Memory Key](#) for one place you might want to move the database files to, and the instructions for (and warnings about) doing so.

There are other folders under the Data Directory as well. Please see [Files Used by the Program](#) to see which files are in the Data Directory and its subdirectories.

We should also mention that when we say that the Data Directory is C:\Users\Public\Documents\Cooperstock Software\Accounts, there's a complication. The part of that path called "Documents" actually shows up as "Public Documents" if you drill down to C:\Users\Public and look at the folders under it in programs like Computer or Windows Explorer. That is a weird quirk of Windows, because if you look at in a Command Prompt window it does show up with its "real" name, "Documents". And any programming code must refer to that as "Documents" - if the code refers to it as "Public Documents", it won't be found!

17 DATABASE MAINTENANCE

17.1 Database Maintenance

[Validating Your Database](#)

[Deleting Old Data](#)

[Deleting All Transactions](#)

[Deleting All Data](#)

[Switching Databases](#)

[Deleting Databases](#)

[Viewing and Exporting Data with SQL Selects](#)

17.2 Validating Your Database

The Firebird database software used by all versions of ACCOUNTS includes a feature for checking that the database is not damaged. This does not in any way check whether you have entered correct data. It is rather checking for the sort of damage to files that can happen if you turn off your computer while the program is in the middle of updating the database. (Obviously, we would strongly advise against doing that!) Such damage can also occur if your computer suddenly crashes while the program is in the middle of updating the database.

To validate your database, just run **Database ⇒ Validate Database**. When it is done, it will give the message "The database validation did not find any problems" if that was the case, and will display the errors if there are problems found. If any errors are found, please email the displayed errors to [technical support](#) for assistance.

Just to make sure users catch this very unusual problem if it occurs, ACCOUNTS actually prompts you and does this automatically once a month, as you are exiting the program. The only issue that can come up is for users of the [Local Network](#) Version or [OnDemand](#) Version who are allowed to have multiple simultaneous users, because the validation can only be done when there is only one current user of the program logged in.

There is probably no reason to run this option manually unless something very strange is happening. In that case, the program may not even start successfully, in which case you will not be able to run this option from the menu anyway! In that case, contact us for [technical support](#).

Easy Validation Problems Fix

There have only been ever been a handful of cases (out of thousands of users!) that we can recall where a user has informed us of a validation error in their Firebird database, so as you can see, this is a very rare problem. In those cases, it turned out that it was very easy to fix the problem. The user [restored](#) their latest backup database, checked the validation again, and it was fine.

If you do have a validation error, you could try the following steps:

- Be clear on where your most recent database backup is. (Call this "Backup A".)

- Make another backup, with **Backup/Restore** ⇒ **Backup Database**, being sure not to overwrite that previous backup. I.e. either store it in a different place, or with a different filename. (Call this "Backup B".)
- Restore Backup B, that you just made, with **Backup/Restore** ⇒ **Restore Database**.
- Check the validation, with **Database** ⇒ **Validate Database**. If it's OK now, you are done.
- If it's still not OK, and Backup A isn't too old (so you are willing to redo all data entry since that backup was made), restore Backup A with **Backup/Restore** ⇒ **Restore Database**.
- Check the validation, with **Database** ⇒ **Validate Database**. If it's OK now, you will just have to re-do any data entry since that backup was made.

If you did have a validation problem once, you should probably also continue checking the validation periodically, to make sure whatever problem you originally had doesn't recur.

If the above steps didn't work, or Backup A was so old that you really didn't want to go back to it, please [contact technical support](#), and email Backup B to us as an attachment, so we can look at it and see whether we can fix it in some other ways. It is entirely likely that we will **not** be able to do this, though, so this is another reason to be sure to backup regularly!

17.3 Validating Your Transactions

The ACCOUNTS program is extremely careful to never let you create an unbalanced transaction, which in accounting terms is one where the total debits do not equal the total credits. However, in January 2018, after the program had been in existence for six years, one obscure way was found of doing that (and immediately fixed!). So we felt it was appropriate to add a new menu option to determine whether there are any such unbalanced transactions in your database.

To check for this, just run **Database** ⇒ **Validate Transactions**. When it is done, it will almost certainly give you a message saying that there were no unbalanced transactions. However, if it does find any unbalanced transactions, it will tell you so, and also tell you to run the report **Reports** ⇒ **Administrative** ⇒ **Unbalanced Transactions** to allow you to find and fix them.

The easiest way to fix such problems will be to just delete and re-enter the transactions shown in that report.

If any unbalanced transactions were found, and they were transactions you created recently, please try to think about exactly how that transaction was entered and perhaps later edited, and report that in as much detail as possible to our [technical support](#), so that we can try to find and fix any further very unusual bugs that could allow such a thing to happen.

Checking for Transactions on Accounts with Sub-Accounts

Only accounts that have no sub-accounts under them should ever be able to be used in transactions in ACCOUNTS. The types of accounts that can be used in transactions are top-level accounts with no sub-accounts, sub-accounts with no sub-sub-accounts, and any sub-sub-accounts. Please see the section on "Grouping and Hierarchy of Accounts" in the topic [Accounting Concepts](#) if you need to understand this further.

For the balance of this Help topic, for simplicity an account with other accounts under it will be called a "parent account" and an account that is under another account will be called a "sub-account". (That will mean we won't be referring to them as top-level accounts, sub-accounts or sub-sub-accounts, which are the three levels available.)

When you create a first a sub-account under an account (making it a parent account) you are prompted to change a number of things, most significantly changing any existing transactions that involve the parent account to instead be for the sub-account. If you do not agree to that change, you are not allowed to add the sub-account.

Prior to release 2.41 of ACCOUNTS in January 2021, the types of objects that this checking and changing was done on were transactions, fund accounts with linked income and expense accounts, budget lines, and government form lines. That prevented almost all problems.

In January 2021, however, we realized that four other types of things in the program were not being checked in that way, and could potentially cause problems, which could end up creating transactions using parent accounts, which is not allowed. Those things are memorized transactions, tax code accounts, default accounts for vendors, and bank rules for matching of imported online banking transactions.

The presence of transactions involving parent accounts in your database can cause reports such as the Income Statement and Balance Sheet to be incorrect. So **Database ⇒ Validate Transactions** now checks for any of these types of objects using parent accounts, and reports on them if they are found. If any such problems are found, they will be displayed to you in a window, from which you can print the results with the **Print** button.

The following sections explain how you can find and fix each type of error.

Some of these sections will involve the use of the **Database ⇒ SQL Select menu option**, using a specific SQL that you can cut and paste out of the sections below to help you find what you need to fix. As well as pasting in the SQL to that window, we recommend using the Report Style option of Grid to make it easier to read the results (so individual lines of results cannot be split across different pages!)

Parent Accounts used in Transactions

To find actual transactions using parent accounts, please run the following in **Database ⇒ SQL Select**:

```
select (t.trandate) "Date", (t.description) "Payee/Description",
(select a2.name
 from accounts a2
 join splits s2 on s2.accountid = a2.accountid
 where s2.tranid = t.tranid
 and s2.seqno =
 (select min(s3.seqno)
 from splits s3
 where s3.tranid = t.tranid)) "Main Account"
from transactions t
join splits s on t.tranid = s.tranid
```

```
join accounts a on s.accountid = a.accountid
where a.height > 0
```

The results of that will give a transaction Date, Payee or Description, and Main Account that the transaction can be found in the register of.

If the Main Account is not shown on the program's main window, that means that it is a parent account itself. Such transactions cannot be fixed as easily using the standard features in the program. Please [contact us](#) for assistance.

Otherwise, if you can open a [register window](#) for the Main Account, just find that transaction in the register. If it is a transaction without multiple splits, you will see that the displayed Account is just a smallish number rather than an account name. Correct it to be an account name available on the drop-down list, and save the change.

If it is a transaction with splits, so "--- SPLIT ---" is shown in the Account field, open the [splits window](#) for the transaction, and again look for Account values that are just a smallish number rather than an account name. Again, correct each such Account value to be an account name available on the drop-down list, then save the splits, and save the transaction.

Parent Fund Accounts with linked Income and Expense Accounts

This problem is extremely unlikely to occur, because the program has always prevented it. However, if you somehow do get a report of parent fund accounts with linked Income and Expense accounts, they should be very easy to find with the **Maintenance ⇒ Funds for Accounts** [menu option](#). Use the Fund radio button in the window that comes up to sort by fund, then scroll through the list looking for cases where the displayed Fund is just a smallish number rather than a fund account name. Fix them to be a fund account from the drop-down list, and then save the changes.

Budget Lines

This problem is extremely unlikely to occur, because the program has always prevented it. However, if you somehow do get a report of this, please [contact us](#) for assistance in fixing it.

Memorized Transactions

This problem could occur in [memorized transactions](#), including ones set up to be recurring. When those memorized transactions were inserted, it would cause problems in actual transactions. To find such transactions, please run the following in **Database ⇒ SQL Select**:

```
select (t.name) "Name"
from memorized_transactions t
join memorized_splits s on t.memid = s.memid
join accounts a on s.accountid = a.accountid
where a.height > 0
```

That will list the names of each memorized or recurring transaction with this type of problem. You can then go to the **Maintenance ⇒ Recurring Transactions** [menu option](#), to find the ones with those names.

The easiest way to fix such problem memorized transactions will probably be to delete them with the **Delete Transaction** button on this window, then recreate them by entering a new transaction as desired on the appropriate account's [register window](#), re-memorize it, and if it was recurring, come back to **Maintenance ⇒ Recurring Transactions** to set up its recurrence appropriately again.

Tax Code Accounts

The easiest way to fix these will be to go to the **Maintenance ⇒ Sales Tax Codes** [menu option](#). For each displayed code, click the **Accounts** button to see the list of associated Accounts and Percents. Look for a displayed Account that is just a smallish number rather than an account name. Fix it to be the correct desired account from the drop-down list, and save the change.

Vendors

Vendors can have associated default Expense Accounts for transactions that you create for that vendor. To find vendors where that Expense Account is a parent account, please run the following in **Database ⇒ SQL Select**:

```
select (vendors.name) "Name"  
from vendors  
join accounts on vendors.accountid = accounts.accountid  
where accounts.height > 0
```

That will list the names of the vendors with this problem. Go to the **Maintenance ⇒ Vendor List** [menu option](#). For each vendor Name that shows up in the SQL Select results above, find the vendor on the list and click the **Edit** button. In the Edit Vendor widow that comes up, you will see just a smallish number rather than an account name for the Expense Account. Correct that to be the desired account from the drop-down list, and save the change.

Bank Rules

Bank Rules for online banking transaction importing can have an associated account, which could be a parent account. To fix any problems that come up for bank rules, just go to the **Maintenance ⇒ Online Banking Bank Rules** [menu option](#). Look for rules where the displayed Account is just a smallish number rather than an account name. Correct that to be the desired account from the drop-down list and Save the change.

17.4 Deleting Old Data

To delete old data in ACCOUNTS, use **Database ⇒ Delete Old Data**. This utility can delete data from the first year that you used ACCOUNTS for, up to a fiscal year end date that is no earlier than 2 full fiscal years prior to the present date. So for instance, if your fiscal year is

the calendar year, and it is currently any date during 2016, this can delete all years of data up to and including at most December 31, 2013.

The most obvious reason for doing this procedure is to keep your database file, and backups of your database file, from growing too large. However, there is no real reason from an efficiency standpoint to do this - the indexing of the database should ensure that all operations are very quick regardless of how many years of data you maintain in the program.

When you select this menu option, a window comes up prompting you for the last fiscal year-end that you want to delete up to. That is also called the "rollup date", and this type of action is commonly called a "rollup". Select the desired year-end date, then click **OK**. The program then asks you to confirm that you really want to do this.

Next, the program will make a copy of your database (not a backup), with a modified name including the current earliest and latest transaction dates in the database. You can switch back to that copy of the database with the **File** ⇒ **Open Database** [menu option](#) if you need to review older data. You need to keep that database for future audit purposes, including copies or backups of it off of your hard drive, in case the hard drive dies! (For users of Local Network Versions of ACCOUNTS, this Delete Old Data process can only be done on the Local Network Server version's computer, because users of the Local Network Client version would not be able to have their program do this file copy.)

After that, all of the transactions on or prior to your selected rollup date, with certain exceptions, are deleted, and replaced by a new Opening Balances transaction on the rollup date. The exceptions that aren't deleted are Bill or Bill Payment transactions prior to the rollup date that either are bills that are not fully paid yet, or that have bill payments made after the rollup date. All audit trail transactions prior to the rollup date are also deleted.

One type of transaction that **is** deleted, though you might think it should not be, is uncleared cheques. That's because an uncleared cheque from over 2 years ago is certainly stale dated, and thus cannot now be cashed. So you should really have noticed it as part of your [bank reconciliation](#) process and dealt with it by now anyways. It's also unclear how the program could reliably determine what should be considered to be an uncleared cheque (for instance, if you don't choose to do bank reconciliations using the program's features).

Before saving the change, the program confirms that a trial balance (the equivalent of **Reports** ⇒ **Accountant** ⇒ **Trial Balance**) as at the rollup date, taken before all of the changes, is identical to one taken after all of the deletions and the insertion of the new Opening balance transaction. If they aren't identical, the actions are cancelled and you will receive a message about it. This, along with a lot of other checks during the many steps of this process, should ensure that nothing can go wrong with the process.

Note: For those that are not familiar with it, a trial balance gives the balances in all of your accounts, including that year's totals in Income and Expense accounts. Keeping the Income and Expense account totals for the year in that new Opening Balances transaction means that reports such as **Reports** ⇒ **Summary** ⇒ **Income Statement Yr/Yr Comparison** done in the following year will still be correct, as long as they are for the entire year. Of course, no reporting will be able to be done for years prior to the rollup date's year in this newly modified database.

Using this feature does not actually make your database file smaller directly. In fact, it may even make your database larger initially, although it will mean that there is free space in it which can later be filled up with new data, so your database won't grow again for quite some time. If you do want to make your database smaller after using this feature, though, there is an easy way. Make a backup, with **Backup/Restore** ⇒ **Backup Database**, then immediately carefully restore that same backup with **Backup/Restore** ⇒ **Restore Database**. After that, the database file should be significantly smaller.

Note: After a fix to make this feature work again in release # 2.41, for some reason that we have not yet determined, after successfully completing the processing, and telling you that it has done so, the program may immediately exit with no further message. That's OK, the action has been completed successfully and the program opens again fine after that.

17.5 Deleting All Transactions

The **Database** ⇒ **Delete All Transactions** menu option gives you a way to delete all transactions you have entered into the database. You might choose to use this if you had been entering fake transactions for testing, before starting to really use the program.

If you are at all unsure about whether you wish to do this, either don't do it, or make sure that you have a current [database backup](#) first, which you could restore if you decide you should not have done this.

After prompting you to confirm that you really want to do this (twice!), and asking whether you also want to delete any budgets that you have entered, this function deletes the following data:

- Transactions and their splits, entered via any of the windows for entering transactions
- Bills and Bill Payments
- Any records of bank reconciliations you have done
- Budgets (if you answered Yes to the question about also deleting them)
- The audit trail the program records of the entry of and any changes to or deletion of transactions.

The following data in your database is **not** deleted:

- Organization Info
- Chart of Accounts
- Government form names and association of form lines with accounts
- Sales tax codes and association of them with accounts
- Entity and report names
- Email sending configuration
- Budgets (if you answer No to the question about deleting them)
- Vendors.

17.6 Deleting All Data

The menu option **Database ⇒ Delete All Data** deletes all data in your database, after confirming (twice) that this is what you want to do.

This option should almost never be used! However, here is one situation in which it might make sense to use it:

When you first start using the program, you could just enter some completely fake accounts and transactions. When you are finished testing or playing with this fake data, use this option to throw it all away, so that you can start over with your real data. You will then have to re-enter everything, starting with your Organization Info, chart of accounts etc.

Another case would be if you choose a selection on the Options for Chart of Accounts [window](#), and shortly after that realize you should have chosen a different way of initializing your chart of accounts. As long as you haven't done much else in the program yet, you could choose this **Delete All Data** menu option to throw everything away and start over, making a different selection for your initial chart of accounts.

Software4Nonprofits might also ask you to use this menu option in certain unusual technical support situations.

17.7 Switching Databases

You can have multiple accounting databases for multiple organizations in ACCOUNTS. You can have any number of databases, but the section on [License Keys](#) below explains that you have to pay at a higher rate if you have more than five.

This is managed with a standard document-based metaphor, as in a word processing program. Each database is given a base filename, ending with ".S4A" (which stands for **Software4nonprofits Accounts**). The base filename is specified in the **Maintenance ⇒ Organization Info** [window](#).

You can create a new empty database for a new organization with the **File ⇒ New Database** menu option. You can also use that menu option to restore a regular, email or Internet backup database from another organization or another computer. Choosing that menu option takes you to the [Startup Options](#) window.

You switch to a different database that you have created with the **File ⇒ Open Database** menu option.

Each database must be backed up independently, when it is open, with the **Backup/Restore** [menu options](#).

Local Network Versions and Switching Databases

If you are using the [Local Network](#) versions of ACCOUNTS, only the Local Network Server Version can create new databases. In the Local Network Client Version, the **File ⇒ New Database** menu option cannot be used. Once the Local Network Server Version has

created a new database, users of the Local Network Client Version can also access and switch between those new databases.

Note on Multiple Databases and License Keys

The [software licensing](#) in ACCOUNTS is by Organization Name. So, if you already have a license key for ACCOUNTS, and you create a new database for a new organization with a different Organization Name, that database will temporarily no longer be licensed, and ACCOUNTS will go back to being an Evaluation version when you are using it. You will have to request another license key. To make this request immediately, you can either exit and restart ACCOUNTS, which will bring up the Evaluation and Licensing window, or use **Tools** ⇒ **Request or Install License Key** which will also bring it up.

As long as you have paid for ACCOUNTS in the last 12 months, there will normally be no charge for additional license keys for additional organizations. Just request it and we will send it to you. The only exception is if you have more than 5 different databases, in which case we will ask you to pay to upgrade to the Local Network Version. You don't have to actually switch to and use that version - it is just a convenient higher price that we charge to account for our additional administrative time giving multiple license keys, and the additional value you derive from being able to use ACCOUNTS for so many organizations.

Users who are still in their initial evaluation period do not have or need license keys, so this is not an issue until you purchase the program, at which point you will need to request license keys for each of your databases.

Memorized Reports and Switching Databases

Starting in version 1.28 of ACCOUNTS, [memorized reports](#) are stored in the database. Previously they used to be stored in separate files in the Report subdirectory under the [data directory](#) of the program. One implication of this change is that whereas all memorized reports used to be shared by all of your databases, they are now specific to each database. In some cases this will be exactly what you want, while in other cases you will want to share them between multiple databases.

If you want the same memorized report to be present in more than one database, you will have to create and memorize it in each of the databases.

Passwords and Multiple Databases

Any [passwords](#) that you set up or use in the program are only for your current database. Each database can have its own passwords.

Deleting Databases

If you wish to delete a database file that you no longer need, or created in error, first be sure you have noted the filename of the one you want to delete, either in the **File** ⇒ **Open Database** window or, when you are switched into that database, with **Maintenance** ⇒ **Organization Info**. (Just note the File Name field in that window.) You can then get to the program's [Data Directory](#) with the **Tools** ⇒ **Explore Data Directory** menu option, then drill

down into the Data subdirectory under that, then **very carefully** delete only the file with the correct name.

17.8 Deleting Databases

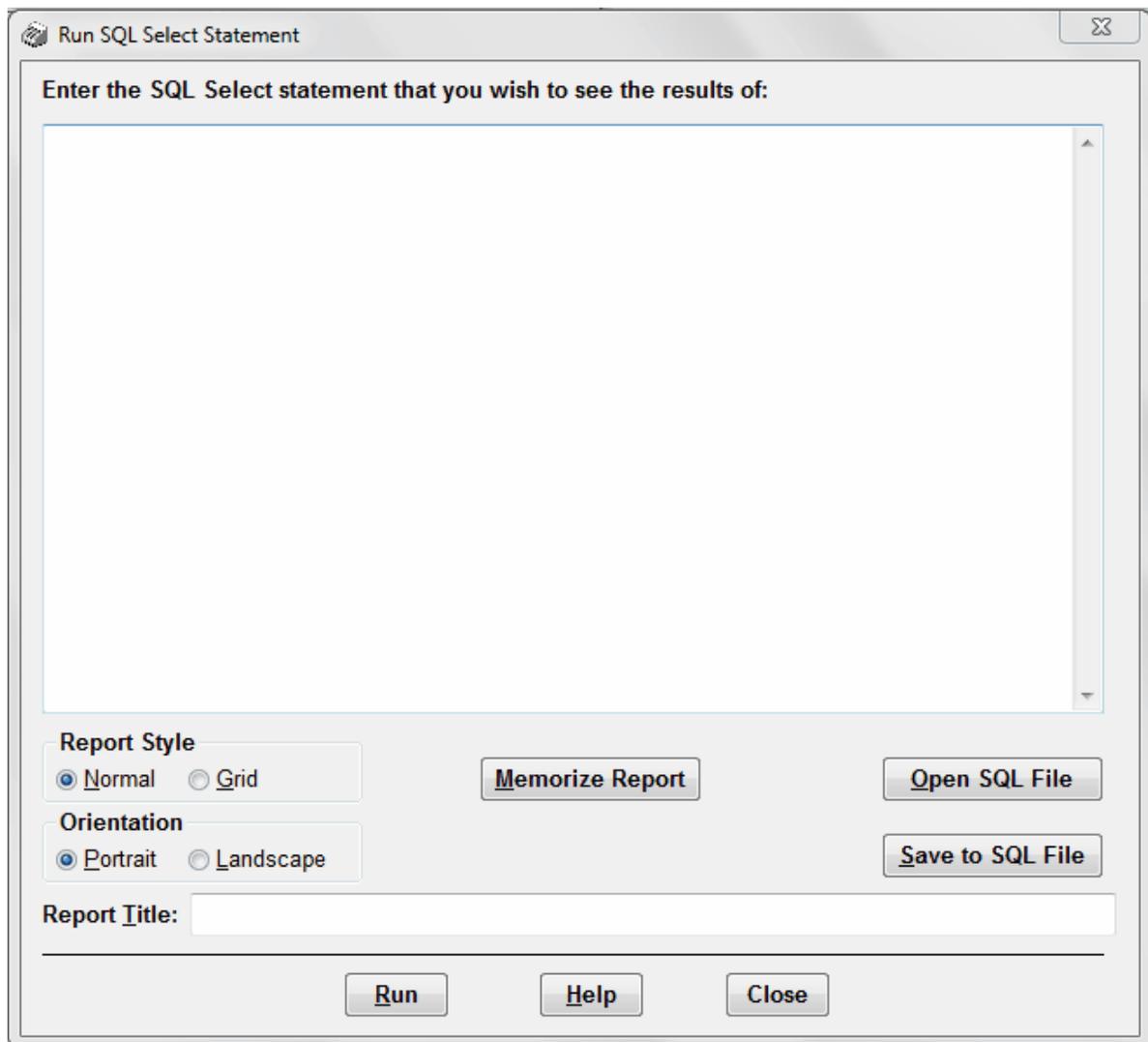
Sometimes you may create a database with **File** ⇒ **New Database**, and later decide that you don't need it. To delete a database / Organization Name, do the following:

- 1) Check what its filename is, in **Maintenance** ⇒ **Organization Info** (the File Name field).
- 2) Switch into another database, with **File** ⇒ **Open Database**.
- 3) Use **Tools** ⇒ **Explore Data Directory** to open a Computer / Windows-Explorer-type window viewing the program's Data Directory.
- 4) In that window, drill into the Data subdirectory, which is where the databases live.
- 5) Carefully find the one with the filename you found in step (1) above, and delete it.

17.9 Viewing and Exporting Data with SQL Selects

SQL stands for Structured Query Language. It is the basic programming language used by the Firebird database that stores the data in ACCOUNTS, and by almost all major database systems today, such as Microsoft or Sybase SQL Server or Oracle. Some very technically experienced users of the program may be familiar with SQL, and may wish to explore the database using it. That is what the **Database** ⇒ **SQL Select** feature allows you to do. We may also give you some instructions to use this feature either to help diagnose problems you are having, or to create simple ad-hoc reports that are not included in the **Reports** menu.

When you select **Database** ⇒ **SQL Select**, the following window comes up on which you can enter a SQL Select statement:



You can save a SQL statement that you enter here to a file with the **Save to SQL File** button, or retrieve an existing SQL statement from a file with the **Open SQL File** button, to re-use it. However, more commonly you would instead use the **Memorize Report** button - more details on that are below.

On this window you can also select a Report Style – either **Normal** or **Grid**.

The Normal style looks a lot like the built-in reports. The advantages to using the default Normal Report Style are that it has a standard header section, like the built-in reports, and it starts out in Print Preview mode, so that you can have a better idea of exactly what the printed report will look like.

The Grid style looks more like a spreadsheet, with boxes around each row and column, but it has no header section (except for the column headings). It has some interesting features. You can change the displayed width of columns by clicking on the border between two columns in the row of headings, and dragging it left or right. You can change the order of

columns by clicking a heading, and dragging it left or right. When you print the report, the grid lines are not printed.

You can also select between the **Portrait** (normal) and **Landscape** (sideways) Orientations for the report.

In addition, you can specify the **Report Title** on this window, though it will only be shown on the report if you use the Normal Report Style, not the Grid style.

Once you have your desired statement entered, click the **Run** button. If there are errors in the SQL, a message box will come up explaining the error. If the SQL is valid, the results will be displayed as a very simply formatted report on the [Reports](#) window, as if it was a normal report. From there, you can do anything you could normally do on the Reports window, including [Sorting](#) or [Filtering](#) the data, Printing the result, and using **Save As** to [save the results](#) to a text file or other file format.

Note: any columns that hold dollar figures (or other currency figures, if you are not in a country that uses dollars) will automatically have a total created for them at the bottom of the report.

Memorizing your Report

You can [memorize a report](#) in the SQL Select window with the **Memorize Report** button. That will memorize the SQL, Report Style, Orientation and Report Title, and allow you to replay it later with the **Reports = Memorized Reports** menu option. Or, you can wait until you are on the report-viewing window after clicking **Run** in this window, and use the **Memorize** button there, possibly after using the **Sort** or **Filter** buttons, since any sort or filter will also be memorized with the report. See [Memorized Reports](#) for full details.

Arguments for Transaction Date Selection

There are five arguments that can be used in different combinations for selecting only a single transaction date, a range of transaction dates, or the current fiscal year, to include in the data selected by the report. You would include these in a **WHERE** clause in the report (which restricts the data to data satisfying a given condition). The following are the options:

- **:TRANSACTION_DATE** - if this is present, when you **Run** the report, a window will come up prompting for a single transaction date to include in the report. This argument would generally be used in a SQL phrase such as:

```
WHERE transaction.trandate = :TRANSACTION_DATE
```

- **:TRANSACTION_FROM_DATE** and **:TRANSACTION_TO_DATE** - if these are both present, when you **Run** the report, a window will come up prompting for starting and ending transaction dates to include in the report. Example SQL:

```
WHERE transaction.trandate between :TRANSACTION_FROM_DATE and  
:TRANSACTION_TO_DATE
```

- **:FISCAL_START_DATE** and **:FISCAL_END_DATE** - if these are both present, and you have set up a fiscal year different from the calendar year in the **Maintenance** ⇒ **Organization Info** [window](#), then when you **Run** the report, it will be run for the current [fiscal year](#), with no prompting. Example SQL:

```
WHERE transaction.trandate between :FISCAL_START_DATE and
:FISCAL_END_DATE
```

Details and Examples

The ACCOUNTS database is composed of tables, one table for each type of data. Major tables in the database are named **constants** (for your Organization Info), **accounts**, **transactions**, and **splits** (for the split lines of transactions). There are a number of other tables, but you are less unlikely to want to select from them.

To see what columns are available in each table, use "select * from *tablename*" for the different tables. That will give you a report listing every column. You can then change the "*" to one or more column names, separated by commas, to get the columns you are really interested in. All SQL entry is case-insensitive, i.e. it doesn't matter whether you enter upper case or lower case for things like column names and keywords like "Select". (However, the special arguments listed above must be upper case.) For those who already understand SQL, the table structures are all defined in the file TABLES.SQL in the main program directory, usually C:\Program Files\Accounts or C:\Program Files (x86)\Accounts.

Here is one example of how you might use this SQL Select routine directly. As of October 2012, there is no report that merely lists your Vendors (that you set up with the **Maintenance** ⇒ **Vendor List** [menu option](#)). So, after running "Select * from Vendors" to see what columns there are, you could use a SQL statement such as the following to make a list of their names and business phone numbers, sorted by their names:

```
select name, workphone from vendors
order by name
```

One problem you can have if you use this utility to create reports, is that the report may be too wide to print. There are a couple of things you can do to resolve this problem. If it's only a bit too wide for the standard print format (which is in Portrait mode, where the page is vertical), select the Landscape radio button in the SQL Select window to switch to Landscape mode, where the page is horizontal. Another obvious option is to reduce the number of columns you are displaying. If you use the Grid Report Type, you can click and drag to make the columns narrower.

As with any other report that is displayed, you can export the results of a SQL Select to various output formats, including Excel, using the [Save As](#) button once the report is displayed. This is one good way to "pretty up" a report created with SQL Select, if you are not quite satisfied with the results. However, please see the warning about problems with that [here](#).

Making Changes with SQL

It is also possible to use this routine to make changes to the data in your database, using the SQL INSERT, DELETE and UPDATE statements. In normal usage there would be no reason to do this, because all normally required tasks can be done using the other features of ACCOUNTS. However, in rare cases, particularly if we are helping you with a technical support issue, this may be appropriate. You will need us to approve the change you want to make, and give you a special password in order to use this feature.

If you need further help with this option, feel free to [contact support](#) for assistance.

This rarely used facility is the one exception to the statement in the help topic on the [Audit Trail](#) that all activity on transactions is tracked by it. For technical reasons, if agreement is ever granted for using SQL statements to modify existing transactions, it would be almost impossible to have them tracked properly in the audit trail.

SQL Tutorials

For more information on how to write SQL, there is a web page with a list of several SQL tutorials, at <http://www.thefreecountry.com/developercity/sqltutorials.shtml>.

18 BACKING UP AND RESTORING YOUR DATA

18.1 Backup and Restore Options

[Making Data Backups](#)

[Restoring Backups](#)

[Emailing Backups](#)

[Making Internet Backups](#)

[Restoring Internet Backups](#)

[Restoring Non-Backup Databases](#)

[Setting Backup Reminder Frequency and Options](#)

[Passwords for Email and Internet Backups](#)

[Internet Backup Security](#)

18.2 Making Data Backups

As with any software program, it is vital to safeguard your data. You can lose it due to hardware failure, or software problems. There may even be bugs in this software which have not yet been discovered which could damage your data (although we certainly make the best possible efforts to avoid that eventuality!). In addition, you might accidentally make some wrong entries or menu choices in the program which you want to undo in a simple manner.

The only sure safeguard against any of these problems is to make regular backups, which are most commonly done using **Backup/Restore ⇒ Backup Database**. Note that if you do regular backups of your hard disk outside of the ACCOUNTS program, the database will also be successfully backed up, as long as the ACCOUNTS program is not running at the time the backup is made, and the program's [data directory](#) and all of its subdirectories are included in the backup. (However, those backups would be an actual copy of your database file, not the same type of backup as is made with **Backup/Restore ⇒ Backup Database** and restored with **Backup/Restore ⇒ Restore Database**.)

An alternative to using **Backup/Restore ⇒ Backup Database** is to use **Backup/Restore ⇒ Email Backup** to [email a compressed and encrypted backup](#) to an email address, which could be your own, or a colleague's.

A backup is not a document, meant to be "opened" for viewing. It is a compressed version of your entire database (all years of data). More information about that is below.

The first time you make regular backups in the program, with the **Backup/Restore ⇒ Backup Database** menu option (or when you are first prompted to do a backup as you are exiting ACCOUNTS), you will be asked whether you would like to set up to do [Internet backups](#) as well, after each regular backup. This allows you to keep another copy of your last three backups, in a [secure](#) location on the Internet. If you do set up Internet backups, then every regular backup will be immediately followed by an Internet backup, unless you have set up the [Cloud Storage Service](#), in which case those Internet backups are instead done automatically every time you exit the program. (The Lite version cannot do Internet Backups so will not prompt you about that.)

It is important to understand that once you have multiple years of data in ACCOUNTS, all of those years of data are always backed up together, by any of the types of backup. There is no way to backup only one year of data.

Our general rule about how often to back up is based on how much you would hate re-doing your work. If you put in a set of entries on one day, and you hate the thought of having to re-enter them if something goes wrong, make a backup immediately and you are protected. If you make few enough entries that you could bear the thought of re-doing a whole month's work if something went wrong, you can do your backups once a month.

The backup procedure is simple. Select **Backup/Restore** ⇒ **Backup Database**. A "Save Backup File As" dialog box then appears, where you select the drive and/or directory to save it in. You can use this option to back up to a USB memory key, your hard drive, a writeable CD, or a shared (and hopefully backed up) directory on a local area network. You can create new subdirectories in this dialog box, by clicking into the box for files, right-clicking your mouse, and selecting **New** ⇒ **Folder**.

We strongly recommend you to **not** do your backups to a directory on your local hard drive (C:). If you do only that, and your hard drive dies (which happens surprisingly frequently!), you will have lost everything. And in fact, if you do that, the program warns you about this, and asks you to confirm that this is really what you want to do.

The default backup file name is *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup*, where the *OrganizationName* is your File Name from the **Maintenance** ⇒ **Organization Info** window, the *YYYY-MM-DD* part is replaced by the current date, in that format, and the *HH.MM.SS* part is replaced by the time. You can also change that file name in the "Save Backup File As" dialog box, as long as it ends in the same ending, ".S4ABackup". If you have multiple databases created with **File** ⇒ **New Database**, each must be backed up independently, and the program warns you of this fact any time you backup one of them.

After you have made the backup, the program will inform you whether it was successful, and if it wasn't, it will display any error messages

Note: The "Save Backup File As" dialog box will always initially display the previous drive and directory into which you saved a backup using **Backup/Restore** ⇒ **Backup Database**. The first time it is used in a new install of ACCOUNTS, it will default to the Backup subdirectory of your [Data Directory](#) on your main hard drive. However, although it is not a bad idea to backup to that directory (or any other selected directory) on your hard drive, as mentioned above you really need to also backup elsewhere (for example to a USB memory key, or a writeable CD) in case your hard drive ever fails.

What is Included in a Backup File

- All of your regular data in the database, for all years, including your chart of accounts, transactions, government forms information, tax codes, bank reconciliations, budgets, vendors, bills and bill payments, etc.
- Memorized reports and memorized transactions
- Settings displayed in the **Tools** ⇒ **View Saved Settings** [window](#), under the heading **Current Database settings stored in the Database**.

Opening / Using Backup Files

Backup databases created via **Backup/Restore** ⇒ **Backup Database** can be restored, which replaces your entire database with what is in the backup, by double-clicking on them in a My Computer or Windows Explorer window, as long as ACCOUNTS is not currently running. This will cause ACCOUNTS to open, and prompt you as to whether to restore the backup. (See [Restoring Backups](#) for details on how this works.) They can also be restored directly within the ACCOUNTS program by using the **Backup/Restore** ⇒ **Restore Database** [menu option](#). There is no way other than restoring a backup to ACCOUNTS to access the data in it.

Backing Up to Network Paths

With the Standard or Local Network Server versions of ACCOUNTS, you can backup directly to a drive on another computer on your network by using mapped drives, as long as you have write permission on those drives.

You can also backup to what are known as UNC paths, such as `\\servername` etc.

See below for how backups work for the Local Network Client version.

Warning about Using Standard File Copies

Although you can also successfully back up and restore your database file (*OrganizationName.S4A*) just by using standard file copying methods (for example using My Computer, Windows Explorer, or the COPY command in a Command Prompt), or via specialized backup software, **do not do this while you are running ACCOUNTS!** That could possibly lead to your database becoming damaged and unusable.

Backup Reminders

By default, the program reminds you weekly to backup your database, as you are exiting the program. If you wish to be reminded with a different frequency, you can use the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#). This gives you the option of Never, Daily, Weekly, or Monthly. If you don't set it, it defaults to Weekly. That window also allows you to configure to follow each normal backup with an [Internet backup](#).

If you have not done a backup within the configured period of time (with either **Backup/Restore** ⇒ **Backup Database** or the **Backup/Restore** ⇒ **Email Backup** [option](#)), you will be prompted to do a backup the next time you exit the program.

Deleting Old Backups

Because each backup is by default given a distinct name, including the date it was made, the backups will tend to accumulate in whatever drive and directory you are saving them. To allow you to control this, that same **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#) gives you an option to either retain all backups, or retain only the latest "N" backups in each backup directory, where you set the value "N" (between 3 and 20). If you do not set this, the default is to retain all backups.

If you do set that value, whenever you make a backup, the other backups in the same directory are examined, and only the most recent "N" of them are kept, with the older ones being deleted.

Note that even if you do set this, only backups whose name starts with the base filename for your current database will ever be deleted. This gives you a way to force certain backups to be retained indefinitely - just edit their name as you are making them to insert something before "*OrganizationName*". For instance, you might name a year-end database "2012YearEnd*OrganizationName*-2012-12-31.S4ABackup", instead of just "*OrganizationName*-2012-12-31.S4ABackup", so that it will not be automatically deleted.

Backing up for users of the Local Network Client Version

For users of the normal single-user version of ACCOUNTS, or the [Local Network Server](#) version, backups work exactly as described above. However, for users of the [Local Network Client](#) version (where the database is on another computer running the Local Network Server version), it is quite different.

When you do a backup from the Local Network Client version, the backup is not done on your computer. Rather, your computer sends an instruction to the computer running the Local Network Server version of ACCOUNTS, to do the backup. The backup is of a database file on that server computer, and must backup to another file on that server computer.

Because of this, the normal "Save Backup File As" dialog box cannot be used, because that dialog box refers to files on (or visible from) your computer, whereas the backup will be done to a file on the server computer. So instead, a simple window comes up, titled Network Backup, which prompts you to type in the full path and filename, **relative to the server computer**, to backup to. That is always already filled in, with something that is almost always correct, so generally you should not change it.

You **cannot** specify a drive that is a network drive on a computer other than server computer, even if it is a mapped drive on that server computer. You also cannot specify UNC paths.

Because of these limitations, it is easier to always do your backups for the Local Network Version from the computer running the Local Network Server version of ACCOUNTS, if that is an option for you.

If you have configured to make [Internet Backups](#) after each normal backup, the Local Network Client version will also do that. Like the backup itself, the Internet Backup is done by sending a command to the computer running the Local Network Server version to do that step, and then gets back the results of that command and lets you know whether it was successful.

The Backup Reminders apply to all users, including users of the Local Network Client version of ACCOUNTS. However, if you are using the Local Network Version, there is only one database, so really, only one user needs to be regularly backing up the database. So, you may want to change the Backup Reminder Frequency for the other users to Never, if there is a user using ACCOUNTS on the computer running the Local Network Server

version of ACCOUNTS, who is making backups. (Each user has their own setting for that Backup Reminder Frequency.)

The setting mentioned above to retain only the latest "N" backups also does not apply (and thus cannot be set!) for the Local Network Client version of ACCOUNTS, because it cannot "see" the other backups on the Local Network Server version's computer, in order to decide which to delete. (And it couldn't delete them either.)

See Also: [Restoring Backups](#)

18.3 Restoring Backups

Restoring a backup means replacing your entire database (all years of data) with what is in the backup, which is what was in your database at the date and time that backup was created.

If you ever do have a problem and need to restore from a backup directory on your hard drive, CD, USB memory key etc., it is very easy.

Note: Users of the [Local Network Client](#) version of ACCOUNTS cannot restore backups - that must be done from the [Local Network Server](#) version♦.

Restoring a backup to the same computer it was made from should only be done if you have had your computer or hard drive die, and thus lost your database, or you have taken some action in ACCOUNTS that you need to reverse, there is no other way to reverse that action, and your backup is recent enough that you are willing to go back to it.

The other time you might want to restore backups is if you have ACCOUNTS on multiple computers, with copies of the same database, and you are [transferring](#) that database between those computers. For some users of the Standard version this may be a common occurrence, if you are sharing a database between multiple computers. If that is a regular requirement, though, please consider the [Cloud Storage Service](#) which automates that process. With this [Local Network](#) versions, this will not come up unless you have to change which computer is running the Local Network Server version of the program.

Backup Filenames

Normal backup files (made with the program's **Backup/Restore** ⇒ **Backup Database** [menu option](#)) are usually named *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup* or *OrganizationName-YYYY-MM-DD.S4ABackup*, where the *OrganizationName* is your File Name from the **Maintenance** ⇒ **Organization Info** window, *YYYY-MM-DD* is replaced by today's date, in that format, and *HH.MM.SS* is the time.

Emailed backup files (made with the program's **Backup/Restore** ⇒ **Email Backup** [menu option](#)) are usually named *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4AEncryptedBackup* or *OrganizationName-YYYY-MM-DD.S4AEncryptedBackup*. (That's the same as regular backup filenames, except with the file extension *S4AEncryptedBackup* instead of *S4ABackup*.)

Both types of backup file can be restored by using the instructions below.

The Backup Filename must match the Current Database Filename

You can only restore a database backup when the *OrganizationName* part of its filename matches your current database's filename from the **Maintenance** ⇒ **Organization Info** [window](#), or when you are initializing a new empty database for the first time. (See [Startup Options](#) for how it works in that 2nd case.)

If the filenames don't match, you will get an error message if you try to restore it. You then have three options for how to do the restore:

- 1) Use the **Database** ⇒ **Delete All Data** [menu option](#) if there is really nothing in your current database and you want to replace it with the contents of the backup, or
- 2) Use the **File** ⇒ **New Database** [menu option](#) to create another database, and restore your backup to it.

Either of these first two options will take you to the [Startup Options](#) window, where you can select the 2nd radio button, "I want to start by restoring a database backup ..." and restore the backup.

- 3) Rename the backup file so that the initial *OrganizationName* part exactly matches the current File Name shown in **Maintenance** ⇒ **Organization Info**.

This third option allows you to follow the instructions below, which assume you are restoring a backup file where the *OrganizationName* part does match your current database's filename.

Quick Way

If you are viewing a backup file in My Computer, Computer, Windows Explorer, or as an attachment in an email program, you can double-click on the file (or right-click and pick "Open" or "Restore to ACCOUNTS" from the popup menu). That will then start ACCOUNTS, or activate it if it's already running, and prompt you to confirm that you want to restore the backup file.

Note: If you are restoring from an attachment in an email program such as Outlook, when ACCOUNTS prompts for whether to restore the file, the filename may have been modified somewhat. That is normally not a problem - you can restore it anyways.

(Prior to release 2.20 of ACCOUNTS, the program also had to not already be running for this to work. Now that is not a problem.)

Standard Way For Any File

Select **Backup/Restore** ⇒ **Restore Database**. It will prompt you with a "Restore Backup File" dialog box, where you select the backup file and the directory it is in. As explained above, to restore on top of your current database file, the file has to have the same base filename as your current database file, with the backup file extension ".S4ABackup" or

".S4AEncryptedBackup" for emailed backups. So if your database has the filename *OrganizationName.S4A*, then the backup file to be restored will usually be named *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup* or *OrganizationName-YYYY-MM-DD.S4ABackup* (though you could optionally have renamed it to *anything.S4ABackup* when you did the backup). Once you select the file to restore, just follow the prompts, and it will do the restore.

The restore is done by completely replacing any existing database file matching the backup file with the restored backup file. Once this has been completed, it will restart the program so that it can use the newly restored database.

The "Restore Backup File" dialog box will always initially display the last drive and directory from which you did a backup using **Backup/Restore** ⇒ **Backup Database**.

Restoring Emailed Backups

If a backup has been emailed to you, it will be called *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4AEncryptedBackup* or *OrganizationName-YYYY-MM-DD.S4AEncryptedBackup*. That can also be restored with **Backup/Restore** ⇒ **Restore Database**. (You can also double-click an emailed backup attachment to open it.)

The only difference in this process is that you will be prompted to supply the Backup Encryption Password that was used to create that emailed backup. See [Restoring Emailed Backups](#) for fuller details on the encryption password.

Warning about Using Standard File Copies

Although you can also successfully back up and restore your database file (*OrganizationName.S4A*) just by using standard file copying methods (for example using My Computer, Windows Explorer, or the COPY command in a Command Prompt), or via specialized backup software, **do not do this while you are running ACCOUNTS!** That can lead to your database becoming damaged and unusable.

Doing Temporary Database Restores

In some unusual cases you may just want to look at an old backup of the database, without switching to it permanently. If you want to do that, first make a backup of your current database and save it carefully. Then restore the older backup that you want to look at. When you are done with it, restore the new backup.

Restoring Older Backups

If you select a backup to restore that is older than your current data (i.e. you have entered further transactions, with later dates, since that backup was made), the program will give you a very explicit warning about this, and ask you twice to confirm that you really wish to do this. That's because doing such a restore will cause the more recent data, entered since that earlier backup, to be lost!

Restoring from Network Drives and Paths

Backups **can** be restored from mapped network drives, and also from what are known as UNC paths (\\servername etc.).

18.4 Emailing Backups

The most common way to make backups of the program's database is via the **Backup/Restore** ⇒ **Backup Database** [menu option](#), which saves backups onto your hard drive, or a drive accessible from your PC (such as a USB memory key, a writeable CD or DVD, or a network drive).

However, another option is the **Backup/Restore** ⇒ **Email Backup** menu option. This allows you to email a database backup as an attachment, either to yourself, or to someone else. This can be helpful when you are [moving the program from one computer to another](#), [transferring your data](#) between multiple computers on which you have installed ACCOUNTS, or you just want to have an "off-site" backup, sitting in the servers of your web mail provider (such as Hotmail, Gmail or Yahoo Mail) or in an email program that you have on another computer. If you have multiple databases created with the **File** ⇒ **New Database** and **File** ⇒ **Open Database** [menu options](#), each must be backed up, whether regularly or by email, independently.

Another way to have "off-site" backups is to use the [Internet backup](#) option.

Note: Users of the [Local Network Client](#) version of ACCOUNTS cannot email backups or restore emailed backups - that must be done from the [Local Network Server](#) version.

It is important to understand that once you have multiple years of data in ACCOUNTS, all of those years of data are always backed up together, by any of the types of backup. There is no way to backup only one year of data.

Before you can use Email Backups, the **Maintenance** ⇒ **Email Sending Configuration** [menu option](#) must have been used, to set up how emails are sent from ACCOUNTS.

The database backups that are sent by email are compressed (made smaller, to make them email more quickly) and encrypted (scrambled, with a password that you provide, for better security). **IMPORTANT:** If you forget the password that you specify for encrypting your emailed database (in the steps below), we **cannot** help you restore that database. So you **must** remember that password yourself. The passwords are case-sensitive.

Databases that you have emailed can be restored to a ACCOUNTS program by using the **Backup/Restore** ⇒ **Restore Backup** [menu option](#). Alternatively, you can select to open the attachment in your email program, or save it and then double-click on it in a My Computer or Windows Explorer window, as long as ACCOUNTS is not currently running. Either of these actions will cause ACCOUNTS to open, and prompt you as to whether to restore the backup. (See [Restoring Emailed Backups](#) for details on how this works.) There is no way other than restoring a backup to access the data in it.

When you select **Backup/Restore** ⇒ **Email Backup**, the program first creates the database backup, storing it in a standard folder and filename, with no prompting.

If you are sending the email to an email address other than your own (i.e. the From Email and To Email are different), you may also optionally check the "Cc: to yourself" or "Bcc: to yourself" checkboxes, to send a copy or blind copy respectively of the email to your From Email address.

The name of the encrypted attachment is always *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4AEncryptedBackup* ("S4A" stands for **Software4Nonprofits Accounts!**). The *OrganizationName* is your File Name from the **Maintenance** ⇒ **Organization Info** window, the *YYYY-MM-DD* is today's date, in that format, and *HH.MM.SS* is the time.

Deleting Old Backups

Because each backup is by default given a distinct name, including the date it was made, the backups will tend to accumulate in the standard directory used for creating the email backups (the Backup directory underneath the program's [data directory](#)). To allow you to control this, the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#) gives you an option to either retain all backups, or retain only the latest "N" backups in each backup directory, where you set the value "N" (between 3 and 20). If you do not set this, the default is to retain all backups.

If you do set that value, whenever you make a backup, the other backups of the same organization's database in the same directory are examined, and only the most recent "N" of them are kept, with the older ones being deleted.

18.5 Restoring Emailed Backups

If someone (including yourself!) has sent you a ACCOUNTS database backup via an email, by using the **Backup/Restore** ⇒ **Email Backup** [menu option](#), you can restore it to the program (replacing whatever is currently in the database) very easily.

Note: Users of the [Local Network Client](#) version of ACCOUNTS cannot restore backups - that must be done from the [Local Network Server](#) version.

Restoring a backup to the same computer it was made from should normally only be done if you have had your computer or hard drive die, and thus lost your database, or you have taken some action in ACCOUNTS that you need to reverse, there is no other way to reverse that action, and your backup is recent enough that you are willing to go back to it.

The other time you might want to restore backups is if you have ACCOUNTS on multiple computers, with copies of the same database, and you are [transferring](#) that database between those computers.

The email you received contains instructions for restoring the backup, but we will expand on them a bit here.

Backup Filenames

Emailed backup files (made with the program's **Backup/Restore** ⇒ **Email Backup** [menu option](#)) are usually named *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4AEncryptedBackup* or *OrganizationName-YYYY-MM-*

DD.S4AEncryptedBackup. (That's the same as regular backup filenames, except with the file extension *S4AEncryptedBackup* instead of *S4ABackup*.)

The Backup Filename must match the Current Database Filename

You can only restore a database backup when the *OrganizationName* part of its filename matches your current database's filename from the **Maintenance** ⇒ **Organization Info** [window](#), or when you are initializing a new empty database for the first time. (See [Startup Options](#) for how it works in that 2nd case.)

If the filenames don't match, you will get an error message if you try to restore it. You then have three options for how to do the restore:

- 1) Use the **Database** ⇒ **Delete All Data** [menu option](#) if there is really nothing in your current database and you want to replace it with the contents of the backup, or
- 2) Use the **File** ⇒ **New Database** [menu option](#) to create another database, and restore your backup to it.

Either of these first two options will take you to the [Startup Options](#) window, where you can select the 2nd radio button, "I want to start by restoring a database backup ..." and restore the backup.

- 3) Rename the backup file so that the initial *OrganizationName* part exactly matches the current File Name shown in **Maintenance** ⇒ **Organization Info**.

This third option allows you to follow the instructions below, which assume you are restoring a backup file where the *OrganizationName* part does match your current database's filename.

Quick way when ACCOUNTS is not open

As was mentioned above, the emailed encrypted backup file is named *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4AEncryptedBackup* or *OrganizationName-YYYY-MM-DD.S4AEncryptedBackup*, where the *OrganizationName* is your File Name from the **Maintenance** ⇒ **Organization Info** window, *YYYY-MM-DD* is replaced by the date the backup was made, and *HH.MM.SS* by the time. If you are viewing it as an attachment in an email program (or in My Computer, Computer, or Windows Explorer if you have saved the attachment), you can double-click on the file (or right-click on it and pick "Open" or "Restore to ACCOUNTS"). That will then start ACCOUNTS, and prompt you to confirm that you want to restore the emailed backup file.

Note: If you are restoring directly from the attachment in an email program such as Outlook, when ACCOUNTS prompts for whether to restore the file, the filename may have been modified somewhat. That is normally not a problem - you can restore it anyways.

If you are using this method, please skip down to the section lower on this page on "Entering the Encryption Password" for your next step.

Standard way when ACCOUNTS is open

Your alternative is to use the **Backup/Restore** ⇒ **Restore Backup** menu option in the program.

Before starting this option, you need to save the attachment from the email to a folder where you can find it, such as your Desktop. How this is done depends on which email program you use. For instance, there may be a button or link to save attachments in emails, or you might right-click on the attachment and pick Save or Save As from a popup menu. (The latter is how it works in Microsoft Outlook.) Be sure to save it with the same filename it came with.

The name of the attachment is always *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4AEncryptedBackup* or *OrganizationName-YYYY-MM-DD.S4AEncryptedBackup*, where *YYYY-MM-DD* is replaced by the date the backup was made and *HH.MM.SS* by the time.

When you select **Backup/Restore** ⇒ **Restore Backup**, a Restore Backup File window comes up. Navigate in that window to the folder into which you saved the attachment (for instance your Desktop), and select the filename of the attachment (*OrganizationName-YYYY-MM-DD.HH.MM.SS.S4AEncryptedBackup* or *OrganizationName-YYYY-MM-DD.S4AEncryptedBackup*, as explained above). Click **Open** to confirm it.

Entering the Encryption Password

Next, a window comes up in which you specify the encryption password that was used when sending the backup by email. (The backup is encrypted, or scrambled, for your security.)



Enter that password. If you want to be sure you know what you are typing in, click the "Make password visible rather than stars" checkbox. **IMPORTANT:** If you forget the password that you specified for encrypting your emailed database, we **cannot** help you restore that database. So you **must** remember that password yourself. The password is case-sensitive.

Assuming the password is correct, a series of messages will now come up, informing you that the file has been decrypted successfully, and confirming that you want to do the restore from the decrypted file. Finally, you will get a message saying that the restore was successful.

Once you have completed the restore, you can freely delete the attachment from your computer if you saved it (for example from your Desktop, if you saved it there). The only reason to keep it would be if you think you might need to restore the same file again, and you

have already deleted the email it was saved from. (If you still have the email, you could get the attachment from it again.)

Emailed backups can also be used to initialize the database for a new installation of ACCOUNTS, on a new computer. See [Startup Options](#) for details.

Restoring Older Backups

If you try to restore an email backup that is older than your current data (i.e. you have entered further transactions, with later dates, since that backup was made), the program will give you a very explicit warning about this, and ask you twice to confirm that you really wish to do this. That's because doing such a restore will cause the more recent data, entered since that earlier backup, to be lost!

18.6 Making Internet Backups

Note: The [OnDemand](#) version does not have Internet backups, because its database is already on a server in the cloud so it does not seem necessary to store backups on a 2nd server. Backups that you make with the OnDemand version can be to the same server that it runs on.

The first time you make regular backups in the program, with the **Backup/Restore** ⇒ **Backup Database** menu option (or when you are first prompted to do a backup as you are exiting ACCOUNTS), you will be asked whether you would like to set up to do Internet backups as well, after each regular backup.

Internet backups are [highly secure](#) encrypted backups of your database, sent to a secure location on the Software4Nonprofits.com web server for storage. Of course, high-speed Internet access on your computer is required for this to be a reasonable option.

There is no option to just make an Internet backup without first making a regular backup. The reason for this is that it does not seem wise to rely only on Internet backups - your first "line of defense", in the case of hard drive crashes etc., should always be a regular local backup, preferably made to something off of your hard drive, like a USB memory key. The Internet backup then provides a secondary restore option, in case your hard drive dies and you cannot find your local backups.

Before you can make Internet backups, they need to be configured via the options in the bottom half of the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#). That includes setting up a [strong](#) Internet backup encryption password, which is also the one you will use for making Internet backups.

Once that has been configured, every time you make a normal backup, when it is completed you will be prompted for your Internet backup encryption password to do the Internet backup. As long as you supply it and click **OK** in the password window, your encrypted backup will then be sent to its secure online storage location. It can be restored, if required, with the **Backup/Restore** ⇒ **Restore Internet Backup** [menu option](#).

Your Internet backup file will be named *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4AEncryptedBackup* or *OrganizationName-YYYY-MM-*

DD.S4AEncryptedBackup, where the *OrganizationName* is your File Name from the **Maintenance** ⇒ **Organization Info** window, *YYYY-MM-DD* is today's date, in that format, and *HH.MM.SS* is the time.

Only your three most recent Internet backups are retained, in order that the amount of storage used on the Software4Nonprofits.com web server not become excessive. In addition, backups over 1 year old may be removed. (Of course, you should be making backups more often than three times per year, so this should not be an issue for you!)

Internet Backups when you have Multiple Databases

Like all other forms of backups, if you are maintaining multiple databases for multiple organizations, with the **File** ⇒ **New Database** and **File** ⇒ **Open Database** [menu options](#), only your current database is backed up when you make an Internet backup following a regular backup. See also the [section](#) on this topic in the Help page on configuring Internet backups.

Internet Backups and the Cloud Storage Service

If you turn on the [Cloud Storage service](#), your Internet backups and restores are done automatically, more or less every time you start and exit the program. When that is turned on, regular backups are not followed by Internet Backups.

Internet Backups in the Local Network Client version of ACCOUNTS

The [Local Network Client](#) version makes both the main local backup and the Internet Backup by sending commands to the computer running the Local Network Server version, where those backups are actually performed for you. Then it gets the results of those actions back from that computer and reports them to you.

See Also: [Restoring Internet Backups](#), [Configuring Internet Backups](#), [Internet Backup Security](#)

18.7 Restoring Internet Backups

Note: The [OnDemand](#) version does not have Internet backups, because its database is already on a server in the cloud so it does not seem necessary to store backups on a 2nd server. Backups that you make with the OnDemand version can be to the same server that it runs on.

Assuming that you have configured the options for Internet backups in the bottom half of the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#), and you have previously made at least one [Internet backup](#), if you ever need to restore an Internet backup of your current database, you do so with the **Backup/Restore** ⇒ **Restore Internet Backup** menu option.

The other time you are given an option to restore an Internet backup (which could be of any database) is the first time you run the program on a new computer, from the [Startup Options](#) window, or if you get to that option via the **File** ⇒ **New Database** menu option. This would be appropriate if you had already been using ACCOUNTS on some computer, and made Internet backups, and needed to install ACCOUNTS on another computer and restore your

latest Internet backup. To be able to do that, you will need to know the Unique ID for Internet backups used on the original computer running ACCOUNTS, as well as the Internet backup password that was used.

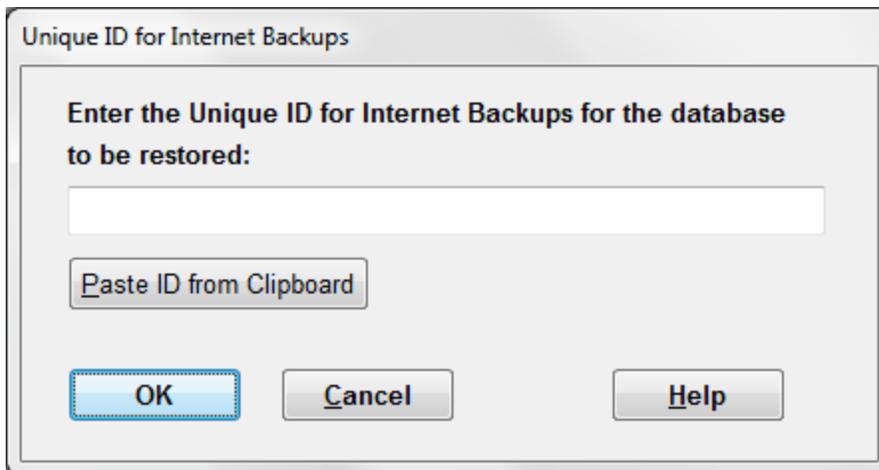
Note: Users of the [Local Network Client](#) version of ACCOUNTS cannot do Internet backups or restore Internet backups - that must be done from the [Local Network Server](#) version.

Restoring a backup to the same computer it was made from should normally only be done if you have had your computer or hard drive die, and thus lost your database, or you have taken some action in ACCOUNTS that you need to reverse, there is no other way to reverse that action, and your backup is recent enough that you are willing to go back to it.

The other time you might want to restore Internet backups is if you have ACCOUNTS on multiple computers, with copies of the same database, and you are [transferring](#) that database between those computers. See the [section](#) on this in the Help page on configuring Internet backups for some important instructions in that case, because you have to first make sure they are using the same Unique ID for Internet backups.

In the case where you selected to restore an Internet backup from the [Startup Options](#) window, you will first be shown the following window, to paste in the Unique ID for Internet backups (which you were probably sent in an email).

It's important to understand that the Unique ID being prompted for here is **not** the same as your Internet backup encryption password. The Unique ID is a random-looking string of 36 lower case letters, digits and dashes, which was originally generated by the program. Your Internet backup encryption password is something you (or whoever made that backup) picked themselves.



You will need to highlight the Unique ID from the email you have it in with your mouse, and press **Ctrl+C**, i.e. hold down Ctrl and press C, (or right-click, and pick **Copy** from the popup menu) to get it into the clipboard, then come back here and click the **Paste ID from Clipboard** button to paste it into the entry field. (You can't just type it in - it's too easy to make mistakes if you do it that way!) After that, click **OK**.

Next, whether you came in from Startup Options, or by using the **Backup/Restore** ⇒ **Restore Internet Backup** menu option, you will be prompted for your Internet backup encryption password. This must be the same password that was used to make the backup you will be restoring.

Next, you will be shown a window containing the filenames of whichever Internet backups have been stored online. A typical filename would be *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4AEncryptedBackup* or *OrganizationName-YYYY-MM-DD.S4AEncryptedBackup*, where the *OrganizationName* is your File Name from the **Maintenance** ⇒ **Organization Info** window, *YYYY-MM-DD* is the date the backup was made, in that format, and *HH.MM.SS* is the time.

Only your three most recent Internet backups are retained online, in order that the amount of storage used on the Software4Nonprofits.com web server not become excessive. In addition, backups over 1 year old may be removed. (Of course, you should be making backups more often than three times per year, so this should not be an issue for you!) So, the maximum number of backups that will be displayed in the selection window will be three.

In the case where you have only ever made one online backup, the selection window is not displayed, and instead you are just prompted to confirm that you want to restore that one backup, with its filename (showing the date in the format mentioned above) displayed.

After this, a series of self-explanatory windows and messages will explain what steps are being done to restore your backup.

Restoring Older Backups

If you select a backup to restore that is older than your current data (i.e. you have entered further transactions, with later dates, since that backup was made), the program will give you a very explicit warning about this, and ask you twice to confirm that you really wish to do this. That's because doing such a restore will cause the more recent data, entered since that earlier backup, to be lost!

See Also: [Making Internet Backups](#), [Configuring Internet Backups](#), [Internet Backup Security](#)

18.8 The Cloud Storage Service

Note: In the [OnDemand](#) version of the program, the Cloud Storage Service is not used. The OnDemand version, and the Cloud Storage Service in the Standard Version of ACCOUNTS, are alternate ways of having multiple users on different computers. So the following page is not relevant for users of the OnDemand version.

Some users with fast, reliable Internet on all computers on which they want to use ACCOUNTS (which is also required for the Cloud Storage service), may prefer the [OnDemand](#) version, because of its very easy installation and ability to have multiple simultaneous users. Another option, if all of the computers on which you need to run DONATION are in the same location, is the [Local Network](#) Versions. Please see [Multiple User Options](#) for the pros and cons of each of these versions.

The Cloud Storage Service, first released as part of version 2.22 of the Standard Version ACCOUNTS, is sort of a combination of the techniques in the Help topics [Transfer your Data between Computers](#), [Making Internet Backups](#), and [Restoring Internet Backups](#). Please read each of those topics before continuing with this topic, to understand the background.

For paid users of the Standard version, no additional payment is required for using the Cloud Storage Service - you do not have to pay for additional users. The Service is just a standard feature of that version. (Of course, no payment is required at all if you are still evaluating the program.)

A quick explanation of the Cloud Storage Service is that it is for cases when two or more users install the Standard version of ACCOUNTS on their computers, and want to share the same database across the Internet. The official copy of the database is always an encrypted Internet backup stored on the Software4Nonprofits server. When you start ACCOUNTS with the Cloud Storage Service turned on, you are prompted for the encryption password, then the program "takes control" of the database, downloads the latest Internet backup to their computer, and restores it. You do the work on your computer, then when you exit ACCOUNTS, the program uploads a backup of the database back to the Internet storage, and "releases control".

When any one user has control, no other user can get control. However, they can still get an up-to-date copy of the database (up to the point where the first user started using it) and access it read-only. This prevents the sort of problems that can come up with the manual methods for transferring backups back and forth in "Transfer your Data between Computers", if the users don't keep track of who has control of the database.

If you were the last user to upload the database to the server, when you next run ACCOUNTS it doesn't waste time downloading it again, it just takes control and uses your existing database. And if you don't make any real changes to data during your run of ACCOUNTS, it doesn't waste time uploading a backup to the server again.

We should note that "take control" and "release control" are sort of metaphors - an easy way to understand what is going on. Other metaphors that might be helpful are the concept of having a reservation to use the database, and releasing that reservation. Or, for anyone with computer programming experience, checking out the database and then checking it back in.

This service is not available with the [Local Network](#) or [OnDemand](#) versions of ACCOUNTS, because they use a completely different way of sharing just one database file.

It is only recommended that you use this service if every computer running ACCOUNTS and sharing the same database has extremely reliable high-speed Internet. If your Internet goes down a lot on one or more of your computers, you could easily lose work when using this service.

This service has some of the advantages of traditional web-based (also called cloud-based) software run through web browsers. Namely, all users are accessing essentially the same copy of the database, which is stored on a server. However, it does not share a significant disadvantage of web-based software, which is that every access to the program's data has to be transmitted through the Internet, slowing them down significantly. We see that as a real

issue for web-based programs doing things similar to what ACCOUNTS does, which more than anything else are used to do data entry. Of course, unlike most web-based software, only one computer can make changes to the database at a time when you use this service.

The only delays with the Cloud Storage Service are the downloading and uploading of your backup when you start and exit the program. The encrypted backup databases that are transferred are also compressed, to make them significantly smaller and faster to transmit over the Internet.

The security of this system is basically the same as that for Internet backups. (See [Internet Backup Security](#) for details.). For someone to access your data, they would have to either know your Unique ID for Internet backups, or have a copy of your database or one of its backups, and they would also have to know the strong password that you choose to use for the encryption of those backups. We have no ability to access your data unless you choose to give us both that Unique ID and the encryption password, or intentionally email us a database backup as part of a difficult to fix support problem.

Turning the Service On

This is turned on for your first computer by setting up Internet Backups in the **Backup/Restore ⇒ Backup Frequency and Options window**, and then checking the **Use the Cloud Storage Service** checkbox. You will also have to fill in an email address in the field "Your Email Address for Cloud Storage Notifications", which should be different for each user/computer using the program. See the Help on that window for details.

Part of setting up Internet Backups is choosing a strong Internet Backup Encryption Password, that will have to be communicated to all users. If your organization has Read Only users with their own password, the Internet Backup Encryption Password should be different from the Program Entry Password used for full users. If you have no such Read Only users, you can also set the Program Entry Password to be the same as the Internet Backup Encryption Password, so that you only have to enter one password as you start the program. See [Passwords in the Program](#) for more details.

If you have already been transferring copies of your database between multiple installations of ACCOUNTS, or otherwise already have copies of the same database on multiple computers, be sure that you have the most up to date database first on the computer on which you first turn this service on, because it will then become the "official" copy when you exit the program.

Once you save that change, the service is turned on.

Sharing the Database with Other Users and Adding Users

To get the same change to other computers running DONATION, so that they are safely sharing the database with you, after you exit DONATION (which uploads the first Internet backup file), the safest approach is to restore any backup made from the first computer after Cloud Storage was turned on, to each other computer. See [Transfer your Data between Computers](#) for the various ways that can be done.

To add a user on a computer that doesn't have DONATION installed yet, just download and install the Standard version on that computer, from the [DOWNLOAD](#) page on the website, and restore a current backup as part of the [initial startup](#). The easiest way to do that restore will be to restore an Internet Backup, which requires knowing the Unique ID for Internet Backups (which you can copy out of the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#)) and the password(s) you use when you start the program.

Your Email Address for Cloud Storage Notifications

If you already have the Cloud Storage Service turned on in an earlier release than 2.29, and start the program in release 2.29 or higher for the first time, or you are a new user joining the Cloud Storage Service, you will be prompted to enter "Your Email Address for Cloud Storage notifications". That should be an email address unique to this computer (and presumably to the user who most commonly uses it) that the service can use for sending emails to you in certain circumstances. (Specifically, it will send you an email if you have somehow kept control of the database for over 18 hours, and another user accepts an option to break that control.)

If you also have [multiple databases](#) on your computer for which you use the Cloud Storage Service, the program will assume that you want to use the same email address for notifications for all of them. If you want a different email address to be used for one of them, you can go to the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#) when you are switched into that database, and enter a different email address there.

WARNING: The Program will Exit after Two Hours of Inactivity

Because no other user can get control of the database while you have control, you should exit ACCOUNTS when you are not using it. If you are using the Cloud Storage Service and you leave ACCOUNTS running for two hours without doing anything in it, it will automatically save your changes back to the cloud storage, release the control, and exit the program, so that others can use it. The program will of course tell you it has done that.

Please note that this automatic exiting after two hours of inactivity will also abandon any unsaved changes to any transaction in a Register window or any of the other special purpose transaction entry windows. So you should never leave the program alone for that long when you are in the middle of unsaved data entry!

Troubleshooting Potential Problems and Situations

Of course because this service is Internet based, and at times the Internet is not completely reliable, things can go wrong. It's very important to carefully read any error messages that come up in the use of this service, and respond appropriately. If you have read the messages carefully and still cannot understand what is going on, please [contact us](#) immediately for assistance, informing us of the exact text of the messages you are seeing and as much as you can about the situation. See [Screenshots](#) for the best way to do this.

You should also make other backups periodically, beyond the ones being made automatically by the service, by using other **Backup/Restore** menu options. Only the last 3 manual Internet or automated Cloud Storage Service backups are retained on the Software4Nonprofits server.

The following table covers some of the other issues you might run into.

Problem or Situation	Solution
Another user has control of the database when you go to start ACCOUNTS:	The program will allow you to run read-only in that case, so that you can still view data and run reports, but you cannot enter new data, edit existing data, or do anything else that alters the database in any way. You will also be given an option at that point of bringing down the latest backup from the server before you start running read-only.
Another user has had control for over 18 hours:	This will most likely indicate that something went wrong and the other user was unable to upload their database and release their control. If you are sure that is the case, you can accept the option that the program gives you to take over control from them, and continue with whatever was the latest backup on the server. This will mean that the other user's work from that session that was not exited properly will probably be lost. The other user will also receive an email about this if you do break their control.
You want to change your encryption password:	Use the new Maintenance ⇒ Change Password ⇒ Internet Backup Encryption Password menu option to change it. Be sure to inform all other users to immediately start using that new password the next time they run the program.
You use a Program Entry Password, and don't want to have to enter both it and the Encryption Password whenever you start ACCOUNTS:	You can make them both the same, in which case only the Program Entry Password will be prompted for. However, this means they will both have to be strong passwords as required for Internet Encryption passwords (at least 8 characters, including 3 of the four types: small letters, capital letters, numbers, and symbols). In addition, if you also set up a Read-Only password, it doesn't make sense for the Program Entry and Encryption passwords to be the same, because then your read-only users, who still need to use the Encryption password when they start the program, will actually know the Program Entry Password, because it's the same! (The program may stop you from making them the same in that case, but whether it notices and stops you depends on the order in which you set the passwords up.)
Everyone forgets the Encryption Password:	On the computer on which you believe the most current copy of the database is present, just type in a different encryption password when you are prompted for it. The program will give you an option to change to that new password, and other options after that including one to have your current database become the new official one that is then uploaded when you exit. (Since you don't know the old password, there is no way you could download the current one from the server.)

	Be sure to inform all other users to immediately start using that new password the next time they run the program.
You use the same Program Entry and Encryption password, and everyone forgets both:	You will need to contact us to get a reset of your Program Entry Password, which will get you into the program. Then you are in the same situation as in the previous point about forgetting the Encryption Password.
Someone else has changed the Encryption password and failed to tell you:	When you start up with the old Encryption password, it will fail, and give you some options. The best solution for you is to find out what the new password is from the other user, and use it! If that is impossible, one of the options the program gives you is to continue using the password you enter, and your current database, without downloading anything. Your current database then becomes the official one when you exit.
The program is telling you that you are using a different Encryption password from the last time.	This can be because of what's in the previous row of this table (someone else changed the password) or because you accidentally changed it the last time you used it, and are now using an older password (which may or may not be the correct one). Just decide whether what you entered is correct, or whether you need to change to a different one (for instance if another user changed it, and you want to stick with their change) and answer the questions the program asks appropriately. Answer Yes to the message box that comes up to stick with what you entered, or No to try again with a different password.
All computers running ACCOUNTS die, and you don't know how to regain access to your data:	When you first set up Internet Backups (required prior to turning on the Cloud Storage Solution) you were prompted to both print off and email to Software4Nonprofits the Unique ID for Internet Backups. If you have done one or both of those things, you can resume using those backups by re-installing ACCOUNTS on new computers, and restoring the latest backup using that Unique ID and your Encryption password. (We can tell you the Unique ID if you don't have the printout, but did email it to us. You do have to know the Encryption password - we cannot recover it.)
You want to stop using the Cloud Storage Service:	Just turn it off, on all computers running ACCOUNTS, through the Backup/Restore ⇒ Backup Frequency and Options window , and then go back to some other method of sharing your database, if you still need ACCOUNTS on multiple computers. If you cannot turn it off because your database is coming up read only because you cannot successfully connect to the cloud storage service, one work-around is to download and install the Local Network Server version from the DOWNLOAD page on the website, https://software4nonprofits.com/download-all/ , on top of what you have now, then run it, which gives a message saying that cloud storage isn't allowed with that version and it

	will be turned off. (You can ignore the message, when you run the Local Network Server, that you aren't licensed for it.) Then download and install the Standard version again, on top of what you have now, and cloud storage will still be turned off.
Your Internet is down when you want to start ACCOUNTS:	You will be given three options: to get the Internet connection up and try again, to exit the program, or to run read-only.
Your Internet is down when you go to exit ACCOUNTS:	You will not be able to upload the backup or release the control. Get your Internet connection working again, then restart DONATION, make any sort of change to your data, and exit it again, in order to do the upload and release the control.
You enter the program with Read Only password:	The Cloud Storage Service gives you an option to download the latest backup for you when you start, but it doesn't bother uploading when you exit, since you could not have changed anything. Also, you do not take control of the server database, so other users can run at the same time.
You use multiple databases with the Database ⇒ Switch Databases menu option :	Each database can have its own Cloud Storage (or not). When you switch from a database that has the service turned on to another one, the program first behaves as if you were exiting, by uploading the backup and releasing the control. Then it starts up on the new database, as if you were entering the program, taking control and downloading the backup (assuming that database also has Cloud Storage turned on, of course).
Your computers have become out of synchronization with each other.	This can happen very occasionally if something goes wrong, where the Cloud Storage Service seems to be working but the computers aren't synchronizing properly, so one of them has newer data than the other(s). The best solution is to actually copy the database file from the one with the most up-to-date data to the other computer. That file lives in the Data subdirectory of the program's Data Directory , and its name is on the 2nd row of your Maintenance ⇒ Organization Info window . Note: Both when you are copying the database out of one computer (either to a USB memory key, or to attach it to an email) and when you are copying it back onto other computers, you cannot be running ACCOUNTS at the same time.

18.9 Restoring Non-Backup Databases

On occasion, users need to reinstall ACCOUNTS (for example after a hard drive crash) and they have a copy of the database file (named *OrganizationName.S4A*, where the *OrganizationName* is your File Name from the **Maintenance** ⇒ **Organization Info** window), but they do not have an up-to-date database backup file (normally named *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup* or *OrganizationName-YYYY-*

MM-DD.S4ABackup, where *YYYY-MM-DD* is replaced by the backup date and *HH.MM.SS* by the time). This menu option allows you to recover in that case. (If you **do** have an up-to-date backup file with a name ending in ".S4ABackup" or ".S4AEncryptedBackup", use it instead, with the **Backup/Restore** ⇒ **Restore Database** [menu option](#).)

To restore a simple copy of your database file, select **Backup/Restore** ⇒ **Restore Non-Backup Database**. It will prompt you with a "Restore Database Copy" dialog box, where you select the database file copy and the directory it is in. Once you select the file to restore, just follow the prompts, and it will do the restore.

The restore is done by completely replacing any existing database file with the same name with a copy of the other file. Once this has been completed, it will restart the program so that it can use the newly restored database.

Restoring Older Backups

If you try to restore a non-backup database that is older than your current data (i.e. you have entered further transactions, on later dates, than are in the database you have selected to restore), the program will give you a very explicit warning about this, and ask you twice to confirm that you really wish to do this. That's because doing such a restore will cause the more recent data, entered since that earlier database, to be lost!

Restoring for users of the Local Network Version

Only a user on the computer that has the [Local Network Server](#) version installed on it can do restores. Users of the Local Network Client version will receive a message explaining that they cannot do restores.

18.10 Setting Backup Reminder Frequency and Options

When you select the **Backup/Restore** ⇒ **Backup Frequency and Options** menu option, the following window appears:

Backup Reminder Frequency and Options

How often you would like to be reminded to backup your database, when you are exiting ACCOUNTS?

Never Daily Weekly Monthly

How many backups you would like to retain in each backup location?

Retain all backups (never delete)

Retain only the latest backups (delete older ones)

Do an Internet backup after each regular backup?

Unique ID for Internet Backups:

Use the Cloud Storage Service

Your Email Address for Cloud Storage Notifications:

By default, the program reminds you weekly to backup your database, as you are exiting the program. If you wish to be reminded with a different frequency, you can use the radio buttons in the top section of this window. They give you the option of Never, Daily, Weekly, or Monthly. If you don't set it, it defaults to Weekly. If you enable the Cloud Storage Service (described [below](#)), only the frequencies Weekly and Monthly will cause these reminders to do regular backups as you exit the program - Every Time or Daily are superseded by the fact that the Cloud Storage Service backs up every time for you.

Unless you are using the Local Network Client version of ACCOUNTS, and a different user (probably the one whose computer is running the Local Network Server version of ACCOUNTS) is definitely making regular backups, it is **strongly** recommended that you do **not** select the option Never. **If you are not making regular backups off of your hard drive (and someone else or some automated process is not doing so), you might as well not be using the program - there is real possibility that your hard drive and/or computer will die at some point, and you will then have no data!**

If you have not done a backup within the configured period of time (with either **Backup/Restore** ⇒ **Backup Database** or the **Backup/Restore** ⇒ **Email Backup** [option](#)), you will be prompted to do a backup the next time you exit the program.

The middle section of this window governs how many sequential backups of each database are stored in any one backup destination, such as a folder on your hard drive, or a USB memory key. Backup files include the date in their filename, for instance *OrganizationName-2012-12-31.S4ABackup* (where the *OrganizationName* is your File Name from the **Maintenance** ⇒ **Organization Info** window) for a backup made on December 31, 2012. So normally, backups done on different days have different filenames, and they will accumulate in whichever folder or drive you are saving them in.

To let those backups accumulate indefinitely, select the "Retain all backups (never delete)" radio button. To only keep a certain number of the latest backups you have made, use the "Retain only the latest" radio button, and set a number in the field following that. (You can only change that number after you have selected "Retain only the latest".) Allowable values in that field for the number of backups to retain range from 3 (fewer would be unsafe!) to 20. If you think you want more than 20 backups to be retained, just use the "Retain all backups" option instead!

Trick: If you are making a backup and don't want it to be deleted by the "Retain only the latest" option, perhaps a year-end backup, change the backup filename as you are making the backup to not start with "*OrganizationName*". For instance, you might call it "2012YearEnd*OrganizationName*-2012-12-31.S4ABackup (or whatever the actual date is on which you are making the backup). When the "Retain only the latest" option is turned on, only old backups whose name starts with "*OrganizationName*" will be deleted.

Note: The setting to retain only the latest "N" backups does not apply (and thus cannot be set!) for the [Local Network Client](#) version of ACCOUNTS, because it cannot "see" the other backups on the Local Network Server version's computer, in order to decide which to delete. (And it couldn't delete them either.)

Configuring Internet Backups

The controls at the bottom of the window determine whether or not a backup to a secure Internet location is made after every regular backup. The "Do an Internet backup after each regular backup" checkbox starts out unchecked, in which case the **Setup Storage** button below it cannot be used. If you do wish to do [Internet Backups](#), check that checkbox.

Your Unique ID for Internet Backups is displayed on this window. It was created when your database was created, though that does not mean you have to use Internet backups! It cannot be edited.

After checking the "Do an Internet backup after each regular backup" checkbox, you need to click the **Setup Storage** button to set up a secure storage area in the Internet storage for backups, associated with your database's internal Unique ID (which you can't normally see), and a with a password that you will be prompted for. For greater security, the password you enter must be a [strong password](#).

Note: There is no way to recover your Internet backup password if you forget it, so please be sure that multiple people in your organization know what it is. Passwords are case-sensitive.

To help ensure that you cannot lose your database's internal Unique ID, two additional steps are taken by the **Setup Storage** button, after the basic setup has been completed. First, you are prompted with an option to email your Unique ID (but not your password!) to Software4Nonprofits, for safe storage. That way if you lose everything else (but at least know your Internet backup password), we can supply the Unique ID back to you, and you can recover your latest Internet backup. A copy of that email will also be sent back to you, so you can forward it to others in your organization, for safe keeping.

After that email is (optionally) sent, a report is displayed listing your Unique ID, and with a place on which you can write in your password, if you feel secure about doing so. Please Print that report, and keep copies of it in a safe place.

If you need to send that email or print that report again in the future, you can come back to this window and click the **Setup Storage** button again - it will not change the Unique ID.

You can also copy the Unique ID to the Windows clipboard by clicking into the field displaying it, and pressing **Ctrl+C**. That will show a message explaining that you can then paste that into an email with **Ctrl+V**. You might want to do this to send it to a new user who has also installed the program, to enable them to restore the latest Internet backup. You will also have to send them your Internet Backup Password (preferably in a separate email, for security).

Please note that Software4Nonprofits will not store your Internet backup password for you. If we did, our computers would become a potential place of attack for hackers trying to access all ACCOUNTS program users' databases, and that is not desirable!

Internet Backups when you have Multiple Databases

If you have multiple databases for multiple organizations, using the **File** ⇒ **New Database** and **File** ⇒ **Open Database** [menu options](#), each one needs its own configuration for Online Backups.

Internet Backups when you have ACCOUNTS on Multiple Computers

Many users keep copies of ACCOUNTS on multiple computers, and [transfer their database](#) between those computers. (When you do this, you must be sure to keep track of who has

the up-to-date copy, on which changes can be made, because changes made in two copies of your database cannot be merged!)

When you do have copies of the same ACCOUNTS database on multiple computers, you must be sure that they are using the same internal Unique ID for Internet backups and Internet backup encryption password in both databases. The Unique ID is stored in the database, so any method of transferring the database (other than restoring an Internet backup, prior to the configuration of the second computer!) after you complete your Internet backup setup will get the same Unique ID onto the other computer. That includes transferring regular backups on a USB memory key, or using [Email Backups](#).

Alternatively, you can forward the email with your Unique ID to the user on other computer, and select an option on the [Startup Options](#) window to start by restoring an Internet backup, which will prompt for that Unique ID. You also must inform them of the Internet backup encryption password you are using (but preferably not by email - sending passwords by email is not very secure!).

Using the Cloud Storage Service

The final checkbox on this window, "Use the Cloud Storage Service", turns on that [Cloud Storage Service](#), which is an automated mechanism for using Internet backups to securely share your data between multiple computers running the Standard version of ACCOUNTS. Please be sure to carefully read that Help page for full details.

When you turn this checkbox on, you will no longer be prompted to make backups when you exit the program as specified at the top of this window if you set the frequency to Every Time or Daily, because the service normally does the backups every time you exit the program. You **will** still be prompted to make local backups at the specified frequency if you set that frequency to Weekly or Monthly, and in fact the program will suggest this to you if you don't do it yourself.

To complete the setup for using the Cloud Storage Service, you also have to enter "Your Email Address for Cloud Storage notifications". That should be an email address unique to this computer (and presumably to the user who most commonly uses it) that the service can use for sending emails to you in certain circumstances. (Specifically, it will send you an email if you have somehow kept control of the database for over 18 hours, and another user accepts an option to break that control.) If your email address changes (or the user of this computer changes) you can come back to this window to change this value.

If you have already been transferring copies of your database between multiple installations of ACCOUNTS, be sure that you have the most up to date database first on the computer on which you first turn this service on, because it will then become the "official" copy when you exit the program.

Turning on the Cloud Storage Service disables the other controls about Internet Backups, because making any changes there would inappropriately affect the Cloud Storage Service. So among other things, you cannot turn off Internet Backups when the Cloud Storage Service is on, because the service uses those Internet Backups. (If for some reason you need to turn both off, just turn the Cloud Storage Service off first.)

This service is not available with the [Local Network](#) or [OnDemand](#) versions of ACCOUNTS, because they use completely different ways of sharing just one database file. So you will not be allowed to turn on this checkbox if you are using any of those versions.

See Also: [Making Internet Backups](#), [Restoring Internet Backups](#), [Internet Backup Security](#), [Cloud Storage Service](#)

18.11 Passwords for Email and Internet Backups

When you are making [Email backups](#), you are prompted for a password. For better security, if you use too weak a password, you will be **recommended** to use a stronger one, based on the following rules.

Likewise, when you are setting up, making or restoring [Internet backups](#), you will be **required** to use a strong password based on the following rules.

These are the rules for a strong password:

- It must be at least 8 characters long.
- It must include characters from at least 3 of the four groups: capital letters, small letters, numbers, and symbols (everything else). Note: This implies that passwords are case-sensitive, i.e. it matters whether each letter you use is entered as a capital or small letter.
- It cannot include any initial 4-letter sequence from any word in your Organization Name from the **Maintenance** ⇒ **Organization Info** [window](#). (This check ignores the case of letters, for example if your Organization Name includes the word "Church", your password cannot contain "chur", "CHUR" etc.)
- It cannot include any initial 4-character sequence from a set of too-commonly used passwords, like "password", "qwerty", "1234" etc. Again, this check ignores the case of letters.
- It cannot start the same as your Unique ID for Internet Backups, which is not a password.

If any of these rules are violated by the password that you enter, you will be told exactly what the rule is that you violated, and given an option to re-enter the password. If you do not accept that option in the case of Email backups, your too-weak password will just be used. If you do not accept that option to re-enter the password in anything related to Internet backups, the action you were trying will be canceled,

Note: When you are prompted for a password for [restoring](#) an email backup, these checks are not done. That is because strong passwords are not mandatory for making email backups, so there is no point in trying to encourage you to use a strong password to restore an email backup, which may not have been made with a strong password in the first place!

Software4Nonprofits cannot reset Email backup or Internet backup passwords for you, or give you any way to access either of those types of backups if you forget your password. However, for the Internet backups, you can go back to the configuration in the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#), and click **Setup Storage** again to provide a new password, if you have forgotten the old one. That will allow you to

resume making new Internet backups, but it will not allow you to restore any previous Internet backups made with the password that you forgot.

Note: If you set up [multiple databases](#) for multiple organizations, any passwords that you set up are specific to each database.

18.12 Internet Backup Security

If you make [Internet Backups](#) (including doing so with the [Cloud Storage Service](#)), they are stored in a secure location with the Software4Nonprofits.com web server. All access to them is through the https protocol, which is encrypted, and is the same secure protocol used for online banking etc.

Your Internet backups are protected by your database's internal Unique ID (set up automatically by the program when the database was created), plus many levels of secret techniques and strong encryption, but ultimately the final level of security will always depend on the encryption password you select for your Internet backups. That is why [strong passwords](#) are required for Internet backups.

No security method is 100% unbreakable. Having said that, it would require a very determined and extremely highly skilled hacker to break through all of the levels of security built into the Internet backup and restore features in ACCOUNTS and be able to get access to your backup files. But even after doing that, they would still have to guess your encryption password in order to be able to see your data.

Because no extremely valuable information like credit card numbers is stored in the ACCOUNTS database (or at least, you should not be doing so!) there is also probably very little incentive for high-level hackers to try to get at your data.

For those users who are in Canada and are concerned about implications of our privacy laws on whether you are allowed to transmit sensitive information out of the country, the Software4Nonprofits.com web server is also in Canada, so that is not an issue.

If anyone wants to know more of the details of what makes the Internet backups and restores secure, you can [contact us](#) for further information. (We will not disclose all of the secret details that add to the security, of course, but we can give some further details, if you feel you need them, to reassure you.)

19 THE REMOTE DATABASE VERSION

19.1 The Remote Database Version

The Remote Database Version (previously called the Web Network Version) was discontinued on August 1, 2021. This version had the program on your computer, and your database on our server. It allowed for multiple simultaneous users.

Having to communicate with the database over the Internet made this version rather slow. Better alternatives that are still available are the [OnDemand](#) version, and the Standard version using its [Cloud Storage Service](#) for sharing.

20 THE ONDEMAND VERSION

20.1 Overview

Some users may wish to use ACCOUNTS from two or more computers (for instance, one at work and one at home) and have access to the same database from those computers. This could be for themselves, or for different people.

The cloud-based OnDemand Version, introduced in late 2020, is an excellent way to do that.

Unlike all other versions of DONATION, the OnDemand version can also be run on Apple Macintosh (Mac) computers, though it will still look like a Windows program. It can also be run, for limited uses, on Android and iOS (iPad) tablets.

There are also several other options for multiple users accessing ACCOUNTS, detailed on the [Multiple User Options](#) page, with pros and cons for each option, including the Standard version's [Cloud Storage Service](#), and the [Local Network Versions](#).

This page is only about the OnDemand Version.

With this version, you do not have to install the ACCOUNTS program itself on your computer. Rather than installing the program, you install a small OnDemand client program. The ACCOUNTS program and your database are stored on servers ("in the cloud"). The client program will securely access the ACCOUNTS program and your database directly over the Internet, via remote control.

Screen images and your keyboard actions and mouse movements are transmitted over the Internet with this version, so it will be a bit slower than fully local versions like the Standard and Local Network versions. You should only consider this version if you have reliable fairly high-speed Internet.

Technical details on required Internet speed: Most users will not need to read this, but we are providing it for more technical readers in case you are interested.

We have been given the following details by ACS Technologies, who run the OnDemand servers:

OnDemand requires a response within 500 ms or 1/2 of a second. If the Internet lag time exceeds this limit, the connection can be lost, and the session will be disconnected. Below is a guide which outlines the number of concurrent users who can be supported at various broadband speeds when only OnDemand is running:

Users	1	10	25	50	100	200
Kbps Upload/Download	30	300	750	1500	3000	6000

Mbps Upload/Download	0.03	0.3	0.75	1.5	3.0	6.0
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At the absolute minimum, the bandwidth for uploading and downloading must not be less than 30 Kbps per concurrent user. Ideally, your ISP's advertised connection speed should be significantly greater in order to keep users from being dropped during peak Internet times. Also, note that upload speed is equally important as download speed when using OnDemand.

We cannot guarantee that any particular DSL or cable connection to the Internet will perform satisfactorily due to the countless factors that may affect and degrade the performance of your connection.

ACS Technologies does not support OnDemand using a satellite broadband service. We have found that the latency in this service does not create a good experience.

This OnDemand technology is very similar to Citrix, Microsoft Remote Desktop and Remote Desktop Services (previously called Terminal Server), and other remote access solutions like TeamViewer, LogMeln and AnyDesk. Unlike some of those solutions, it allows for multiple simultaneous users of the same program and database, safely. While the OnDemand version of ACCOUNTS is not exactly web-based (it is not accessed through a web browser such as Edge, Internet Explorer or Chrome) it is the closest to a web-based application of any of the versions of ACCOUNTS, because you do not have to install the ACCOUNTS program itself.

The OnDemand servers that support this version of ACCOUNTS are maintained by the church software vendor [ACS Technologies](#) (ACST), with whom we have a partnership for sharing some technology such as this. We pay them for our OnDemand users. ACST are the makers of the church software programs Realm (an entirely web-based online program) and ACS Church Management (installed software, that is also available as an OnDemand version).

Each user of this version for a given organization will have their own user name and password required to access the database.

Like the Local Network version, with this version there is only one copy of the database file, so there are no real dangers of users making independent changes to independent copies of it, that cannot then be merged. (The Cloud Storage Service of the Standard version also eliminates that danger, though in a different way.) The OnDemand Version is accessible from any computer on which you have installed the small client program.

Pricing Issues

The OnDemand Version of ACCOUNTS has the same price as the Local Network Version, which is higher than the price of the regular Standard version, because they all allow you to have multiple users doing data entry simultaneously (at exactly the same time). We have to

pay a significant monthly cost for each simultaneous user of the OnDemand version, across all organizations using it, which is another reason for the higher price.

Because the OnDemand Version involves a service (hosting the program and your database on remote servers), Annual payments are required to keep using it after the first year, unlike other versions for which you have not made a payment in 2022 or later. If you do not pay when your current annual support expires, you will lose access to your database until you pay again, after a 30-day grace period.

Like all other versions, the first user to start ACCOUNTS after you have made a payment will have to request an updated license key, so that the program knows your payments are up to date. (It may also be automatically retrieved for you, rather than you having to request it and wait for us to send it to you.)

Backups

Backups are routinely made by ACST of all of the contents of the remote servers, to protect against hardware failures etc. However, you should not depend on them for backups of your database - that is still your responsibility. You should set up a backup reminder frequency in the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#).

Because your database is already stored on a server that is routinely backed up, the Internet Backups feature is not needed and so is not included in the OnDemand version. (All that feature would do would be to save it on a 2nd server.) With this version, it is perfectly all right to just save your backups to the Backup subdirectory of your [Data Directory](#) (which is the initial default location you are prompted to save to). Other versions prompt you to save backups off of your hard drive, for instance to a USB memory key, in case your hard drive dies.

Updates to the Program

Unlike all other versions of ACCOUNTS, you do not have to either install or update the ACCOUNTS program itself on your computer. We will ensure that the program is updated regularly on the server when we do new releases with improved features and/or bug fixes.

Login and Startup

As mentioned above, each user from an organization using the OnDemand Version will have their own login. Please see [OnDemand Version Login and Setup](#) for how your program and its database are initially set up.

That section also explains potential problems connecting to the server, particularly about [firewalls](#).

Conversion from Previous Versions of ACCOUNTS

To switch to the OnDemand version from any other version of ACCOUNTS, you will have to first contact us and give us the contact information for a person who should be the Site Administrator of your users for the OnDemand version. Usually that will be the main user of

the program, but it could alternatively be someone who doesn't routinely use the program but who you still want to do that administration. Further Site Administrators can be added later.

We will then have an OnDemand login set up for that Site Administrator. They can then download and install the OnDemand client from our web page <https://software4nonprofits.com/pricing/accounts-cloud/#step-2>. After running that client program, they will be able to use a User Maintenance application to set up further user logins, and specify whether each of those users is also a Site Administrator.

The Site Administrator can then run ACCOUNTS via the OnDemand client. Please see [OnDemand Version Login and Initial Setup](#) for the rest of the details about what you do next.

If one user in your organization is using the OnDemand Version, all users have to, or you will not be accessing the same copy of the database!

Managing Users and Logins

Each user of the OnDemand Version should have their own login user name and password. One slight complexity with the OnDemand version is that there are actually two places that users must be set up, and assigned appropriate permissions:

1. The OnDemand User Maintenance application (not part of ACCOUNTS), which allows any Site Administrator to set up logins, and determine who is a Site Administrator in that application itself. It also allows the Site Administrator to determine which Software4Nonprofits programs each user has access to, for our customers who own both ACCOUNTS and DONATION.
2. The **Maintenance ⇒ Administer All Users** menu option in ACCOUNTS, which allows you to specify the permissions of each of those user logins, such as whether they are an Administrator with full permissions, a Full user (except for Administration), a Read Only user, Limited user, or Donors Only user.

See [OnDemand Version User Management](#) for full details on setting that all up and managing it.

Printing and Saving to PDF

If you go to print reports, you will normally see two printers on the list - your local computer's default printer, and one called "Preview PDF (from *COMPUTERNAME*)", where *COMPUTERNAME* is replaced by the name of your local computer.

Using the "Preview PDF ..." printer will actually create a PDF with a filename such as "Job #2.PDF", which you are not prompted for, in your local computer's TEMP directory, and then display it in Acrobat Reader on your computer (as opposed to using Acrobat Reader on the OnDemand server). We recommend instead using the specific features in ACCOUNTS for [saving reports to PDFs](#), which will generate them on the server, prompting for your desired filename as required, and display them (when necessary) using Acrobat Reader on the server. Those features we recommend using are the **Save PDF** and **Save As** buttons in reports.

If you have additional real printers on your local computer that you need to be able to print to from your OnDemand ACCOUNTS program, please see the instructions at <https://wiki.acstechnologies.com/display/OnDemand/Setting+up+a+Printer+in+OnDemand> for setting them up. (The Windows instructions there actually have a step you won't need to do, namely picking Printers from the File menu, but it should be pretty obvious.) In brief, just select OnDemand Printing from the main OnDemand menu that comes up after you login, to get to the window where you can configure printers.

Accessing the Data Directory, and Drives on your Own Computer

Your database and other files in your [data directory](#) will be on the S: drive under OnDemand, not on the C: drive as in all other versions.

You do have access to the drives (including plugged-in USB memory keys and mapped drives) on your own computer, when you are running the OnDemand version of DONATION. However, their drive letters will be changed.

Your computer's C: drive will show up as J: when you are using the OnDemand version. Any successive drive letters on your computer will come up on successive drive letters under OnDemand, so a USB on D: will show up as K: etc.

The access to the drives on your computer allows you to save exported files or reports, or make backups, to your own computer, and import files or restore backups from your own computer, etc.

Mapped drives on your computer, like Z:, will normally show up with their drive letter unchanged. However, if your computer has a drive mapped to S:, that could cause a conflict with the way your data directory is mapped to the S: drive, so please avoid that.

If you have any difficulty with any of that, please see our short video demonstrating how to access your computer's drives from OnDemand programs, [here](#).

Security

Please see the [OnDemand Version Security](#) page.

Users with Multiple Databases

With the OnDemand version you are allowed to use the **File ⇒ New Database** and **File ⇒ Open Database** [menu options](#) and have multiple databases, at no additional charge, just like in the Standard and Local Network versions.

If you are switching from another version of the program and you already have multiple databases, please follow the relevant instructions in the Help topic [Move the Program from One Computer to Another](#) to get those additional databases into your OnDemand version.

However, if there really is just one main person using each database, who is different from the main person using each other database, and other users never (or only rarely) access that database, that is not the intention of our allowing this to be done at no extra charge. In

that case, we would expect that the main user for each organization / database would [register](#) and pay for the program separately.

For instance, if one user uses ACCOUNTS for two organizations, but occasionally another user needs to look at both of those databases, or take over while the first user is away on vacation, that's fine.

But suppose you have one primary user using ACCOUNTS for one organization, and a different primary user using ACCOUNTS for another organization, with perhaps occasional switching places while one or the other is on vacation. If they have only one registration and payment, and they are using multiple databases and, that would **not** be considered to be a reasonable application of our pricing structure. They should register and pay separately.

Simultaneous Users and Limitations

With the OnDemand Version you are allowed up to 5 users simultaneously accessing the same ACCOUNTS database. When you are first evaluating the program (before you pay), only one user can use it at a time.

While you can have simultaneous users running ACCOUNTS, there are some actions in the program that can only be run when you are the only user running ACCOUNTS, because we have judged that there is too much danger of conflicting or inconsistent data being put into the database if more than one person tries to do the same actions at the same time. For instance, restoring database backups. In these cases, you will receive a message from the program informing you of why you cannot do that action at that time, and what you can do about that.

In some other cases, two or more users can do the same thing at the same time (for example entering or editing transactions), but in unusual circumstances, you may get an error message. For instance, suppose two users are simultaneously making a change for the exact same transaction on a Register window. The first one who clicks Save will have their changes saved, but the second one will probably get a slightly technical-looking error message saying "Record changed between retrieve and update", and will not be able to save their changes. They will have to click Cancel to abandon their changes.

Although the ACCOUNTS program almost never crashes, if it does, or if a user running ACCOUNTS restarts or turns off their computer without exiting ACCOUNTS first or there is a power failure, a minor problem can occur. Any user on another computer that tries to run ACCOUNTS may get a message that the maximum number of simultaneous users has been exceeded, when it in fact hasn't. (That includes if only one simultaneous user is allowed!) That's because the copy of ACCOUNTS that crashed, or wasn't exited properly when its computer was restarted, didn't have a chance to notify the database server that it had exited, and thus the server thinks it is still using up one of your simultaneous users. Fortunately, this problem is easily resolved - wait two minutes and try again, and it will be OK, because indications in the server that any given simultaneous user is using ACCOUNTS are automatically cleared after two minutes.

Another similar problem that can happen if your entire computer crashes is that when you try to sign on to the OnDemand client again, it can say that your user is already logged in. (On OnDemand user name can only be logged in from one computer at a time.) That may require contacting us to clear that.

WARNING: The Program will Exit after Two Hours of Inactivity

Because you are using server resources, you should exit ACCOUNTS when you are not using it. If you are using the OnDemand Version and you leave ACCOUNTS running for two hours without doing anything in it, it will automatically give you a message then exit the program, so that others can use it and you are no longer using up server resources.

Please note that this automatic exiting after two hours of inactivity will also abandon any unsaved changes to transactions you are editing on a Register window or any of the single-purpose transaction windows like Write Cheques etc. So you should never leave the program alone for that long when you are in the middle of unsaved data entry!

In addition, it is crucial that you exit the OnDemand Client program window as soon as you are finished using ACCOUNTS, because we are charged for each simultaneous user of the program across all organizations using the OnDemand version. The program will actually give you a message each time you exit it, reminding you to do that.

Switching Back from the OnDemand Version to another Version

This is actually quite simple, and is basically done by following the instructions in the Help topic [Move the Program from One Computer to Another](#).

Please be sure to inform us if you have made this switch, so that we can turn off your access to the OnDemand version.

See also: [Differences between the OnDemand Version and all Other Versions](#)

20.2 Differences from Other Versions

Because in the OnDemand Version both the program and your data are on servers, there are actually a lot of differences between how things are organized with it than with other versions. However, the features are basically the same - you are not giving up anything by using OnDemand.

Here are the most significant differences, that users should be aware of - particularly users who have used other versions of ACCOUNTS before:

- You never have to install or upgrade ACCOUNTS, only the OnDemand Client program. We will ensure that the program is always kept up to date when there are new releases.
- You can run it on Apple Mac computers, and also (with limitations) on iPad and Android tablets. Tablet use would only be recommended for quick look-ups and reports.
- It requires reasonably fast and reliable Internet access.
- It runs somewhat slower than the Standard and Local Network versions.

- Users log in to the OnDemand Client with a login user name and password, then they do not have to provide a password to get into the program. Your login determines your permissions / access level, so no separate passwords are needed to determine that.
- Users have to initially be set up in two places: the OnDemand User Management application, to give them a login to the OnDemand Client, and the program's **Maintenance** ⇒ **Administer All Users** [window](#), to assign their permissions / access level for ACCOUNTS.
- When you first start using the OnDemand version you will have to wait briefly for us to set it up for you. Normally this should take no more than one business day, often much faster.
- Like the Local Network version, there is only ever one copy of the program's database, and it does not have to be backed up and restored to other computers for other users to access it. (With the Standard version, such backing up and restoring is necessary for sharing between computers, but it can be safely automated with the [Cloud Storage Service](#).)
- The usual **Backup/Restore** [menu options](#) are still available, though, for other purposes, like making extra backups to your own computer, or restoring a backup to go back to an earlier version of the database, after you have done something that you need to undo.
- Initially the only printer you have access to is the default printer on your local computer. Additional printers can be added, if you have more than one.
- The [Data Directory](#) location is different from all other versions: It is always S:\Cooperstock Software\ACCOUNTS.
- Unlike all other versions, all users for one organization share that same Data Directory. In all other versions, each user has to install the ACCOUNTS software on their computer and thus has their own copy of the Data Directory. Because of this, there are a number of related changes to ensure that one user's work does not interfere with another user's work, and that users can have their own settings:
 - Instead of some settings, that are personal choices, being stored in the file ACCOUNTS.INI in the Data Directory, each user has a file *USERNAME.INI* in the Data Directory that is used instead of ACCOUNTS.INI. (*USERNAME* here, and in the next few bullet points, is replaced by the User Name you logged in with.)
 - Instead of putting temporary files in your computer's normal TEMP directory, whatever that is, they are stored in a Temp.*USERNAME* subdirectory under the Data Directory.
 - Similarly, Import and Export subdirectories of the Data Directory, used for some functions, are replaced by Import.*USERNAME* and Export.*USERNAME*.
- You can access your local Windows or Mac computer's drives, but they will come up as drive J: and later. So for Windows, your main drive C: will appear as J:, if you have a D: drive (likely a USB memory key) it will appear as K:, etc. Those drive letters can be used for reading and writing files, for instance if you want to save a database backup to your own computer's hard drive rather than just on the server.
- Although ACS Technologies, who supply the servers, make regular backups of everything on those servers, and have redundancies in case of hardware failures, you should not depend on only that for the security of your data. You should still do regular database backups, whether to the server, or to your local hard drive. Because the server is already on the Internet, there is no need for the program's special Internet Backups feature and it is therefore not available.
- Like the Local Network version, you can have multiple simultaneous users doing data entry at the same time.
- Unlike other versions for which you have not made a payment in 2022 or later, annual payments are absolutely required to keep using the program. (There is a 30-day grace

period after your support expires, before it will stop working. The program warns you when your expiry date is coming up soon, and when it has passed.)

- After each payment, one user will have to update the program's license key to reflect your new support expiry date. That will update it for all users, which is unlike all other versions where each user has to update the license key for their own computer.
- Microsoft Excel is not available on the OnDemand server, due to expensive licensing requirements. For the very few places where it can be used in the program, the open source office program OpenOffice will be used instead. OpenOffice Calc replaces Excel. If you absolutely need to use Excel, you can do that work on your own computer, outside of the OnDemand environment. Reports can still be exported to regular Excel files, and data can still be imported from regular Excel files. If you export a report to Excel and ask for it to be opened, it will be opened in OpenOffice Calc.
- Because you will not have access to Control Panel or Windows Settings on the OnDemand server, if you have preferred short and long date formats, they can be set in the program's [menu option Maintenance](#) ⇒ **Date Formats**, which is available in only the OnDemand version.
- Currency formats cannot be changed from US settings (dollar signs and commas at the thousands), so that will make the OnDemand version unappealing to any users in countries with different currencies (not dollars). Internet speeds from outside North America to the servers, which are in North America, would probably also make the OnDemand version unusable.
- The OnDemand server is rebooted every night at 2:55am Eastern Time, and will be back at 3am. If you start the program within one hour of that time, you will be warned about the upcoming reboot. If you are still running when the reboot happens, your program will immediately exit.
- Because we are paying for server resources, if you leave the program inactive for two hours it will give you a message and then exit. We have to pay for the maximum number of simultaneous users across all user organizations during each month, so please exit the program any time you are not using it, and also please exit the OnDemand Client program. (What is counted for our payments is the number of users who have that OnDemand Client program, or any program launched from it, running.)

20.3 Login and Initial Setup

Please read the OnDemand [Overview](#) section first, if you have not already done so, before reading this section.

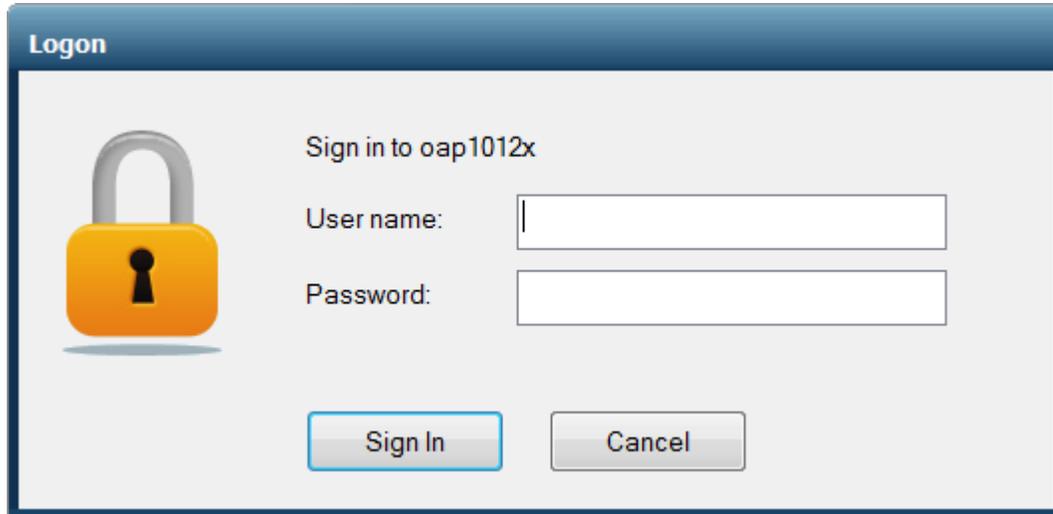
Initial Setup

Before running the OnDemand version, you need to [contact us](#) and ask us to set up a user login for your initial Site Administrator for the system, who will be able to set up further users. That login information will be emailed to the Administrator, within one business day, but often faster.

Next, if you have an existing version of ACCOUNTS, run it and make a [database backup](#). Be sure you know where to find that backup.

For existing users of the [Remote Database](#) version, since that version has been discontinued and can no longer be run by users, you will have to [contact us](#) for assistance in moving its database to become your OnDemand database.

The Site Administrator can then download and install the OnDemand client from our web page <https://software4nonprofits.com/pricing/accounts-cloud/#step-2>. After running that client program, they will login with the information that was sent to them, on a window such as the following:

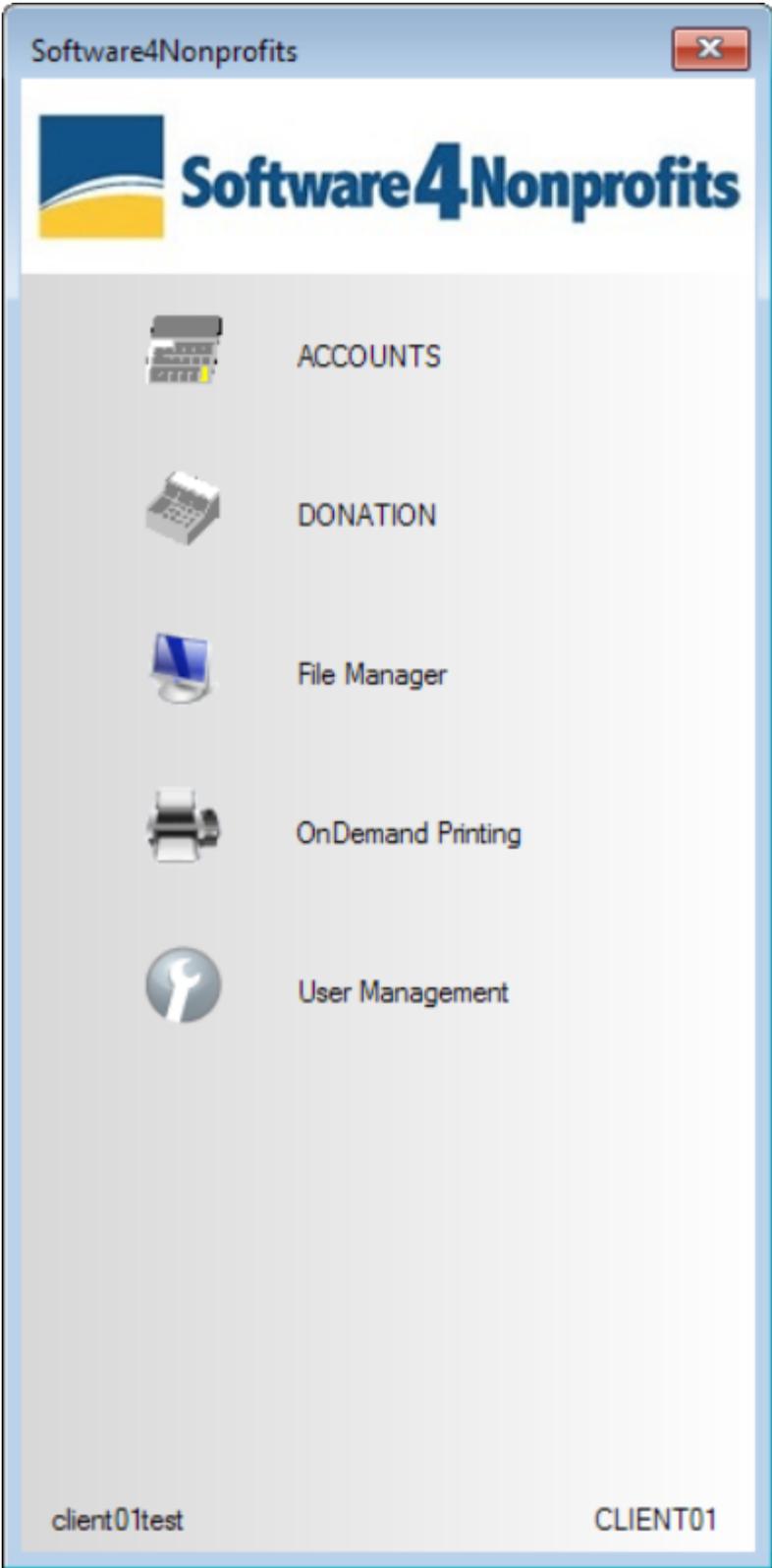


The screenshot shows a login dialog box titled "Logon". On the left side, there is a yellow padlock icon. To the right of the icon, the text "Sign in to oap1012x" is displayed. Below this text are two input fields: "User name:" and "Password:". At the bottom of the dialog, there are two buttons: "Sign In" and "Cancel".

Once a Site Administrator is logged in, they will be able to use a User Management application to set up further user logins, and specify whether each of those users is also a Site Administrator. See [OnDemand User Management](#) for full details.

If you feel that your computer is private and secure, and you want to avoid having to log in every time you start the OnDemand client, there are instructions on the [Command Line Arguments](#) page for adding your user name and password to the command line used for starting it. If you do that, you will have to change the command line arguments every 180 days, when the OnDemand system requires you to change your password.

Here is a sample of the window that will come up after your login:



Only Site Administrators will see the User Management application. Whether or not you see both ACCOUNTS and DONATION will depend on whether they have both been configured for you by the Administrator.

To start any program from the window above, double-click on its icon or name.

You can run ACCOUNTS via the icon in the OnDemand client window. The first time you do so, it will come up with the Initial Startup [window](#), like any first install of other versions of ACCOUNTS on a new computer.

If you are an entirely new user of ACCOUNTS (not switching from another version) just leave the first radio button checked ("I am a first time user ..."), click OK and follow the prompts to initialize your database.

If you are switching from another version of ACCOUNTS, choose the 2nd radio button option there ("I want to start by restoring a database backup ..."), and restore the database backup from your existing version, that you made above. (This is essentially like following the instructions in the Help topic [Move the Program from One Computer to Another.](#))

Important: When you are in the OnDemand ACCOUNTS, your computer's C: drive will show up as J:. Any further drives will come up on successive drive letters, so a USB on D: will show up as K: etc. So if you are restoring a backup, those modified drive letters are where you will have to navigate to, in order to find the file on your computer.

If you attempt to log in three times in a row unsuccessfully with the same email address, the login window will exit. **You can immediately start it again to try again - you are not locked out.** If you have forgotten your password, a Site Administrator can reset it for you - see [OnDemand User Management](#).

File Manager Application

On the menu window, there is an icon for File Manager. That brings up a simple window designed specifically for copying files from the OnDemand server's directories (shown on the left) to drives and directories on your computer (shown on the right), or vice versa. It should be quite obvious how to use it, with drop-down lists for the drives that can be accessed and clearly labelled buttons and toolbars with popup tooltips. If you need more help with it, there is detailed help on the ACS Technologies website (addressed specifically to their own program, ACS, but also applicable to ACCOUNTS) at <https://wiki.acstechnologies.com/display/OnDemand/Transferring+Files>.

In addition, you can use the ACCOUNTS program's **Tools ⇒ Explore Data Directory** menu option to bring up a standard Windows 10 File Explorer window that you can use for copying files (as well as just looking around). It also has access to your computer's drives.

Possible Connection Problem: Firewalls

Some users may get an error message when they first try to use the OnDemand Version, saying "Failed to connect to connections.ondemand.acstechnologies.com on port 491."

If that happens, please consult the following page about this problem on the ACST OnDemand website:

<https://wiki.acstechnologies.com/display/OnDemand/Failed+to+connect+to+server>.

See Also: [OnDemand Version Overview](#)

20.4 User Management

Please read the OnDemand [Overview](#) section first, if you have not already done so, before reading this section.

With the [OnDemand Version](#), each user of the program should have their own login user name and password.

The first user whose login has been set up by us is always the initial Site Administrator for the OnDemand User Management program. They can use that program to create logins for other users, who can optionally also be set to be Site Administrators for that OnDemand User Management program.

However, with the OnDemand version there are actually two places that users must be set up, and be assigned appropriate permissions:

1. First, the **User Management** application, accessed from the Software4Nonprofits menu window that comes up immediately after you log in - the same window from which you start ACCOUNTS.
2. Second, the **Maintenance** ⇒ **Administer All Users** menu option in the ACCOUNTS program itself, which allows you to specify the permissions of each of those user logins.

Full details about each of those places are given in the remainder of this Help topic.

The user names in the **Administer All Users** window in ACCOUNTS must be the same as the login user names set in the OnDemand **User Management** program. This provides what is known as a "single sign-in" capability, where you do not have to have separate logins for the OnDemand Client program and ACCOUNTS itself.

Each user in ACCOUNTS will have one of the following permissions (also called Access Levels):

- **User Admin w/ Full Access** (also called just "ACCOUNTS Administrator"): Can add, delete, and modify the permissions of other users, and use all features of the program.
- **Full**: Can use all features of the program, but is **not** an Administrator.
- **Read Only**: Can view data and reports etc., but not change any data, enter any type of transactions etc. The same as someone using the Read Only Password in other versions of the program.
- **No Access**: A user who has an OnDemand login to ACCOUNTS in an account that has multiple databases can be given this access level for any databases to which they should not have access.

See [Passwords in the Program](#) for more details about most of these permissions, which in other versions of the program are managed by separate passwords (but without using login names).

The same people do not have to be the OnDemand Site Administrators and the ACCOUNTS Administrators, but that will probably most often be the case.

The first user that actually starts the OnDemand version of ACCOUNTS for a given database is always automatically set up with User Admin w/ Full Access permissions (ACCOUNTS Administrator). Subsequent users who start the OnDemand version, if a ACCOUNTS Administrator had not previously set them up with a permission in **Maintenance** ⇒ **Administer All Users**, will be automatically set up as with Full permissions. That can be changed with that Maintenance window.

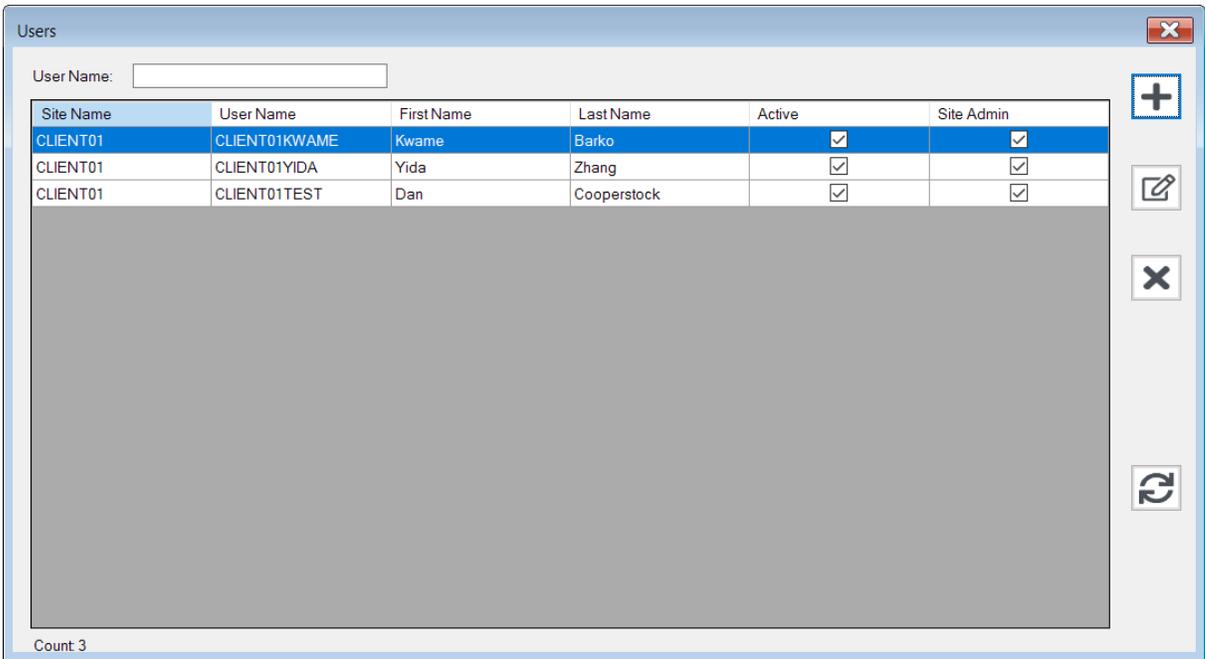
OnDemand User Management

Logins can be added or removed, and passwords can be changed, from the User Management application in the OnDemand client window that is displayed after your initial login - the same one that you start ACCOUNTS from. Only OnDemand Site Administrators, who have been set up as such in that application, can use this program. It is recommended that you have at least two such Site Administrators, in case one is not available.

The User Management application also allows the Site Administrator to determine which Software4Nonprofits programs each user has access to, for our customers who own both ACCOUNTS and DONATION.

The same login information will be used for both programs, if you have access to both ACCOUNTS and DONATION.

Here is a sample of that User Management application's window:



On this window, any user names that have already been set up are in the spreadsheet-like grid. You cannot edit anything directly in the grid. Use the following buttons along the right edge of the window as follows:

Butt on	Action
	Click this to add a user and specify which Software4Nonprofits programs they can use. Enter their details in the window that comes up, then click the Save button. See below for more details.
	Click this to edit a selected user's details in a popup window, including changing which Applications they can access. You can also change the checkboxes for "Active" (whether they are currently allowed to log in) and "Site Admin" (whether they are a Site Administrator, able to use this User Management application) when you are adding or editing a user.
	Click this to delete a selected user.
	Click this to reset a selected user's password. This will inform you of the new password, and send an email to that user's displayed Email address on this window, to inform them of it. Just like when you add a new user, they will then have to change it to a password that they choose, after their first login using it.

Here's a sample of the window for editing or adding a new user:

User Management

Site Name CLIENT01

User Name
CLIENT01TEST

First Name
Dan

Last Name
Cooperstock

Email
info@software4nonprofits.com

Active

Site Admin

Applications - +

ACCOUNTS

DONATION

Cancel Save

Here is the process when you add a new user with the  button and click **Save**:

- That will send an email to that user's Email address that you entered, to inform them of their password. It will come in an email from notifications@ondemandmail.com, with the Subject "Software4Nonprofits OnDemand New User Information".

- However, that email does not include their User Name for security reasons! You have to directly inform them of the User Name you give them, and where to find and install the OnDemand client program, using the Download Links at <https://software4nonprofits.com/pricing/accounts-cloud/#step-2>.
- They will then have to change the password they were sent to a password that they choose, after their first login using it.
- User Names are not case-sensitive (so they can be entered in upper case, lower case, or any combination) but passwords are case-sensitive (they have to be entered in the exact case they were supplied, or entered when you change them).

Additional Help on this User Management window can be found online in the [OnDemand Site Administrator's Guide](#), so it will not be repeated here. Please keep in mind, however, that parts of the Help there will be referring to programs from ACS Technologies (the company supplying us with the OnDemand services) rather than referring to Software4Nonprofits programs. But the ideas are all the same.

Software4Nonprofits can also access the User Management application if you get stuck. For instance, if there is only one user set up and they forget their password, we can go in and do a password reset for them.

OnDemand Login Passwords

You will be assigned a password when you are initially given your User Name for logging in to the On Demand client. The first time you use it, you will be prompted to change it. You will also be prompted to change it every 180 days. Limitations on what can go into the passwords are explained at <https://wiki.acstechnologies.com/display/OnDemand/Complex+Passwords>.

If you have forgotten your password, you will have to ask your Site Administrator to reset it for you.

Note: You cannot change your own password, other than when the system prompts you to do so. If you do need to change your password, any other OnDemand user from your organization who is set up as a Site Admin can do so for you. That's one good reason to make sure you have at least 2 users set up, and that at least 2 of them are Site Admins. If that is not an option, we can reset your password for you, but we would ask you to have another user from your organization do so for you if at all possible.

Administering all ACCOUNTS Users

Any user who is a ACCOUNTS Administrator for the current database they are logged into can use the menu option **Maintenance** ⇒ **Administer All Users** to bring up the following window in which they can add users, delete users, change users's Access Levels (permissions) and change other fields:

Username	Full Name	Email Address	Access Level	Last Active	
DCOOP	Dan Cooperstock	info@software4nonprofits.com	User Admin w/ Full Access	01/27/2021	Delete
USER2	Mr. User Two		Full		Delete

Buttons: New, Save, Cancel, Help, Close

Any other user who is not a ACCOUNTS Administrator can open this window to view the information in it, but cannot make changes in it.

You can change any of the displayed data in this window, except for the Last Active date, which is a record of when that user last logged into ACCOUNTS. The Full Name and Email Address fields are only for your own information, and do not have to be filled in.

You **cannot** change things so that there are **no** Administrators (people with the Access Level "User Admin w/ Full Access"). You **are** allowed to have multiple Administrators.

The program does not have the capability to inform users of any changes made in this window. So you will want to inform them directly about such changes, such as adding them or changing their Access Level.

Any users that you add in this window will still have to download and install the OnDemand Client program from our web page <https://software4nonprofits.com/pricing/accounts-cloud/#step-2>, if they do not yet have it installed. They will also need to be given a login with the same User Name in the OnDemand User Management program, before they can log in.

Users who have been set up with a login in the OnDemand User Management program, but have **not** had the same User Name set up in this window, will automatically get Full access in the database when they first start DONATION.

Users of instances of DONATION and/or ACCOUNTS that have multiple databases can have different Access Levels in each one. Such users can be limited to only accessing specific databases, by giving them the No Access access level in the databases to which they should not have access.

You can delete a user by clicking on the **Delete** button on their row. You then have to click **Save** to complete that deletion, or you can click **Cancel** to cancel it.

WARNING: Deleting a user in this window will **not** prevent them from running ACCOUNTS, until you also delete them in the OnDemand User Management application. If you are not an OnDemand Site Administrator, you will have to have your organization's Site Administrator do that. Until that is done, if the user you only deleted in the window above tries to run ACCOUNTS, they will be added back to this list with the Full access level!

Managing your own Login

If you are not a Site Administrator, you cannot change your own login in any way, except when the OnDemand client prompts you to change your password.

Site Administrators can use the User Management program to change existing user's recorded first and last names and email addresses, and do password resets. Login User Names, however, cannot be changed. If you want a different User Name, the Site Administrator can just create an additional login for you with the User Management program with the desired name and you can switch to using that. (They may want to then delete your previous User Name.)

See Also: [OnDemand Version Overview](#)

20.5 Security

Please read the OnDemand [Overview](#) section first, if you have not already done so, before reading this section.

If you use the [OnDemand Version](#) of the program, both the ACCOUNTS program and your database are stored on secure ACS Technologies servers. All communication between the OnDemand Client application on your computer and the server is encrypted, using secure protocols. General ACS Technologies security information (some of which applies to other programs that they sell, but some of which also applies to ACCOUNTS OnDemand) can be found at <https://legal.acst.com/data-security-measures>.

Although your communication with the server is protected by strong encryption, ultimately the final level of security will always depend on securing the login user name and password you use to access the database through the program. (Anyone with that information could install the OnDemand Client program and access your database. Virtually any cloud-based or web-based software has exactly this same problem!) That is why strong passwords are required for your login.

Because no extremely valuable information like credit card numbers is stored in the ACCOUNTS database (or at least, you should not be doing so!) there is also probably very little incentive for hackers to try to get at your data.

Also as with virtually any software service where your data lives on a server, we can have access to your data. However, other than to help you resolve difficult or unusual problems, we can assure you that we have no interest in looking at your data!

See Also: [OnDemand Version Overview](#)

20.6 Date Formats

Because the OnDemand version runs the actual program on a server, rather than your computer, any date formats you set in Control Panel on your computer will not apply to it. And for security reasons, you cannot run Control Panel on the OnDemand server.

To work around that, the OnDemand version has a new menu option **Maintenance** ⇒ **Date Formats**. Selecting that brings up a window such as the following:

Select Date Formats

Example:

Short Format: MM/dd/yyyy 12/31/2020

Long Format: d MMMM, yyyy 31 December, 2020

OK Help Cancel

Whatever you select there will be saved for use whenever you run ACCOUNTS. Although there are drop-down lists of common options for the date formats, you can also type them in yourself if you want something that is not on the list. When you click **OK**, the program will tell you whether what you have entered is valid and thus can be saved.

Here are the meanings of the various parts of the date formats that you can use:

- d: 1 or 2 digit day number in the month, as required
- dd: 2 digit day number in the month, like 01 for the 1st or 31 for the 31st
- ddd: not allowed (short name of the day of the week)
- dddd: not allowed (long name of the day of the week)
- M: 1 or 2 digit month number in the year, as required
- MM: 2 digit month number in the year, like 01 for January or 12 for December
- MMM: short name of the month
- MMMM: long name of the month
- yy: 2-digit year, like 21 for 2021
- yyy or yyyy: 4-digit year

Please note that the settings are case-sensitive. Codes for days and years must be lower case d's and y's, and codes for months must be upper case M's.

The settings you set in this window are just for your user login to the OnDemand version of ACCOUNTS. Other users from your organization can have different settings.

20.7 Troubleshooting

This page explains various problems that can come up when starting to use or continuing to use the OnDemand version, and solutions to those problems.

I am Prompted for a Host Address when I Start the OnDemand Client Program

This is actually explained in the [Download Links](#) area of the OnDemand web page, when you click on the link for your operating system (e.g. Windows or Mac). Usually it only comes up when you use the Mac version for the first time.

Just enter the following if you are prompted for the Host Address:
s4np.ondemand.acstechnologies.com

"Failed to connect to 's4np.ondemand.acstechnologies.com' on port 491"

If this message comes up when you start the OnDemand client program, it will usually be an issue with Firewall software on your computer or network not allowing you to access external resources on TCP port 491.

For some instructions on making changes to your Firewall, see the [Firewalls](#) section of the Local Network Versions help page. Where that section refers to port 3050, you will need to substitute 491.

Further resources about this error from ACS Technologies, who run the OnDemand servers, are at: <https://wiki.acstechnologies.com/display/OnDemand/Failed+to+connect+to+server>

One other possibility with this error (or similar ones) is that you are trying to connect from outside of the U.S.A. or Canada, which is normally not allowed, for security reasons. (That is imposed by ACS Technologies, who run the OnDemand servers.) If this is the case, please [contact us](#) to discuss your options.

And a final possibility is that the OnDemand servers are down or for some other reason cannot be accessed, such as a major Internet failure. Normally the servers are all rebooted in the early morning (between 2:50-3am Eastern time), but very infrequently a fairly quick reboot will also be needed during normal working ours.

Nothing Happens when I Click on ACCOUNTS or other Programs on the OnDemand Menu

You have to double-click, just like on the Windows Desktop!

I Can't Access my Computers's Hard Drive for Backups, Importing, or Exporting

Your computer's hard drive when you are running the OnDemand programs shows up as drive J:, not C:. and successive drives (such as USB memory keys) show up as successive letters, like K: or L:. See [here](#) for more details.

Reports Appear Blank on Screen

This is a problem that a small number of our OnDemand users have with their printer driver.

To start working on resolving this, you first need to run the OnDemand Printing application from the main OnDemand menu window that you start ACCOUNTS from.

Click on your printer in the window that comes up, then click "Driver ...". Drop down the list of drivers, and look for one for your exact printer model, or one from your printer manufacturer with a similar model number. If you find it, save it with OK, then go back and see whether reports are displaying properly in ACCOUNTS.

If it isn't, first of all, please tell us exactly which make and model of printer you have, and which driver you tried. That will allow us to investigate whether a better driver can be found.

Then, since it isn't working, just delete that printer from OnDemand Printing by clicking on it and clicking the "Remove" button. That will leave in a printer called "Preview PDF".

Click on "Preview PDF" then click the "Set Default" button.

Then try running ACCOUNTS again, and generate your report, which should look OK now. Assuming it does, click Print, and print to that "Preview PDF" printer - which will be the only available choice. That will bring it up in your own computer's PDF viewer application (usually Adobe Reader) and you should be able to print fine from there.

"IDS Server ... Failed to authenticate user"

This occurs if your username and/or your password are incorrect when you try to log in. Please see the following section for solutions.

I am Locked Out after Failing to Enter my Password Successfully

There are actually no lockouts in OnDemand. If you get kicked out of the login window after a few unsuccessful login attempts, you can immediately open it again and try again.

If you have another OnDemand user in your organization who has been set up as a Site Administrator, they can use the User Management application on the OnDemand menu to reset your password for you, if necessary.

If you still can't log in for yourself, and don't have someone else in your organization who can reset it for you, as explained in the previous paragraph, please get [contact us](#) and we can reset it for you.

"Windows is searching for ids.exe"

This happened to some users when they tried to run the OnDemand Client program after it had prompted them to upgrade it.

The solution if this occurs is to just re-install from the [Download Links](#) area of the OnDemand web page.

I Can't Paste my Username and Password into the Login Window

Unfortunately this is a limitation imposed by Graphon, the underlying originators of the OnDemand software.

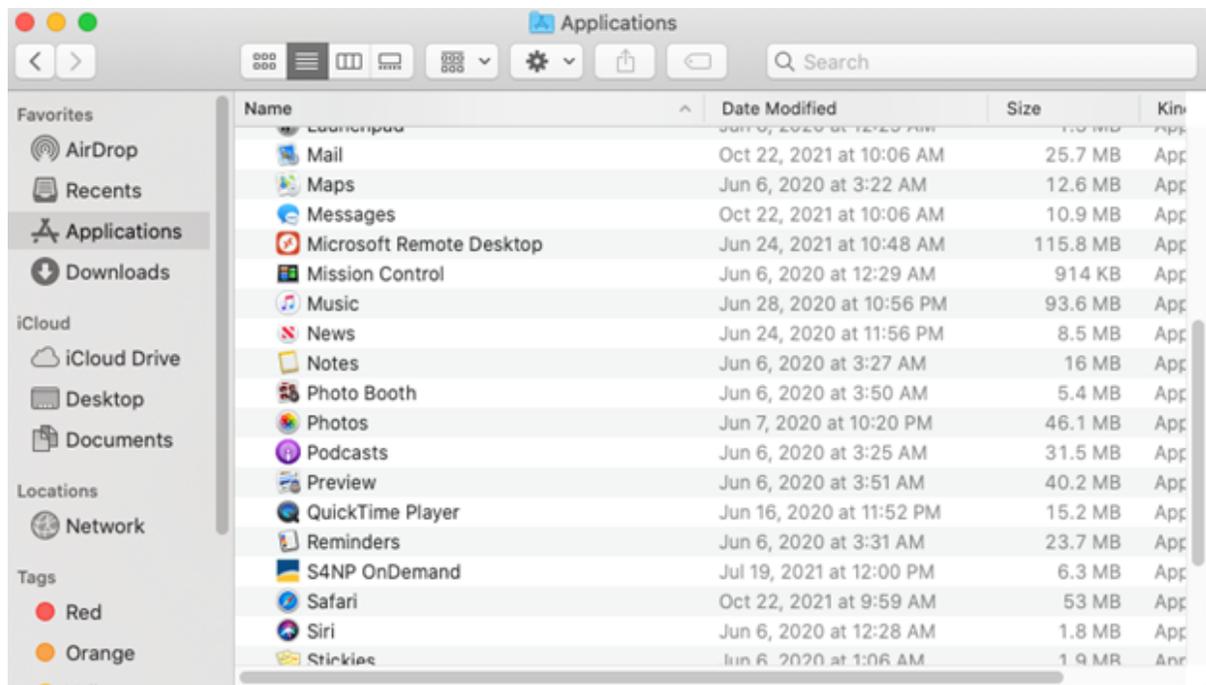
If you feel that your computer is private and secure, and you want to avoid having to log in every time you start the OnDemand client, there are instructions on the [Command Line Arguments](#) page for adding your user name and password to the command line used for starting it. If you do that, you will have to change the command line arguments every 180 days, when the OnDemand system requires you to change your password.

Another option is if you use a password manager that can type in your login and password for you. We found with the open source password manager [KeePass](#) that this would work, but what it typed to enter the username and the password had to be changed to each be preceded by two arbitrary characters and then two backspaces to make it work reliably. So what it calls the "Autotype Sequence" was "`!!{BACKSPACE}{BACKSPACE}{UserName}{TAB}!!{BACKSPACE}{BACKSPACE}{Password}{ENTER}`". However, even this trick may not work if you have special characters (other than letters and numbers) in your password.

I'm on a Mac and Nothing Happens when I click GO after starting the OnDemand Client Program

This problem is about when the window with the title bar "S4NP OnDemand" and text "Welcome to S4NP OnDemand" comes up, and you click the **GO** button on it, and nothing happens.

This is usually if you haven't fully followed the Mac instructions in the [Download Links](#) area of the OnDemand web page to drag the installed S4NP OnDemand icon into the Applications folder, and run it from there. This will be the case if you are running from a folder labelled S4NP OnDemand with two icons in it, S4NP OnDemand.app and Applications. You need to drag the S4NP one into Applications, open Applications, and run it from there. It should then work. Your Applications folder should look like this (if set to show details rather than icons). Of course the apps in it will vary depending on what they have installed, but what's important is that they have one named exactly "S4NP OnDemand".



21 REVISION HISTORY AND BUGS / FEATURES

21.1 Revision History - Latest Version

This page lists all of the history of changes and fixes in all of the releases of the program since the start of 2019. The changes prior to that are listed on the [Revision History - Version 1.00 to 2018](#) and [Revision History - Beta Versions](#) pages.

Release 4.07d (June 17, 2025)

- Fixed a bug in [Importing Online Banking Transactions](#), where if the downloaded file to be imported is larger than 32,767 bytes, the part of that file after that point is ignored.

Release 4.07c (April 9, 2025)

- Fixed a bug in the General Ledger report in the Accountant reports section: Asset and liability accounts which had no starting balance prior to the period being reported on, and only had transactions on the exact start date of the report but no later transactions, were accidentally being omitted from the report.

Release 4.07b (April 8, 2025)

- Changed the **Database** ⇒ **Import Transactions** [menu option](#) to allow for files where there is no NAME field in the lines for transaction details, which should become the Payee / Description in the imported transaction(s). If there is no such field, you will now be prompted for it.
- Fixed a bug in starting the program, where if your license expiry date is more than 30 days in the future, but you don't currently have a Stripe subscription (or our system incorrectly thinks that), you get an incorrect message box saying "your eligibility for support and upgrades ended on" the expiry date in the future, and suggesting that you need to pay or get an updated license key!

Release 4.07 (February 28, 2025)

- Introduced a new [option](#) "Use Microsoft-Specific Authorization" in the main window for [configuring email sending](#). This should allow users who have Microsoft-based email addresses, such as Hotmail, Live, Msn or Outlook ones, or have email addresses on their organization's domain managed by MS Exchange, to successfully configure email sending. All of those started having problems sending emails from our program in the last few months.
- Changed the **Tools** ⇒ **Pay your Annual Fee** [menu option](#) to be named **Tools** ⇒ **Subscription Management Portal**. As before:
 - If you have never paid for ACCOUNTS or for other reasons do not currently have an active subscription, it takes you to a page from which you can pay.
 - If you do have an active subscription, it takes you to a page from which you can view and change your payment method, get invoices, cancel subscriptions, etc.
- [Importing online banking downloads](#) was failing for at least one financial institution (Alterna Bank in Canada) because their files were marked with what seemed to be an incorrect

version number. The program has been changed to allow that version number in the files, so that the imports will succeed.

- The program's license keys, when you are paid, are now stored in your database rather than just in a text file on your computer. Among other things, this will mean that users who share a database in the Standard or Local Network versions won't necessarily each have to retrieve an updated license key after each payment. It also means that if you have multiple databases (through the [Switch Databases](#) option) you may have to retrieve an updated license key for each one. (Prior to this change, updating one database updated all of them.)
- Automated license key retrievals now no longer need you to see a window, confirm what it's doing, and click a button to retrieve them - they just happen automatically, when appropriate, and give you a message when they have happened.
- If you allow your payments to expire, after the 30 day grace period, previously you could no longer enter the program at all. Now, you can enter the program read-only, to allow you to still see your data and run reports.
- The installation program no longer prevents you from installing a update to the program that is newer than your license key expiry date, and the program no longer complains if it is running and it is newer than your license key expiry date. So you can install and use upgrades, even if you are expired.

Release 4.06b (January 7, 2025)

- The program now comes with a newer version of the 3rd-party controls (Chilkat) that it uses for multiple purposes including sending emails and communication with websites. (This was originally stated as being part of Release 4.06, but in fact wasn't included until this release.)

Release 4.06 (November 7, 2024)

- Fixed an incorrect message that could happen if you have set limits on how many days transactions can be in the past or future, in the **Maintenance** ⇒ **Main Options** [window](#). When you were entering dates too far in the future based on those settings, the message gave the number of days it wasn't allowed to be in the past, rather than the number in the future! (You could only notice that if those numbers were different from each other.) The correct limits were being enforced, only the messaging might be wrong.
- Fixed a bug: If you created a Journal Entry in a new database that did not have an Opening Balances transaction saved yet, it would be recorded as being the Opening Balances transaction, and it would not appear in the Journal Entries window.
- As long as you are connected to the Internet, the program can now transmit usage information for many actions and features you use to Google Analytics, to help us better understand and improve your product experience.

Release 4.05b (April 29, 2024):

- Fixed some named date ranges for reports that include "Last Quarter", which could erroneously give a quarter end date of March 30, instead of March 31, when you are in the 2nd quarter of the year (that ends on June 30).
- Fixed a bug in the selection of accounts for various reports that are for one account or one fund, where if instead of typing or selecting an account name, you typed an account

number, it would cause technical error messages and the program would exit. You can only select accounts by name, not by number.

Release 4.05 (March 16, 2024):

- Fixed a bug in the data entry of account names in many windows like the [Register](#), [Write Cheques](#), [Journal Entries](#) etc. where if instead of typing or selecting an account name, you typed an account number, it would cause technical error messages and in some cases could cause bad data to be stored. You can only select accounts by name, not by number.
- Fixed a bug when importing a chart of accounts from QuickBooks [Desktop](#) or [Online](#) on startup, where if an account or sub-account "General Fund" was found, but not with that exact capitalization, the import would fail without a clear error message. (For instance, it would fail if the account was found with the name "GENERAL FUND".)
- Fixed a bug in **Reports** ⇒ **Fund** ⇒ **One Fund Income Statement**: If you ran it, then clicked the **Rerun** button, then re-ran it without changing which Fund Account it was being run for, it would crash the program with a message about "Error at line 33 in clicked event of cb_ok".

Release 4.04c (December 27, 2023):

- Fixed a couple of problems with cut-off information in the headers of the two sub-reports (Balance Sheet and Income Statement) in **Reports** ⇒ **Summary** ⇒ **Government Form Amounts**.
- Corrected an error building this help file that led to there being an extra topic in the Index, "Importing Accounts from QuickBooks", which had actually been replaced by an updated version of it, "Importing Accounts from QuickBooks Desktop". There has also for a while been another separate topic "Importing Accounts from QuickBooks Online".
- Fixed the link to the Canada Revenue Agency's payroll calculator in the [Payroll](#) section of the Help page "What Doesn't ACCOUNTS Do?".
- For OnDemand and Local Network versions, display a banner saying "Connecting to SQL Sever" when it is attempting to do that as the program starts, or after certain other activities. Usually it will only be displayed for a fraction of a second, but if there is ever a problem with the SQL Server, the appearance of this banner will help you and our support team understand what is blocking the program from starting.

Release 4.04b (September 27, 2023):

- Fixed an obscure bug in [Custom Reports](#), if you include Budget columns, and your [fiscal year](#), as set in the [Organization Info](#) window, is not the same as the calendar year. As an example, suppose your fiscal year starts on July 1, so the "Fiscal 2024" year is July 1, 2023 to June 30, 2024. If you included a budget column in your Custom Report with a date range that included any months in 2023, the program was trying to pull their budget amounts from a "Fiscal 2023" budget, instead of the "Fiscal 2024" budget that it should have used. That could lead to wrong figures, or even all 0's for the budget figures, if you didn't have a "Fiscal 2023" budget at all! That is now fixed.

Release 4.04 (September 14, 2023):

- Corrected the Net Income lines in **Reports ⇒ Fund ⇒ Income Statement Yr/Yr Comparison** and **Reports ⇒ Fund ⇒ Income Statement General Comparison**. They were incorrectly showing the same Net Income totals for all of the funds, which were actually the Net Income totals that would be shown on the non-fund Summary reports with the same names!
- On those same two Fund comparison reports, added a section below the Net Income for each fund showing, for each of the date ranges the changes in fund balances for that fund. That is similar to what is done in **Reports ⇒ Fund ⇒ Income Statement**.
- On a number of reports, a very long Organization Name would get cut off at the end. That has been fixed (though it's possible that a very long Organization Name that was in all capital letters would still have this problem).
- In the **Maintenance ⇒ Funds for Accounts window**, removed income and expense accounts that have sub-accounts under them. (Since you cannot post transactions to accounts with sub-accounts under them, it doesn't matter what fund is associated with them!) Also removed the indentation that showed which income and expense accounts were top-level, sub-account or sub-sub-account, since that really didn't matter in this context.
- Improved a message you can get when you use [Enter Bills](#), if there does not appear to be an Accounts Payable account it can use, to explain in more detail what the problem might be. It has to be an account of type Accounts Payable (whether or not that is its name!) with no sub-accounts, not even hidden ones.
- Improved an error message that you can get during the [importing](#) of a chart of accounts from Simply Accounting / Sage 50 Canada, during your initial setup of your database. The error message was about "S" accounts that were stopping the importing because they could not be renumbered to have a lower number than the preceding "A" accounts (the ordering is reversed in ACCOUNTS). The error message gave the name of the problem account; now it also gives the number of that account.

Release 4.03 (June 7, 2023):

- Added [Fund](#) reports **Income Statement Yr/Yr Comparison** and **Income Statement General Comparison**. They are like the same-named Summary reports, except they are split out by fund, with each fund starting on a new page.
- When running reports that prompt for a date, range of dates, and/or other information, if you click the **Rerun button** after the report is displayed, the prompting window will now appear with your previous choices in it. Previously each **Rerun** would start again with whatever the default choices for that report were.
- On the [Pay Bills](#) window, added a **Don't warn about empty Chq / Ref #** checkbox. If you check it, you can leave the **Chq / Ref #** field empty without receiving a warning message asking you to confirm that you want to do that.
- When clicking **Memorize** from the [SQL Select](#) window, if your SQL is valid but doesn't return any rows of data, you are now given a choice of whether to still memorize it for later re-use. Previously you would get a message that it didn't return any data and you were not able to complete memorizing it.
- When using the **Memorize** button to re-save a previously-memorized report from either the [SQL Select](#) or [Reports-viewing](#) window, if you change the Name, you are now given an option of saving an additional memorized report with the new name, or renaming the previous-saved memorized report to the new name. Previously it always saved an

additional memorized report with the new name (unless it was just a change in capitalization, which still doesn't cause you to be asked about this).

In addition, if you got to those windows from the [Memorized Reports](#) window, any changes made to the name of the memorized report you are working on are now reflected properly in the drop-down list of names on that window, which was not always the case before.

Release 4.02d (May 16, 2023):

- Some internal code changes that do not affect the program's behaviour, related to our use of a new server URL for some of the services such as Internet Backups and license key requests.

Release 4.02c (April 23, 2023):

- When entering a transaction in the [Register](#) window, or the [Write Cheques](#) window, if you accidentally put a cheque number in the Type field, and a value that might indicate a cheque (such as anything that includes "CH") in the Number field, you will now get a warning, asking whether you want to reverse which value is in which field, to fix the problem. (Only transactions with a number in the Number field can be [printed](#) as cheques!)
- Fixed a small bug in the [autocomplete](#) for fields like the names of Accounts, or Payees: sometimes if you had entered something, then entirely backspaced it to try entering something else, the autocomplete wouldn't start until you had typed 2 characters, when it should have started on your first character.
- Fixed a limitation of the [Simple Filter](#) window: you could not type (or paste) text into the Value field that was longer than would fit in the display area, because it would not scroll to the right as you typed.

Release 4.02b (March 23, 2023):

- Software4Nonprofits has a new website. Where possible, references in the program and this Help file to pages on the old website have been converted to the most closely corresponding pages on the new website. (Some less-used pages on the old website do not yet have equivalents on the new website, so links to them will be unchanged, and will still work.)
- The program already reminds you monthly to check for updates, if you haven't done so for at least a month. Now, if other users of the same database already have a newer release of the program than you do, it also informs you of that fact as part of the message encouraging you to upgrade. (However, that will only happen once all users have at least this new release.) It can be important to have all users on the same release of the program!
- Fixed an obscure problem: If we ever gave you a SQL Updating password along with some SQL to fix or change some data in your database, and it was based on a version of your organization name but with the wrong capitalization, it wouldn't be accepted. You couldn't fix that by just changing the capitalization to match what we gave you, via **Maintenance** ⇒ **Organization Info**, unless you exited and restarted the program afterwards. Now in such cases that will immediately fix it.
- Removed the little-used menu option **Help** ⇒ **Read Manual**. The main purpose of that was to take you to a web page from which you could download a PDF version of the entire help

file. That really wasn't useful because it wasn't as searchable as the Help file, was way too long to print, and would go out of date as soon as there was a new release of the program.

Release 4.02 (March 1, 2023):

- Once a month, as you exit the program, it does the equivalent of the **Database ⇒ Validate Database** [menu option](#). Now, after that, it also does the equivalent of the **Database ⇒ Validate Transactions** [menu option](#). Both are for finding very rare errors, but ones that it is important to resolve if they do occur!
- As well as silently sending us your Release Number after installing any update, the program also now sends us your Windows version number along with that. That will help us to understand which older versions of Windows are still in use by our customers.
- When you request or automatically retrieve license keys, or request evaluation extensions, the program also now sends us your Windows version number.
- New installations of the program now start with a 30-day evaluation period. If that expires before you pay and get the required license key, you get a 30-day grace period in which you can pay, before the program will stop working until you do pay. This replaces the prior wording of it being a 60-day evaluation period, though it gives you the same number of days.

Release 4.01 (February 5, 2023):

- Added a new menu option **Tools ⇒ Pay your Annual Fee** which takes you to our payment processor Stripe to pay for the program and set up an annual subscription.
- Added a new option **Use words "Dollars" and "Cents" in amount in words on cheques** in the **Maintenance ⇒ Main Options** [window](#). It is checked (on) if you have never changed it, in which case cheque amount in words are written as things like "Ten Dollars and 5 Cents", as they always have been. If you uncheck it, that will be written as "Ten and 5/100".
- When you are setting up [Gmail-Specific Authorization](#) in the **Maintenance ⇒ Email Sending Configuration** [window](#), when it takes you to a browser window to log in (if necessary) to your Google account and authorize emailing from ACCOUNTS, you now have 90 seconds to do so. It used to be 60 seconds, but that could be too short if you had any trouble logging in, or had 2-step verification required on your account.
- Made some changes to prevent an occasion problem, particularly for OnDemand users, when doing [Gmail-Specific Authorization](#). The problem we fixed was one that would show you a technical log including a line saying "SocketError: WSAEADDRINUSE: Only one usage of each socket address (protocol/network address/port) is normally permitted."
- Fixed a few links to web pages in this Help file that were to the relevant page for the DONATION program instead of the correct page for this ACCOUNTS program.

Release 4.00c (December 3, 2022):

- A few users, when they updated to Release 4.00b, were getting a message about "Error in unlock key for Chilkat ..." when the program started after the install. While that could always be fixed with either a reboot or a 2nd install of that Release, we are not sure why it happened. This Release gives a more detailed error message if that problem occurs,

which could be sent to us as a screenshot, to help us understand it and hopefully prevent it in the future.

Release 4.00b (November 25, 2022):

- Fixed a problem where email sending using the Microsoft SMTP server smtp.office365.com, configured with the **Maintenance ⇒ Email Sending Configuration window**, had stopped working recently.

Release 4.00 (November 23, 2022):

- The program now checks for whether there's a newer license key available for you to retrieve, every time you start it, even if your current license key isn't expiring yet - as long as your computer has Internet access.
- Made various changes to make the program work with our upcoming change of payment processors from PayPal to Stripe.
- Fixed a bug that allowed an automatic retrieval of an expired license key that expired before your program's release date. That didn't make sense, since the newer program is an upgrade, and an expired license key doesn't entitle you to an upgraded version.

Release 3.05c (October 31, 2022):

- Changed the column heading for the final total column in **Reports ⇒ Summary ⇒ Income Statement by Months**, **Reports ⇒ Summary ⇒ Income Statement by Quarters**, **Reports ⇒ Fund ⇒ Income Statement by Months**, and **Reports ⇒ Fund ⇒ Income Statement by Quarters**. It used to always say "Total Year". Now it only says "Total Year" if the report is for an entire year (any 12 months for reports by months, or any 4 quarters for reports by quarters), and otherwise says "Grand Total".
- Improved the change that was the last point in the notes for Release 3.05b, about silently informing us when you install a new release of the program. In most cases, that will now update our records automatically, rather than sending us an email.

Release 3.05b (October 17, 2022):

- A number of fixes to [Recurring Transactions](#), including:
 - When setting up the recurrence details, you could not successfully set a Start Date before today, that would lead to the Next Recurrence being before today. You also might be asked multiple times about that same thing.
 - When you were asked about using a Start Date before today, if you chose the messagebox option "Use today as the start date and re-calculate", it did not actually change the Start Date to today's date in the display.
 - When inserting recurrences with an End Date, after which there could be further recurrences before today's date if it was ignored, it was in fact ignored, and so extra recurrences were inserted.
 - When inserting recurrences that weren't set to be automatically inserted, so that you were asked whether to Insert, Skip, or Ignore, and if you Skipped all of them, that action might be ignored, and so the next time you entered the program you could again be

prompted to insert the same recurrences. ("Skip" should mean that you won't be asked about those recurrences again.)

- When you first install this release, or any new release after this, as long as you have Internet access working on your computer, the program will silently send us an email to inform us of your new release number. That will allow us to better support you if you have any problems with the program, since we will know what features and bug fixes you have in your release of the program.

Release 3.05 (August 18, 2022):

- Added the **Reports ⇒ Summary ⇒ Percentage of Annual Budget** and **Reports ⇒ Fund ⇒ Percentage of Annual Budget** reports. They list your income/revenue and expenses for a prompted-for period within one budget year, along with the budget for the entire year, the difference between the actuals and the annual budget, and the percentage that the actuals are of the annual budget. The version on the **Reports ⇒ Fund** menu breaks it out, with one report per fund.
- Fixed a bug in the **Summary ⇒ Budget Comparison** report: some totals in the Budget column could be missing.

Release 3.04b (August 4, 2022):

- Fixed a bug introduced by Release 3.04: various actions, including trying to request or retrieve a license key, could give "Error at line 16 in gf_email_valid".

Release 3.04 (August 1, 2022):

- Fixed a bug: in fields with the [autocomplete](#) feature, like Account names, Payees etc., typed digits that were part of an entry on the list of values for that field would be ignored if they were typed using the numeric keypad. Digits typed using the top row of your keyboard were already working correctly.
- Fixed a bug: [Memorized Custom Reports](#) that include a Custom Date Range need to display the Custom Reports definition window when you re-run them, for you to enter your desired date range. That was happening if you ran it from the Memorized Reports window, but not if you ran it from the [Report Browser](#).
- Corrected an oversight: users entering the program with the read-only password were allowed to edit [Memorized Report](#) names and descriptions on that window.
- This release was created with a new version of the programming environment we use - PowerBuilder 2021. Because of that, it can no longer be installed on Windows 7, Vista, or 8.0. It can be installed in Windows 8.1, 10, 11, or Windows Server 2008 SP2 or later.
- Added a **Help** button to the **Tools ⇒ View Saved Settings** [window](#).

Release 3.03c (June 22, 2022):

- (This point is primarily for our own staff.) Change some code used for reading text files that can fail to read the entire file if the file has an ANSI rather than Unicode encoding, but has accented characters in it.

Release 3.03b (June 21, 2022):

- Added a right-click menu option "Print Register" on the [Register](#) window, that just tells you which reports from the main menu would allow you to print the contents of the Register.
- For users using [Gmail-Specific Authorization](#) for their [Email Sending Configuration](#), fixed problems that could occur in some situations:
 - You could get a message saying "There was an errors in the Specific Authorization for Google: Error: response information is not complete." After that you would have to redo the setup.
 - You could be required to redo the Authorization every time you used email sending with Gmail, if it was more than an hour after the last time you had used that.

Release 3.03 (June 7, 2022):

- Changed how fields for selecting an Account work with the [keyboard](#), in order to make it easier to select them:
 - Previously you could not type in those fields, but pressing the first letter of an account name would bring up the first account starting with that letter, and pressing it repeatedly would bring up successive accounts starting with that letter.
 - Now it has "autocomplete", where you can type in the field and it shows you matches to what you have typed so far, with the part you haven't typed highlighted so it will be replaced if you keep typing. So for instance if you had accounts Garden Donations and General Donations as the first ones alphabetically starting with G, typing "G" would bring up Garden Donations, and adding "e" would change it to General Donations.
 - You can still use the drop-down list, or use the arrow keys to move through the accounts (perhaps after typing the first part of an account name) even without dropping down the list.
- Similarly, changed several places where you can pick a [Vendor](#), to allow typing and use autocomplete, rather than just picking from a drop-down list.
- Fixed two cases where the list of accounts on the main window can be cut off on the right, with no scroll bar:
 - For [read only](#) users, if you are showing account numbers, and
 - For regular users, if you use the **Maintenance** ⇒ **Main Options** [window](#) and uncheck "Hide Account Numbers except in Chart of Accounts", when it was checked before.
- In the [Enter Bills](#) window, changed the Vendor field to allow typing and autocomplete, as with the Account fields, and the Payee / Vendor field on the [Register](#) window.
- Usually a Chart of Accounts should have only one account where the Type is Accounts Receivable, and only one where the Type is Accounts Payable. If you try to create an additional one of either, you are now informed of that, and the program suggests that you not do so. Of course, you can have other asset and liability accounts that represent other things that are receivable by you or payable to you, but they would have other Types.
- Fixed a problem with the [Register Splits](#) window: if there is only one split line, and you use <Add New> and add a new account there, then when you close that window and return to the Register window, a number appears instead of the account name. (The transaction was still OK though.)
- When you click a **Save PDF** [button](#) for a report, or use the **Save As** button and save to PDF, and you choose to save it to a file that already exists, you now get an option to Append the new PDF to the existing file, as well as the previous options to replace the previous file, or cancel the save.

- Fixed a problem when doing [Gmail-Specific Authorization](#) for your [Email Sending Configuration](#). When it took you to the browser window to do the authorization on Google, if you didn't succeed in doing that, or closed that window etc., the program was supposed to stop waiting for you to do that after 60 seconds. It would actually never stop waiting, and you might have to force the program to exit, to get out of that wait.
- Fixed a subtle and somewhat unlikely to occur bug in the [Simple Filter](#) window. It occurs if you have two or more filter conditions using the Operators IN or NOT IN, and the comma-separated list of Values for one of the earlier conditions has more items in it than the comma-separated list of Values for one of the later conditions. In that case, one or more of the Values for the earlier conditions will actually be incorrectly added to the list for the later conditions, in the calculated technical filter string. (Note: no users have reported encountering this bug - we just happened to notice it ourselves!)
- This point is just a technical one for Software4Nonprofits staff to understand it: A fix was made for a file downloaded from CanadaHelps that users might want to import into our DONATION program, that could also change behaviour in ACCOUNTS. The downloaded file was using the UTF16-LE Unicode file encoding with no Byte Order Mark (BOM), which really should not be done. (We have written to CanadaHelps to suggest they change this.) To adjust for this, we added some detection using a function supplied by Windows for detecting such files, which however can still give incorrect results for some files, and thus could possibly lead to other text files with unexpected encodings that were being read by ACCOUNTS being misinterpreted.

Release 3.02d (May 7, 2022):

- Since all @telus.net and @telusplanet.net email addresses are now served by Gmail servers, the verification etc. in the [Email Sending Configuration](#) windows has been changed to use Gmail settings for them. This also means that you can use the [Gmail-Specific Authorization](#) option for them. (This was supposedly fixed in release 5.01d, but actually wasn't.)
- Two changes for users of the [Cloud Storage Service](#):
 - For the cases when you do not have an Internet connection when you **start** the program, it gives better messages and options about reconnecting before you continue, to avoid having only read-only access to your data.
 - For the cases when you lose your Internet connection before you **exit** the program, it gives clear options to reconnect. If you cannot reconnect to the Internet, the messagebox about that now gives better instructions as to what to do to ensure that your last changes (if any) are uploaded to the Cloud Storage and your control of it is released.
- Added a **/F "basename"** optional [command-line argument](#), which allows you to specify which database to open if you have multiple databases that you switch between with the **File ⇒ Open Database menu option**. (Without that argument, the program will always open to the database you used most recently.)
- For users of the [Cloud Storage Service](#) or [OnDemand](#) version, the prompt that comes up if you have left the program running for two hours without doing anything in it, saying it will exit, is now forced to be "attached" to the program's main window, so the main window is always visible then it comes up. That should be clearer.
- Made some changes for automatic license key retrievals, so that if you have only paid for the Standard version, but have installed the more expensive Local Network or OnDemand

version, you will get an appropriate message, explaining that an upgrade payment is required if you want to switch to that.

Release 3.02c (April 23, 2022):

- Made two fixes to bugs introduced by the improvements to [Recurring Transactions](#) in release 3.02:
 - Transactions which you had set to be inserted some number of days in advance of the transaction date would not be inserted until the transaction date was reached.
 - For transactions that should have a cheque number, if there were multiple occurrences of the same transaction to be inserted, as well as other transactions with cheque numbers, overlapping cheque numbers could be generated and saved, if you did not notice and correct them.

Release 3.02b (April 8, 2022):

- When you choose to print the Reconciliation Report after you click **Finish** on the main [Reconciliation](#) window, that report has been changed to only show uncleared transactions after the statement ending date if the "Show unreconciled transactions after the Statement Ending Date" checkbox in the window is checked. Previously when you printed that report from the Reconciliation window it always showed all future unreconciled transactions. (You were always given a choice about that if you chose to reprint that report with **Reports** ⇒ **Banking** ⇒ **Prior Reconciliation**.)
- In [Custom Reports](#), change the Type column names for Difference columns from things like "Difference (Col 1 - Col 2)" to "Difference (Col 1 vs Col 2)". That's because the dash, or minus sign, in the previous wording suggests subtraction, but our difference reports subtract in different directions for Income accounts and Expense accounts, so that it always (in that case) shows by how much Col 1 is "better" than Col 2 - higher for income, or lower for expenses. More details about Difference columns are in the Help on [Custom Reports](#).
- Added a Help page on [OnDemand Troubleshooting](#).
- Added a new entry to the [Troubleshooting](#) section for the Cloud Storage Service (and a new Index entry under "Troubleshooting" to help you find that section!). The new entry is about what to do in the unusual cases when databases on different computers become out of synchronization with each other, so they have different data.
- When importing a chart of accounts from [Simply Accounting or Sage 50](#), the program will now stop the import attempt if any of the account numbers it finds are not your specified account number length (4 or 5). If that happens, you need to correct that in your Simply Accounting or Sage program, re-export the accounts, and try again.
- Clarified the window title of the window reached by clicking **Edit** on the [Bill Payment List](#) window. Previously its title was "Edit Payment Bills", now it is "Edit Bill Payment".

Release 3.02 (March 21, 2022):

- Improvements to [Recurring Transactions](#):
 - Their Start Date can now be in the past, so that they will cause recurrences to be entered prior to the current date.
 - When there are multiple occurrences of a given transaction that need to be inserted when you start the program (whether because the Start Date was in the past, or just

because you haven't run the program for a while), they are now inserted all at once, instead of requiring you to confirm them one by one, and then continue on to the next batch of recurrences.

- In the window that comes up for inserting the transactions when you start the program, for the ones that aren't automatically inserted, instead of the Insert and Skip buttons, there are now three radio button options: Insert (the default, that comes up selected), Skip, and Ignore. See the [help](#) for full details on that.
- Changed the help for [Gmail Configuration](#) to point out that after May 30, 2022, only the Gmail-Specific Authorization option, or using 2-step verification and an application password, will work. The option of allowing "Less Secure Apps" is being removed.
- When importing a chart of accounts from QuickBooks during your initial setup of a new database, added "Long-Term Assets" as an allowable account type found in the import file. Previously we were unaware of the possibility of that type occurring in such import files, and import files including it would be rejected.
- Fixed a bug in the arguments available in the [SQL Select](#) window: the :TRANSACTION_DATE argument was broken and selected data with the wrong date (if there was any for that wrong date!).

Release 3.01b (February 13, 2022):

- Fixed a bug in the main [Email Sending Configuration](#) window that happens if you switch back from Gmail-Specific Authorization to Normal Server Authorization, and then click **OK** to save that change and close the window. The next time you opened that Email Sending Configuration window, the window would show an empty area in the middle, rather than showing your saved email settings.

Release 3.01 (February 9, 2022):

- Added a new section about Fixing Reconciliation Problems to the bottom of the Help topic on [Reconciling your Accounts](#).
- Made some fixes to the [Gmail-Specific Authorization](#) option in [Email Configuration](#):
 - It now catches some cases when there is missing information that would have generated very technical messages, gives better messages instead, and can sometimes automatically reset the authorization to correct the problem.
 - If you switch back from Gmail-Specific Authorization to Normal Authentication, after a prompt to confirm you want to do this, your Gmail authorization settings are now cleared, so that if you switch back to Gmail-Specific Authorization again later, you can start fresh.
 - Fixed a problem where if you have an extremely long email address, it could give messages about certain settings being too long.
- Since all @telus.net and @telusplanet.net email addresses are now served by Gmail servers, the verification etc. in the [Email Sending Configuration](#) windows has been changed to use Gmail settings for them. This also means that you can use the [Gmail-Specific Authorization](#) option for them. (Note: This actually was not correctly done in this release. It works in release 3.02d.)
- Added a paragraph in the Help topic on [OnDemand User Management](#), under the heading "OnDemand Login Passwords", about how you can't change your own password, and what to do if you need it to be changed.

- If you try to make a [backup](#) to a location on your computer's hard drive, you always get a message explaining that that is dangerous, in case your hard drive dies, and it would be better to backup to a USB memory key or elsewhere. You are then asked whether to do it anyways. The default response on that question has been changed from Yes to No, to better prevent you from doing that!
- Prevented a technical error message if you click **Show Transaction** in the [Found Transactions](#) window and for some reason the highlighted transaction can neither be shown as a [Journal Entry](#) nor be shown in a [Register](#) window. Now there will be a clearer error message - which still indicates a problem that should be investigated, because normally there is no way to enter transactions which cannot be shown in one of those two windows!
- Prevented an error in the [SQL Select](#) window, and in running [Memorized Reports](#) that were based on SQL Selects, that could incorrectly give a message about "Error executing the SQL SELECT statement", with no further helpful details, if the SELECT statement you were executing returned more than 32,767 rows of data.
- Corrected some messages that could come up in unusual situations, if the program had downloaded an installation file (for instance, with [Check for Updates](#)), and then was unable to run that installation. Previously some of those messages told you to find the file with the **Tools ⇒ Explore Data Directory** menu option, when in fact the file was in your Temp directory - the messages have been corrected to tell you to use **Tools ⇒ Explore Temp Directory**.
- Made a change to stop the lines at the left and right edges of the Common Actions boxes on the main window from extending downwards if you resize the window to be taller, by dragging its top or bottom edge.
- Made a change that could prevent a technical error message and crash (which we could not replicate ourselves) in the [Email Sending Configuration](#) main window, possibly when switching between "Use Normal Server Authentication" and "Use Gmail-Specific Authorization". (The error was "Error at line 16 in wf_validate_and_save event of w_smtp_options.")
- *This is primarily a note for our own staff, to remember when this change was made, because it will not affect users of the program in any noticeable way:* Made a change to how the program accesses secure services on the Software4Nonprofits.com website, that should prevent future "Error 106" problems like the ones that started happening for many users on September 30, 2021, and were fixed by changes in Releases 2.47 and 2.47b. (The affected services included Internet Backups, connecting with the Cloud Storage Service, doing Check for Updates, and requesting license keys.)

Release 3.00b (December 22, 2021):

- Fixed a number of issues, introduced by Release 3.00, that could prevent users from requesting license keys or evaluation extensions for the OnDemand version, or the upcoming subscription versions of the Standard or Local Network versions. The problems could also cause various incorrect messaging for OnDemand and subscription users whose support had expired.
- When you are specifying the details for [Recurring Transactions](#), the control for how many days to automatically insert the transaction before the recurrence date now allows values from 0 to 60 days. (Previously it only allowed up to 14 days.)

Release 3.00 (December 7, 2021):

- This is the first release of the Standard and Local Network versions where, if you have made a payment on or after January 1, 2022, and gotten an updated license key after that, they will become subscription versions (that stops working after that payment expires, plus a 30-day grace period) . The OnDemand version has always been a subscription version.
- We have confirmed that ACCOUNTS works on Windows 11.

Release 2.48b (November 19, 2021):

- Most messageboxes in the program now show a small camera button in the bottom right corner, similar to the camera picture that was added a while ago on most windows in the program. If you click that camera button on the messagebox, nothing happens immediately, but when you return from the messagebox by clicking OK or whatever other regular buttons are displayed on it, you will be prompted to email a [screenshot](#) of the messagebox to us. After you do that, the program will continue as normal.
- If you [uninstall](#) the program, it now gives you a message telling you the two directories that will still be left over after the uninstall, and that you can manually remove them and their subdirectories if you are **positive** you will never be using ACCOUNTS again.
- When you submit a registration from the program, or set up your Unique ID for Internet Backups and let it email that information to Software4Nonprofits, both of them now include your Release # of ACCOUNTS, so that we can know how up-to-date your software is.

Release 2.48 (November 5, 2021):

- When [printing cheques](#) for transactions created with the [Pay Bills](#) feature, the splits that show on the voucher sections of the cheque now show the accounts used in the bill(s) that were being paid by that bill payment, including proportional amounts if it was a partial payment of a bill. Previously only one split line was shown for cheques for bill payments, with the text "Bill Payment" and the total amount.
- For [Custom Reports](#), only include the header field that says "For the period .. to ..." if the date ranges specified for all columns in the report are the same as each other. Also, correct the code so that when that header field **is** displayed, it doesn't incorrectly show both dates as 01/01/1900. (This is a further fix to what turned out to be a partial fix in release # 2.45c.)
- When you are doing your [Email Sending Configuration](#) for the first time, if you configure it in the first window from an email address from a known email provider or ISP, or from your email client program such as Outlook, then when you get to the 2nd window, there may be some new helpful messages. If it's a Gmail address, you will receive a recommendation to use the new option [Use Gmail-Specific Authorization](#), and if it's any other email provider where we have some special information about extra configuration requirements, you will be given an option to go to the section of our web page www.software4nonprofits.com/smtplist.htm that shows the relevant details.

Release 2.47b (October 1, 2021):

- Better solution than the temporary one in release 2.47, to prevent "Error 106" errors that many users were getting when doing Internet Backups, connecting with the Cloud Storage Service, doing Check for Updates, and perhaps a few other parts of the program.

Release 2.47 (September 30, 2021):

- Changed the name of the **Maintenance** ⇒ **Entity Names** [menu option](#) to **Entity and Report Names**, since it actually deals with both the names of entities in the program (specifically, classes of accounts, like "Equity", "Income" etc.) and the names of reports (like "Income Statement" etc.).
- In the window for [editing an account](#) or creating a new account, if you click **See Existing Accounts**, it now shows headings for the types of accounts, like Bank etc.. Also, when that list of existing accounts opens, it scrolls to an appropriate place in the list based on the account number or type of account already showing in the main editing area.
- If you try to restore a backup from a database with a different base filename from your current database, although it worked correctly to restore (and if necessary create) that other database, there was usually at least one incorrect informational message during the process. That has been corrected.
- Put in a temporarily work-around to prevent "Error 106" errors that many users were getting when doing Internet Backups, connecting with the Cloud Storage Service, doing Check for Updates, and perhaps a few other parts of the program.

Release 2.46 (September 18, 2021):

- In **Reports** ⇒ **Listing** ⇒ **Annual or Monthly Budget**, if it's a monthly budget, and your fiscal months start on the 1st of the month, the column headings are now the name of the months, rather than the previous "Month 1", "Month 2" etc. The previous version is still used if your fiscal months don't start on the 1st of the month.
- Fixed a bug with the new [screenshots](#) feature, that meant that for some users with versions of Windows prior to Windows 10, and certain scaling factors (like 125%), the screenshots were of the wrong area of the screen and thus not helpful!
- Fixed an inability to import [online banking](#) download files from one financial institution that was using unusual line terminators between the initial header lines of its files.
- Put in several warning messages about having Bank accounts in your Chart of Accounts that are sub-accounts of other Bank accounts. Normally in ACCOUNTS that should not be done, for two reasons:

1. You will not be able to reconcile the parent Bank account, because only accounts with no sub-accounts can be reconciled.

2. Doing this is usually a work-around for the lack of fund accounting in other bookkeeping programs like QuickBooks or Quicken etc. It is not needed in ACCOUNTS, because of the automated fund accounting features explained in the Help section on [Funds and Fund Accounting](#).

The only case in which this would be appropriate is if the parent Bank account isn't really a bank account itself, but rather just an account that you are using to group together some related individual bank accounts, each of which will have its own bank statements and should be reconciled separately.

The warnings appear in 3 places:

1. When the first user starts the program after upgrading from an earlier release of ACCOUNTS to this release or a later release, if there are Bank accounts that are sub-accounts of other Bank accounts.
 2. When exiting the [Chart of Accounts](#) window, if there are Bank accounts that are sub-accounts of other Bank accounts, and you have not answered a previously-seen question about no longer warning you about that.
 3. When creating a new Bank account or editing an existing one, and setting it to be sub-account of another Bank account.
- Fixed a small bug in messageboxes from the program, for users whose computers are set to use certain languages other than English (for instance, Simplified Chinese) where a question mark would appear on what should have just been blank line.
 - Changed the **Database** ⇒ **Import Transactions** [menu option](#) so that if there are two negative signs before a number, like "--5.00", or two indications that the number is negative, like "-(5.00)", it is correctly changed to a positive and thus can import properly. (This could, rarely, be a problem with exports of Bank Deposits from DONATION, although that will also be fixed in the next release of DONATION.)

Release 2.45d (August 31, 2021):

- Correctly fixed this bug, which it says below was fixed in Release 2.45b, but actually wasn't: For OnDemand users, prevented a possible but very unlikely error, where actions that are not allowed while more than one user is logged in, such as restoring a database backup, would still be allowed. The bug in Release 2.45b could also cause inappropriate messages that there was more than one user connected so you couldn't do certain actions, like validate your database, when you were the only connected user.

Release 2.45c (August 30, 2021):

- Fixed a bug in [Custom Reports](#): if you used the date range "Custom Date Range", whatever dates you entered manually would get changed to 01/01/1900 and thus the report would be incorrect.
- Added the menu option **Tools** ⇒ **Turn Debug Mode On**, which gives you an option to temporarily turn what is called "Debug mode" on in the program, if we have asked you to do so. Doing that causes certain debug messages and logging to occur, to help us solve problems you are having.

Release 2.45b (August 23, 2021):

- For OnDemand users, prevented a possible but very unlikely error, where actions that are not allowed while more than one user is logged in, such as restoring a database backup, would still be allowed.

Release 2.45 (August 20, 2021):

- Added new alternatives in the main configuration [window](#) of **Maintenance** ⇒ **Email Sending Configuration**: radio buttons to choose between **Use Normal Server Authentication** (which is what the program has always done up to now), and **Use Gmail-Specific Authorization**, which is a special option for Gmail accounts, and accounts using email addresses on your organization's domain using Google Workspace (formerly called G Suite). Details on the new Gmail option are in the [Gmail Configuration](#) help page.

Release 2.44c (approximately July 1, 2021):

- In the **Maintenance** ⇒ **Organization Info** [window](#), allow the selection of Letter versus Legal paper size (or A4 for users in countries other than Canada or the USA).
- For [OnDemand](#) users, fixed a weakness that you weren't being notified, and shown this Revision History page, when the program had been upgraded since you last used it. (Unlike all other versions, we do the upgrades to your OnDemand version programs when they are available, so you don't have to.)
- If you have set up [automatically recurring](#) memorized transactions, and you have not used the program for a fair while, there is a potential issue - you could have to accept a bunch of recurrences before you can get into the program. Now, if you are in that situation, after each set of recurrences is inserted, you are given an option to continue with further recurrences, or stop for now, and have them inserted the next time you start the program.
- Since the [Remote Database Version](#) was discontinued on August 1, 2021, removed most of the references to it and Help about it in this Help file.

Release 2.44b (June 9, 2021):

- Made a correction to the new **Reports** ⇒ **Accountant** ⇒ **General Ledger** [report](#). It was failing to display transactions on the fiscal year's start date, and thus also failing to include them in the ending balances.
- Fixed several issues in the **Reports** ⇒ **Fund** ⇒ **One Fund Income Statement** [report](#). Problems included that there could be a page break within the main income statement section, for no apparent reason, and in the summary sections, some headings could be omitted or partial. In addition, particularly if a top-level fund with a lot of sub-funds was being reported on, the summary sections sometimes didn't all get onto the report - they would just stop at the bottom of a page, when there should have been more on a further page. For technical reasons, the hyperlinks on amounts in the income statement part had to be removed. And in the individual fund summaries section, if a given fund didn't have any Net Income for the period, that line is now omitted, and similarly for the line for direct transfers into or out of the fund.

Release 2.44 (June 7, 2021):

- In the [Reconciliation Summary](#) window, it now asks you to confirm that you want to re-open your last reconciliation if you entered a Statement Ending Date that is the date of that last saved reconciliation. It also now asks you to confirm if your Statement Ending Date is less than 28 days after the last reconciliation (which would mean it's probably not a month after it).
- Users of the [OnDemand](#) version can now be given an access level of "No Access" to a database, in the [Administer All Users](#) window. This would be helpful for OnDemand clients

with multiple databases, where some users should only have access to some of the databases.

- Users of the [Remote Database](#) version will now receive a message, each time they start the program, telling them how many days are remaining until that version is discontinued (on August 1, 2021), before which they have to switch to the Standard or OnDemand version.
- Fixed a bug in the **Maintenance ⇒ Funds for Accounts** [window](#), where it would give an error message and crash the program if you tried to make a change to the selected fund when the sort was by Account. (In recent versions, before that crash it would offer to send a screenshot of the error message to Software4Nonprofits first.) Also fixed a small weirdness in the grouping after clicking the **Re-Sort by Fund** button.

Release 2.43c (May 22, 2021):

- Added the **Reports ⇒ Accountant ⇒ General Ledger** [report](#), which can be used by your Accountant to see all transactions in all accounts in a year (or up to a given date in the year), with starting and ending balances. This allows them to see which transactions went into making up your Trial Balance.
- Changed things so that license key requests for Organization Names with non-Roman characters, such as Chinese or Hebrew, should work properly.
- When importing a chart of accounts from [Simply Accounting or Sage 50](#), the program can now handle account names that are longer than the maximum length in ACCOUNTS, which is 40 characters. (Older versions of those programs that we were aware of did not have names longer than 40 characters, so this had not been a problem.)
- This note is primarily for Software4Nonprofits staff to know when we made this change - it should not affect users! When the Remote Database version is downloading its database to become a local database, permissions are no longer granted by the program to the database usernames that the Standard and other versions use, but the Remote Database version does not use. That is because the process of doing the backup on the server, that gets downloaded to the local PC, grants those permissions instead.
- Undid a change in release 2.42b that could create error messages such as "Internal error: trying to add the key ... a second time to an nvo_keyvalue object." While the change that caused those messages is not known to have affected the behaviour of any functionality in the program, it could possibly have done so.

Release 2.43b (May 6, 2021):

- This release only has an improvement for users of OnDemand: made the new [screenshots](#) feature released in # 2.43 (which was not deployed to OnDemand) work properly.

Release 2.43 (April 30, 2021):

- Most windows in the program now have a small camera icon in some corner of the window. Clicking on it automatically saves a screenshot of that window to a file, then brings up a window that allows you to email the screenshot to us, with your comments. Some technical messageboxes also have a similar mechanism for emailing them to us. See [Screenshots for Tech Support](#) for full details.

- The **Maintenance** ⇒ **Email Sending Configuration** [window](#) now allows you to use Port 587 or 465 with the Security option None (after warning you that it is unusual), if it is allowed by your email provider.
- Some users have been having problems with updated versions of the helper file HtmlMessageBox.dll not being installed when they do upgrades, likely due to interference from their anti-virus software. (We can assure you there is nothing wrong with that file!) The program now checks on startup that that file is present, and is as up-to-date as it should be.

Release 2.42b (April 22, 2021):

- The **Maintenance** ⇒ **Email Sending Configuration** [window](#) now allows you to use Security None with Port 587 or 465 (after warning you that it is unusual), if it is allowed by your email provider.

Release 2.42 (March 24, 2021):

- Added an option to the [Startup Accounts](#) window for importing your chart of accounts from [QuickBooks Online](#), with the existing option on that window that used to be called just "QuickBooks" renamed to "QuickBooks Desktop", for clarity.
- Prevented a rare bug where if you have a [recurring transaction](#) set up for the 27th or 28th of the month, with the option to move the day forward if it's a weekend selected, and February 27th or 28th happen to be on a weekend, it could keep inserting the transaction on the same weekday of February prior to that day (the 26th or 27th) repeatedly, with no way to stop it.
- Using the **Save PDF** button in **Reports** ⇒ **Summary** ⇒ **Income Statement by Months**, and **by Quarters**, doesn't work quite right. Added a note in the descriptions of those two reports in the Help topic on [Summary Reports](#), and in the [Report Browser](#), explaining that, and what to do about it.
- Changed a lot of places in the program that accessed web pages or utilities (such as for requesting license keys) on our website, that were using insecure web pages (http://...), to instead access the same pages securely, with https://... addresses.

Release 2.41e (February 25, 2021):

- Further improvements for users of the [OnDemand](#) version who have been trying to open files from, or save files to, the C: drive, which is the OnDemand server's drive. Your local computer's C: drive shows up as J: under OnDemand, with subsequent drives like USBs showing up as K: or L:. All File Open or File Save type dialog boxes now give you warning messages if you navigate to a folder on the C: drive, telling you to use J: etc. instead, and prevent you from clicking Open or Save if you are in a folder on the C: drive.
- Message boxes that have a Help button on them now work in a more convenient way: the Help file is opened immediately, and you can switch between it and the program. Previously, you had to close the Help file that was opened, before you could resume working in the program.

Release 2.41d (February 17, 2021):

- Users of the [OnDemand](#) version who try to save files such as backups, PDFs, data exports etc. to the C: drive, which is the OnDemand server's local drive, not their own computer's local drive, are now given a message about that not being allowed, and asked to try again. (Under OnDemand, your local computer's C: drive shows up as J:, and additional local drives, like USB memory keys, show up as subsequent letters like K: etc.) There's also a message warning you about that before you try to do any database restores.
- If you start the program and your licensing file accountsl.txt is not present in the program's [Data Directory](#), it is now automatically created, with data in it that starts a 60-day evaluation period starting on the current date. This is particularly for the [OnDemand](#) version, to make sure that new users start with an appropriate evaluation period, because their setups never have that licensing file pre-installed.

Release 2.41c (February 10, 2021):

- The **Tools** ⇒ **Check for Updates** [window](#) now has a **Print** button when an update is available and thus revision history is being displayed, to print that revision history.
- Made some changes in the OnDemand [User Management](#) Help page to reflect some changes to the User Management application.
- Fixed a bug when you use the **Database** ⇒ **Find Transactions** [menu option](#), where part of a date was appearing to the right of the Amount in the window of results.

Release 2.41b (January 27, 2021):

- Some improvements to the [OnDemand](#) help topics.
- In the OnDemand Administer All Users [window](#), user names are now forced to upper case, to match the User Management application. (Logins can still be done with the user name in any case, though passwords have to be in the right case.)

Release 2.41 (January 20, 2021):

- When you add a first sub-account under an existing top-level account, or first sub-sub-account under an existing sub-account, the program now checks to make sure there are no memorized or recurring transactions, tax code accounts, vendor expense accounts, or bank rules using that account. If so, you are prompted to allow the program to switch those things to use the new sub-account instead. (This type of checking and adjusting had previously already been done for existing transactions, budget lines, fund accounts with associated income and expense accounts, and government form lines.)
- Added a check, as part of the **Database** ⇒ **Validate Transactions** [menu option](#), that makes sure that none of the problems prevented by the checks mentioned in the previous bullet point are present in your database, and reports on any such problems. And the Help topic for that menu option now tells you how to fix any such problems that are found. Also, this check is automatically done the first time you upgrade to this release, to make sure you do catch any existing problems. (We believe that these problems are all very unlikely!)
- Fixed a weakness in **Reports** ⇒ **Fund** ⇒ **One Fund Income Statement**: if you selected to run it on a fund account that had hidden sub-accounts under it, they would not be included in the output if they actually had transactions that affected them during the selected time period, leading to incomplete results. This also fixes a bug that could give a techie error message if all of the sub-accounts under your selected fund account were hidden.

- Fixed several bugs that would cause the **Database** ⇒ **Delete Old Data** [menu option](#) to fail, initially with an error message that starts "Cannot set a filter to eliminate \$0 rows in the starting Trial Balances". That is now fixed. However, for some reason that we have not yet determined, after successfully completing the processing, and telling you that it has done so, the program may immediately exit with no further message. That's OK, the action has been completed successfully and the program opens again fine after that.

Release 2.40d (January 5, 2021):

- For users of the cloud-based [OnDemand Version](#), added a warning when they are backing up, if they choose to back up to the J: drive, which is their local C: drive. This is similar to the warnings given to other users if they back up to their C: drive, that if it dies, they could lose all of their data.
- Fixed a bug that could show just a number instead of an account name in the drop-down for the Parent account and linked Fund account in the [Edit Account](#) window, if the selected Parent or Fund account was a hidden account. Now hidden accounts are included in those drop-down lists (which was not the case before). The hidden accounts have their names in italics.
- Similarly, added the hidden accounts, with their names in italics, to the Fund drop-down lists in the [Funds for Accounts](#) window. (The same bug could happen there, with hidden accounts showing just a number instead of their name.)
- When you are saving a hidden Fund account, if it has linked Income or Expense accounts that are not hidden, you are now warned of that, and given an option to make all of them be hidden.
- Technical point mostly for our internal memory: If you chose "Run ACCOUNTS" from the last screen of the installation program, it used to run it with elevated Administrator privileges, the same way the installer itself ran. That was different from how ACCOUNTS was normally run, and could cause some unusual errors during that first run done directly from the installer. Now if you do that, ACCOUNTS is run with your normal user privileges.
- Put in a fix in the **Tools** ⇒ **Check for Updates** [window](#), that may prevent an error message about "Error ... in destructor event of ole_web" when the program is being closed in order to run the downloaded installation program.

Release 2.40c (December 17, 2020):

- Added a couple of further places explaining about our licensing and payment rules for multiple user with multiple databases, like the existing information about that [here](#).
- Added a check when the program starts up that it has all of the expected database permissions. There was a potential problem about that with our initial version of the instructions on the website for switching from the Remote Database version to the OnDemand version. (Those instructions have been changed to avoid the problem.)

Release 2.40b (December 15, 2020):

- Added instructions for automatic logins with the OnDemand client program to the [Command Line Arguments](#) page.
- Various additions and improvements to the OnDemand help pages.

Release 2.40 (December 14, 2020):

- This release introduces the entirely cloud-based [OnDemand Version](#), which runs on a server, through a small remote-control client program, and does not require installation of the ACCOUNTS program itself. Like the Remote Database Version, multiple users can access the same database at the same time, each with their own login, but it is **much** faster than the Remote Database Version.
- [Backups](#) can now always back up to mapped network drives, and also to UNC paths (\computername etc.), except for the Local Network Client version. Restores can now always restore from mapped network drives, and also from UNC paths.
- When you are [Importing Transactions](#), which are usually bank deposit exports from the DONATION program, it does not work if the import file has account numbers preceding the account names. The program now explains that error more specifically.
- Fixed a failure to import [Online Banking Download](#) files from Desjardins Credit Unions in Quebec. The failure was caused because the files were missing a blank line at a place it was expected to be included. Now they will work.
- When you get errors [configuring emails](#) in **Maintenance** ⇒ **Email Sending Configuration**, the technical log file that is generated is now shown to you in a special window with a button on it that allows you to email it to us for our suggestions.
- Fixed a bug where if you are in the last field of the last row of a Register window (including the Register-like windows for Online Banking Download importing) and press **Tab**, you get an error message and the program crashes.

Release 2.36g (November 9, 2020):

- Added new Sort radio buttons to the Reconciliation Details [window](#), to allow you to change the sort to be by Cheque # or Reference # and then by Date, to help you find cheques.

Release 2.36f (November 6, 2020):

- Fixed a bug in the first [Reconciliation](#) screen: the **Delete Latest** button almost drops off the screen, with just a top sliver of it showing, when you are reconciling liability accounts such as credit cards.
- Fixed an inappropriate error message when installing the [Local Network Client](#) version, where it would say "Could not copy file ... ACCOUNTS.DB ... Source file(s) does not exist...". (There was more text where each "..." was in that quoted message.) Clicking Cancel on that messagebox would allow the install to complete successfully.
- Fixed an error in installs of the [Local Network Server](#) version, on computers on which it had never been installed before, that could prevent the Local Network Client installs from succeeding. That error could be fixed by copying the file ACCOUNTS.DB on the Local Network Server computer, from the directory in which the program files had been installed, to the Data subdirectory of the program's [Data Directory](#).
- All users of the [Remote Database Version](#) can now use the **Maintenance** ⇒ **User Administration** ⇒ **Administer All Users** menu option. However, only users who are Administrators can make changes in the window that comes up - everyone else can just see the information about the users.
- Fixed a bug that can cause an error message "Common Dialog Error: Error Number 65535" to come up when you use certain parts of the program that bring up a window for

selecting a file to open, or specifying a file to save, if certain other parts of the program that also do that have been used first.

Release 2.36e (August 26, 2020):

- Fixed a bug, that in the [Write Cheques](#) window, only "CHEQUE" or "CHECK" was appearing in the Transaction Type drop-down list, rather than what it should have been - all types you have used for payments on that bank account in the last 13 months.
- Fixed two small bugs: When you drill down into a summary field in a report (such as an Income Statement) to see the details making up that summary amount, then you use the details report's **Back** button to come back, the paging controls (the icon buttons for First Page, Previous Page, Next Page, and Last Page) were not necessarily re-enabled or disabled properly based on whether or not the main report you returned to had multiple pages. Now they are. Similarly, if you create or change a [Filter](#) in a way that changes the report from one page to many, or vice-versa, those paging controls are now appropriately enabled or disabled. (The controls are disabled when there's only one page.)
- Made it clearer when those report paging controls are enabled by adding a solid black border around them in that case. When they are disabled (when the report is only one page) their border is grey.
- Added a Help topic on making [Screenshots](#) for tech support emails.

Release 2.36d (July 29, 2020):

- Prevent a crash when clicking **OK** on a Register Splits [window](#), if you have made a change to an Amount but not tabbed out or clicked out of that field to another field before clicking **OK**. The error message was "Error at line 8 in of_fill_last_amount of nvo_entry_window_service." A version of this bug might also have been possible in the [Write Cheques](#), [Enter Deposits](#), [Credit Card Charges](#) and [Enter Bill](#) windows.
- Also prevented a problem in any of the windows in the previous point, where after adjusting some splits values, the program could put \$0.00 into a blank row at the bottom, as part of its feature of automatically balancing the splits to the transaction's total. (In those cases where it put \$0.00 in, it was already balanced, and should not have put anything into a blank row.) One time this could definitely happen when it should have happened is if you clicked the **Adjust Total** button.

Release 2.36c (July 24, 2020):

- To help prevent any future bug like the ones introduced in Release 2.36 and fixed in 2.36b, where transactions could be unbalanced, the program now checks each transaction before saving it, to make sure it is balanced, and refuses to save it if so. That way if we somehow put in such a bug in the future, it will be immediately found in our testing.
- Fixed a subtle bug that can crash the single-transaction entries windows like [Write Cheques](#) if you enter exactly the number of splits rows as are displayed in your window, and then click one of the **Save** buttons. (This could come up as "Error at line 18 in of_pre_save of nvo_entry_window_service ...".)
- Fixed an issue that was causing the [Register Splits](#) window to unnecessarily show a bunch of extra blank rows at the bottom, that you would have to scroll to see. (That wasn't a real problem for users, just odd.)

- Fixed a weird behaviour in the [Register](#) window, where if you resize the window to be taller, the transactions scrolled to show the first one in that account, rather than continuing to display the one you were on.

Release 2.36b (July 23, 2020):

- **Fixed very serious bugs** introduced in Release 2.36 to the [Write Cheques](#), [Enter Deposits](#), [Credit Card Charges](#) and [Enter Bill](#) windows. All of them might reverse their debits and credits (and thus whether they were viewed as being a Payment or a Deposit on a chequing account etc.) and they might also create unbalanced transactions!
If you installed Release 2.36 you MUST run Database ⇒ Validate Transactions to check for such problems. You must also review all transactions that you recently entered using one of those special-purpose data entry windows in a Register window to make sure they aren't reversed.
- Fixed both **Database ⇒ Validate Transactions** and **Reports ⇒ Administrative ⇒ Unbalanced Transactions** to catch some unbalanced ones that they were not catching before. The ones they were missing appear to be ones where all of the included splits (including the main part of the transaction) were debits, or all of them were credits.
- In the confirmations introduced in Release 2.35 for the words Fund or Funds in fund account names, also allow the user's specified entity names for "Equity / Fund (singular)" and "Equities / Funds (plural)" from the **Maintenance ⇒ Entity and Report Names** [window](#). Also, even in Release 2.35 the French word "Fonds" was also allowed.

Release 2.36 (July 19, 2020):

- Removed several named date ranges, that are unlikely to be used, from windows prompting for [Date Ranges](#), except for reports where two date ranges can be compared (namely, other than **Reports ⇒ Summary ⇒ Income Statement General Comparison**, and **Reports ⇒ Custom Reports**). The ones that were removed from windows prompting only for one range of dates were Last Month Last Year, Last Quarter Last Year, Last Year to Date, Last Year to Last Month End and Last Year to Last Quarter End. This makes the drop-down list shorter and easier to use.
- Added a "Show Hidden Accounts" checkbox on the **Maintenance ⇒ Budgets** [window](#), to determine whether or not hidden accounts are shown.
- In **Reports ⇒ Listing ⇒ Annual or Monthly Budget**, if a hidden account is shown (because it has a budget!), its name and number will now be in italics.
- Changed some reports that have three columns of figures from landscape mode to portrait mode, as long as there is room - which is if you have checked "Hide Account Numbers except in Chart of Accounts" in the **Maintenance ⇒ Main Options** [window](#), and if you have not checked "Use A4 Paper" in the **Maintenance ⇒ Organization Info** [window](#). The affected reports are **Summary ⇒ Income Statement Yr/Yr Comparison**, **Summary ⇒ Income Statement General Comparison**, **Summary ⇒ Balance Sheet Comparison**, **Summary ⇒ Budget Comparison**, and **Fund ⇒ Budget Comparison**.
- Added some confirmation messages about unusual account names that might indicate an error, when you are creating or editing Fund accounts in the [Edit Account](#) window:
 - If the name doesn't include "Fund", give a warning. (All of these tests are not case-sensitive, so for instance it would be fine if it includes "fund" or "FUND".)

- If the name includes "Income", "Revenue", "Expense" or "Expenditure", give a warning. (This would likely indicate that the account really ought to be an Income or Expense account, not a Fund account!)
- If you change the name of the original General Fund account to anything different, give a warning, pointing out the special properties of this account, which will still be the same with any different name. (Those properties are that the account cannot be deleted, it cannot have other funds under it as sub-accounts or sub-sub-accounts, and new Income and Expense accounts will default to having it as their associated Fund account.)
- If it is a sub-account or sub-sub-account, and its Parent account's name doesn't include "Funds", and it's Parent account didn't previously have any accounts under it, give a warning. Normally a parent account with accounts under it would have a plural name.
- If it has sub-accounts or sub-sub-accounts under it, and its name doesn't include "Funds", give a warning.
- Merged some common code in the following windows: [Register Splits](#), [Write Cheques](#), [Enter Deposits](#), [Credit Card Charges](#) and [Enter Bill](#). (This is primarily a note for us at Software4Nonprofits, but if you see any new or weird behaviour in any of these windows, please let us know!)

Release 2.35 (June 16, 2020):

- Changed most [windows](#) that prompt for a range of dates for reports to have a Date Range drop-down that you can use to select most commonly-used ranges of dates. You can select Custom Date Range on the drop-down to allow you to instead directly enter the dates, as you did in previous releases. (All Date Range options other than Custom Date Range make the actual date fields not be editable, because the Date Range option determines what the dates should be.) An explanation of the Date Range values, which were first introduced with the Custom Reports, is [here](#).
- Made the [Write Cheques](#), [Enter Deposits](#), [Credit Card Charges](#) and [Enter Bill](#) windows resizable. When you resize them horizontally, the Memo field will expand to fill the space. When you resize them vertically, extra splits rows will be added to fill the space, if necessary.
- The [Journal Entry](#) and [Opening Balances](#) windows were already resizable vertically. Adjusted the way they resize to behave just as described for the other windows like Write Cheques, in the previous point.
- Added some tests to the **Tools** ⇒ **Network Client Information** [menu option](#) (which is only in the Local Network Server Version). The tests check for some of the things that would prevent the Local Network Client Version installation from working. If any of them are detected, you will be given a message and told to contact us.
- Restored the title bar at the top of the Write Cheques [window](#), which had been accidentally removed in the last release. (Not having that title bar also prevented users from being able to move that window to a different location.)

Release 2.34 (May 28, 2020):

- Made changes to how the program determines the date of the latest transaction in the database. This date is used when deciding whether to warn you before restoring a backup (including automatically restoring via the [Cloud Storage Service](#)). The warning shows up

when your current database appears to contain newer transactions than the backup database that will replace it. The changes include:

- Deleting a transaction will now be registered as an update to your database, which wasn't the case previously.
- Some changes to existing transactions in the [Register](#), such as changing only the dollar amount, will now register as updates to your database when they previously didn't.
- Significantly redesigned the [Check for Updates](#) window, including now displaying the changes since your last update on the window itself. The program also now always prompts you to check for updates once a month, to encourage you to get the latest features and bug fixes. (Previously you could opt out of those once a month checks, with an option on that window.)
- Made the displayed part of the Memo field in the splits area wider, to allow more of it to be displayed without scrolling within the field horizontally, in the following windows: [Register Splits](#), [Enter Bills](#), [Write Cheques](#), [Enter Deposits](#), and [Credit Card Charges](#).
- For users in countries other than Canada or the U.S.A. who checked **Use A4 Paper** in the **Maintenance** ⇒ **Organization Info** [window](#), fixed a lot of reports. They were cutting off a tiny bit at the right edge, and/or printing extra blank (or almost blank) pages after each page.

Release 2.33c (April 28, 2020):

- Made a technical change that should prevent a problem that a few users were having where they were shown a log file saying that the Chilkat function UnlockBundle needed to be called.

Release 2.33b (April 24, 2020):

- Changed the default for the range of dates that **Reports** ⇒ **Details** ⇒ **One Accounts Details**, **Reports** ⇒ **Details** ⇒ **One Account with Running Balances**, and **Reports** ⇒ **Fund** ⇒ **One Fund Details and Balances** all prompt for. Now that default is the current fiscal year, if it is different from the calendar year, rather than the current calendar year, which it was previously. This makes them match most other reports.
- Made some improvements to both the messaging in the program, and the relevant Help topic about [Gmail problems](#), when you are [configuring email sending](#) for a Gmail account and it doesn't work at first. Also improved the Help and the program's messaging about email configuration problems for several other email services, which either need or might need you to set up a special "application password" for use only with this program.
- Updated the Help topics for the [Register Window](#), and for [Writing Cheques](#), with the following information: If the Type (or Transaction Type) field is any of "CHECK", "CHEQUE", "CHÈQUE", "CHK", or "CHQ", or even just includes "CH" anywhere within it, then when you go to save a transaction, if the Number (or Chq / Ref #) field value is not just a number, you will get a warning message, to let you confirm that you have not made an error. This also implies that if the Type is not as described here, Number values that are not entirely numeric are allowed, with no warning messages to bother you!

Release 2.33 (April 9, 2020):

- Renamed two of the versions of ACCOUNTS to better describe them: the Standalone version is now called Standard, and the Web Network version is now called Remote Database. This does not affect their features in any way, just their names!
- The [Journal Entry](#) editing window and [Opening Balances](#) window are now resizable vertically, by clicking and dragging on the top or bottom border of the window.
- Removed an apparently incorrect restriction (added in release 2.30) stopping the Local Network Server version from backing up to mapped network drives. The Local Network Client version still cannot write to mapped drives on the server (which is making the backups), for technical reasons. Trying to do that now gives a nice error message explaining that that doesn't work, rather than a techie error window.
- Fixed a bad bug in the Journal Entry window, where if you entered a bad date in the Date field and tabbed or clicked out of the field, or were in the Description field, left it blank, and tabbed or clicked out of the field, you would get an endless series of error messages and have to kill the program with Windows Task Manager.
- Fixed a problem that could cause incorrect error messages when installing the Local Network Client version, where the installation program could give an incorrect message about needing to upgrade the Local Network Server version first, when it had already been upgraded.
- Added a message to the installation programs, to give an error message and ask for confirmation if you were trying to install an older version on top of a newer version. However, that will only take effect if the older version being installed on top of the newer one is this version or later.
- Organization Names with leading or trailing spaces in the name can cause problems with license keys not matching properly, so we made a couple of small changes to prevent and/or fix that.

Release 2.32c (February 25, 2020):

- The **Help** ⇒ **Email Software4Nonprofits.com** menu option now gives a choice between using your default Windows email program to send the email (which is what it always did prior to this) or using a plain-text form within the program to do so.
- Changed the To Email field in the window for [sending emails](#) to arbitrary people to allow multiple semicolon-separated emails to be included in that field. That window is used for [emailing backups](#), for emailing reports saved with the **Save As** [button](#), and a few other places. For instance, "john@gmail.com;mary@hotmail.com", without the quotes, would now be a valid entry. When entries like that are used, any emails sent to the the people listed in that field will go as one email, with the To line for the email including both email addresses.
- Updated the Help topic [Move the Program from One Computer to Another](#) to include a much shorter simplified instructions section to cover the simplest cases.
- Added some messages to help catch weird situations that have happened to a few users, where their database was messed up in a way that making a backup then immediately restoring that backup would fix. (Please do not try that yourself unless we advise you to do so.)

Release 2.32b (February 9, 2020):

- Changed the behaviour of picking [Vendors](#) from the Vendor, Description, Payee or "Pay to the Order of" field in the [Enter Bills](#), [Write Cheques](#), [Credit Card Charges](#), and [Register](#) windows. The change is relevant when your vendors have associated default Expense Accounts and Tax Codes. Previously, if you dropped down the list and were moving your cursor through the vendors, or typing letters to select them, the first one you encountered with a default Expense Account and Tax Code would update those fields on the window, and a subsequent actual final selection would not change that. Now, those defaults from the vendors are not applied until you have moved out of the field that included the vendors to another field or another part of the window, and the values used are from the actual vendor you selected. (In all of those windows except for Enter Bills, if you select one of the descriptions that are included in the list that is **not** a vendor, no defaults will be applied.)
- Fixed a problem that could happen in the [Journal Entry](#) window. If the Date field was left empty (including if you entered it with the **Duplicate** button from the [Journal Entry List](#) window) you could get a continuing series of messages about having to enter that date, with no way to stop them.
- Restored a missing column heading, Tax Code, in the [Register](#) window.
- Improved some messaging around the automatic retrieval versus manual requesting of license keys. Also changed the Evaluation and Licensing window to normally automatically close after a successful request of a license key or of an evaluation extension.
- Each page of this Help now has a footer that tells when it was last updated. However, for technical reasons, all pages will initially show as December 13, 2019 if they have not been updated after that.

Release 2.32 (February 3, 2020):

- Fixed a small bug in **Reports ⇒ Fund ⇒ Budget Comparison**: If you have the [Main Options](#) set to Hide Account Numbers on reports, and you run it for Only Top-Level Accounts, you get extra lines showing the top-level account numbers, which should not be there.
- Fixed problems in many summary reports: If you used the **Save As** button to [export](#) them to formatted Excel, some of the numbers in the first (or only) column could be missing in the resulting Excel file. The fixed reports are Reports ⇒ Listing ⇒ Annual or Monthly Budget, Reports ⇒ Summary ⇒ Balance Sheet, Reports ⇒ Summary ⇒ Balance Sheet Comparison, Reports ⇒ Summary ⇒ Income Statement, Reports ⇒ Summary ⇒ Income Statement Yr/Yr Comparison, Reports ⇒ Summary ⇒ Income Statement General Comparison, Reports ⇒ Summary ⇒ Budget Comparison, Reports ⇒ Fund ⇒ Income Statement and Reports ⇒ Fund ⇒ Budget Comparison.
- Added some additional warnings in a number of help topics about the fact that exporting reports to formatted Excel (with the **Save As** button) can be imperfect.
- Fixed a bug where **Reports ⇒ Fund ⇒ One Fund Income Statement** could crash the program if you used the **Rerun** button and chose different options for the 2nd run.
- Improved the wording of the email sent with [Email Backups](#) about how to restore the backup.
- Altered the Help topic on [Opening Balances](#), and some of the messaging in that window in the program, to make it even clearer that entering them is a one-time thing, **not** something

you update every year. (This was something that a few users misunderstood recently, leading to something that was quite hard for them to fix.)

- When you are displaying a report and click **Print**, the printer dialog box will have an option to select only a range of pages to print. If you do that, and when that is done, click **Save PDF**, previously it would automatically only save the same range of pages to your PDF file. Now it will ask you whether you want to save the same range, or all pages.
- Made a change to the installation program that should fix the very infrequent errors where the program cannot properly access 3rd-party controls installed with it, leading to error messages such as "Cannot connect to global object in ChilkatAx-9.5.0-win32.dll ...".

Release 2.31 (January 15, 2020):

- Changed all budget and income statement comparison reports, and Difference columns in [Custom Reports](#), to switch the sign of the Difference column for Expense accounts (positive becomes negative and vice versa). The effect of this is that the Difference now shows how much "better" one thing is than the other. So for instance for a Budget Comparison, for Income accounts a Difference is "better", and so positive, if the actual amount is more than the budget amount. For Expense accounts it is positive if the actual is less than the budget. Previously for Expense accounts, the Difference was positive if the actual was more than budget, which was not intuitive. The Balance Sheet Comparison report has not been changed.
- Changed **Reports** ⇒ **Summary** ⇒ **Balance Sheet Comparison** to default to putting the newer year in the 1st column instead of the 2nd column, the first time you run it. (This is in accordance with common national accounting standards, and matches the change we made in release 2.22 to **Reports** ⇒ **Summary** ⇒ **Income Statement Yr/Yr Comparison**.) You can switch the dates if you want, and if you do, the program will remember the order that you want the dates to default to for subsequent runs of the same report.

Release 2.30g (January 6, 2020):

- Fixed a bug causing error messages if you tried to [save reports](#) to formatted Excel with the Save As button.
- In the **Maintenance** ⇒ **Organization Info** [window](#), added an option to select the A4 paper size if your country is Other (not Canada or U.S.A.).
- When running reports, your paper size will now always be set to Letter, unless A4 paper size was set in **Maintenance** ⇒ **Organization Info** in which case it will be A4. This will override any default paper size set for your printer in Windows.
- Added the function "IF" to the function selection box for [complex sort expressions](#), and added an explanation of to that Help topic.
- Did a complete spelling and grammar check of this Help file, and made lots of small corrections.

Release 2.30f (December 5, 2019):

- Fixed a bug when [switching between databases](#) with **File** ⇒ **Open Database**, which would particularly affect users of the Standalone version with the Cloud Storage Service who have multiple databases. (The program could get confused between the databases because of the bug.)

Release 2.30e (December 5, 2019):

- Added back in a file that had been accidentally omitted from the significantly rewritten installation program first used by one of the earlier 2.30 releases - ACCOUNTS.DB, the empty database file used to create new databases.

Release 2.30d (December 4, 2019):

- Added a missing scrollbar on the drop-down list of Funds in the Associating Accounts with Funds [window](#). (Without that, if you had more funds than fit in the drop-down, you could only scroll between them with the up and down arrow keys.)
- In that same Associating Accounts with Funds [window](#), added radio buttons at the top for sorting by Account or by Fund, and a Re-Sort by Fund button for sorting after making changes, when the sort is already by Fund.
- Improved the message you get on startup, if the program thinks your screen resolution may not be sufficient to show the program's main window and other windows.
- Fixed the fact that if you clicked **Sort** in **Reports** ⇒ **Details** ⇒ **One Account Details** or **Reports** ⇒ **Details** ⇒ **One Account with Running Balances**, you would get a warning about the report having group breaks, which might make changing the sort mess up the report. That was not actually true for that report.
- Fixed an possible small bug on the Account [editing window](#), caused by a change we made in Release 2.30. If you created a new account there and then clicked **Save and New** and only then clicked **See Existing Accounts**, the account you just added would not show up on the list. A similar smaller problem could occur if you edited an existing account in a way that would change its sort order, then clicked those same two buttons - the existing account's sort order would not have changed appropriately.
- Fixed a bug in an internal function in the program that determined whether you were running the Local Network Client version, that could think that was the case if you were running the Web Network Version. The only place we are aware this affected is when you used the **Tools** ⇒ **Check for Updates** [menu option](#) in the Web Network Version - it would ask you an inappropriate question about whether you had first updated the Local Network Server version.

Release 2.30c (November 21, 2019):

- Corrected an error if you downloaded a Web Network Version database to become a local database, with the **Upload/Download** ⇒ **Download Web Database to Local** menu option, as part of converting back to a local version such as Standalone. This version fixes that, even if the download has already been done and you have switched to Standalone. (Technical details for our internal memory: It had failed to grant appropriate permissions to a new database stored procedure named SP_UPDATE_SEQNO, which could lead to error messages about that, and perhaps crashes of the program, likely harmless, if you were making any changes to your Chart of Accounts.)

Release 2.30b (November 20, 2019):

- Updated a number of Help pages, including [Multiple User Options](#), to reflect the fact that we are discontinuing the one simultaneous user Web Network Version option. (The five simultaneous user Web Network Version will still be available.) We are doing this because we believe that when you only need one user at a time accessing a shared database, the Standalone version with the [Cloud Storage Service](#) is a much better option than the Web Network Version, because it is **much** faster, and potentially cheaper.
- Made a minor revision to the **Database** ⇒ **Validate Database** [menu option](#) so that for the Web Network Version, there is not a significant delay caused by reloading the main window when the validation is finished.

Release 2.30 (November 14, 2019):

- The [Chart of Accounts](#) window has a new **Copy** button that allows you to make a similar copy to the currently selected account, with a suggested account number that is the next reasonable choice after the number of the account being copied.
- The [Enter Deposits](#) window now allows for the entry of a Reference # for the deposit.
- When making [Bill Payments](#), the Chq / Ref # can now be filled in with non-numeric values (reference numbers other than a cheque number).
- Various things in the maintenance of the chart of accounts have been speeded up for users of the [Web Network Version](#). (They were never slow for any other version!)
- When [recurring transactions](#) are being inserted, there may be cases where more than one of the same transaction needs to be inserted. As an example, if it is a weekly recurrence, and you have not run ACCOUNTS for over two weeks, two or more of them will be due. Previously, only the first such transaction would be inserted when you started ACCOUNTS, and the next one would be inserted the next time you started ACCOUNTS. Now after you attempt to close the window to accept the first occurrence of that transaction that is due, the next one will be displayed, and so on until all of the transactions that are due have been processed.
- The program has never been able to successfully restore a backup from a mapped network drive. Now it has a clear error message about that, with instructions of what to do about it (copy the file to your local computer then restore it), rather than a more technical one that just says it cannot open the backup file to be restored. Also changed the previous messaging and Help file information for if you were trying to use a UNC path (like \\othercomputer\c\...) to also state that you have to copy the file to your local computer in order to restore it. The Standalone and Lite versions can actually make backups to and restore backups from network paths, so the messages preventing that have been removed for those versions.
- Fixed a bug: users entering the program with a read-only [password](#) could still have [recurring transactions](#) inserted.
- Fixed the fact that the **Help** button in the [Calculator](#) window didn't go the right help page.
- Did a significant re-write of some common program code shared between our two programs DONATION and ACCOUNTS, leading to related changes in the code that is unique to each program. This is not intended to change any program behaviour. (This note is primarily for our own memory of when this was done, since this should not affect users of the software. The technical change was to stop injecting global variables into program objects.)

Release 2.29 (October 16, 2019):

- The [Cloud Storage Service](#) now requires an email address for notifications to be set on each computer running ACCOUNTS, which should be the email address of the main user ACCOUNTS on that computer. You will be prompted for it when you first use this (or a later) version, if it has not yet been set up, and it can also be set or changed in the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#).

Release 2.28b (October 3, 2019):

- Fixed an unlikely but possible crash when clicking **Save and New** in the [Enter Deposits](#), [Write Cheques](#), [Enter Bills](#) and [Credit Card Charges](#) windows, if the total amount of the transaction in the top half of the window had not been entered before the splits in the bottom half were entered.
- Fixed a problem that a few users were having in the [Register](#) where when they opened it, the first row rather than the new last empty row was highlighted.

Release 2.28 (September 27, 2019):

- Added the options of assigning a default expense account and default [tax code](#) to [Vendor](#) details. If they are set up, any time you enter a payment type transaction and choose that vendor for the Payee, if the Account or Tax Code are not yet filled in, they will be copied in from the vendor defaults. That includes transactions entered on a [Register](#) window, [Write Cheques](#), [Credit Card Charges](#), or [Enter Bills](#).
- Simplified the installation of the [Local Network Client](#) version of the program: you no longer have to enter the full path to the folder containing the database files. Also improved error handling on connection errors when running that version. Those improvements include now having the option to prompt for a changed Local Network Server computer name from the program itself, which could previously only be done by re-installing the Local Network Client.
- Improved the messaging if you have a [memorized report](#) that you memorized after [loading](#) a variation of the SQL for it with the **Load SQL** button, and then when you run the memorized report the saved SQL no longer works. (That would most likely because we have changed the definition of that built-in report in a newer release of the program.) Also improved the error messages if you are just viewing a non-memorized report and use **Load SQL**, and the loaded SQL doesn't work.
- Fixed a problem where the **Load SQL** button failed if there were any double quotes (") in the SQL.
- Made some internal changes to the [Report Browser](#), that could lead to it being more efficient, particularly for users of the [Web Network Version](#).

Release 2.27 (September 8, 2019):

- Added the option of creating and using monthly [budgets](#) (that can have different amounts for the same account in different months) rather than just annual budgets, which was all that was possible before. As a result of this change, **Reports** ⇒ **Listing** ⇒ **Annual Budget** was renamed to **Annual or Monthly Budget**, and it shows whichever type of budget you have defined for the selected year. All reports that include budget columns will now use the

monthly figures if they have been defined, to determine the total budget amount for the selected range of dates.

- For reports that prompt for something (like a date, or range of dates) added a **Rerun** button to the [report-viewing window](#), that lets you respecify those prompted-for values, and redisplay the report with your new values.
- Changed the [Find Transactions](#) window for [Register](#) windows to have radio buttons for searching backwards (the default, which is how it always used to work) or forwards.
- Fixed a bug for [Memorized Reports](#) with saved [Simple Filters](#): If the Simple Filter had two or more criteria, when you re-run the memorized report, although that filter would be applied correctly, but if you clicked the **Filter** button to further edit the filter, only the first line of criteria would be displayed in the Simple Filter window. Ones saved in this release or later will not have that problem.
- Adjusted the behaviour of changing the Memo field of an existing transaction on a [Register](#) window, when the change is saved. If all of the split lines (as seen in the [Register Splits](#) window) had the exact same memo as what was on the Register window before you made that change, then after the save all of them are also changed to what you changed it to on the Register window. If any of them were different, however, only the one on the Register window will be changed.
- Made the [Register](#) window a bit wider, so that the Payee/Description, Account and Memo fields could all be wider.
- Made some fixes for computers with a 2nd monitor attached:
 - For the windows that remember their last-used size and position when you next use them (including the program's main window and reports-viewing window), if you had moved the window to that 2nd monitor, it will again come up there when you next open it.
 - It takes care of the case where you last had such a window on the 2nd monitor, then unplugged that 2nd monitor from your computer and used the window again: it puts the window back onto your main screen.
 - It could still be a problem if you last had such a window on the 2nd monitor, then turned off that monitor and forgot to turn it back on. In that case, the program will still think it can put the window on that 2nd monitor, since Windows cannot detect that the monitor is attached but turned off. So the window will just appear to not come up, and the program may appear to be hanging!
- This release uses a new version of PowerBuilder, the program we use to build DONATION.
- Changed the installation program so it will no longer install on Windows XP (which Microsoft stopped regular support for in 2009) or Windows Server 2003 (which Microsoft stopped regular support for in 2010). Because of this lack of support for security fixes, we do not feel it is at all safe to continue using these versions of Windows, and in addition, some time back we started using some functions in the program that do not exist in those versions. The program can be installed on all later versions of Windows: Vista, 7, 8, 8.1, 10 or later, or Windows Server 2008 or later.

Release 2.26 (July 29, 2019):

- Made the [Online Banking Transaction Importing](#) able to handle files using a newer version of the OFX specification for such files. (Previously all such files we had seen were using version 1.02 of the specification, then two different users sent us files from one bank using version 2.02 of the specification, which ACCOUNTS was rejecting because of the

unexpected format.) Also handled weird data in those files which did not separate fields to go into the Payee / Description field and the Memo fields into two different fields in the import file.

- Added some extra messages in the program if you are using the **Maintenance** ⇒ **Email Sending Configuration** [menu option](#), for handling new issues we have become aware of for configuring Apple-supplied email addresses (@me.com or @icloud.com).
- Changed the installation programs so that they don't try to put the uninstallation program in a C:\Windows\Accounts folder, which some users may not have permission to write files to.

Release 2.25 (July 10, 2019):

- Replaced the somewhat technical Sort window for Reports with a new easier [Sort](#) window, that only shows fields that you are likely to sort on.
- There is now a video on the new [Simple Filter](#) window on the [Demos and Samples](#) web page for the DONATION program. (While the examples are for DONATION, not ACCOUNTS, the techniques are the same.)
- Changed the font size of most of the text in this Help file from 10pt to 11pt, to make it easier to read on screen or if you print out topics. (On screen, you can also zoom the help text to read it more easily, by holding down **Ctrl** and scrolling your mouse wheel up, or pressing **Ctrl** with **+**.)
- Various small updates and improvements to the automatic configuration available for various email addresses, by using the 2nd option on the first window that comes up for the **Maintenance** ⇒ **Email Sending Configuration** [menu option](#).

Release 2.24d (June 26, 2019):

- Fixed a bad bug in full installers downloaded from the website (but not updates done with **Tools** ⇒ **Check for Updates**) that would cause errors such as "Internal error: The internal transaction ID for this transaction is not filled in."

Release 2.24c (June 24, 2019):

- Fixed a bug in budget comparison reports where certain date ranges (like exactly 4 months) could cause the report to crash with a message about "Integer overflow".

Release 2.24b (June 24, 2019):

- Fix the fact that the "As of *date*" in the report header had somehow disappeared from the Balance Sheet report.
- Fixed some issues in release 2.24 that could make it more likely for anti-virus programs to object to the installation. (In fact, there was absolutely nothing bad in it. We had just accidentally omitted what is called "code signing" that makes anti-virus programs trust installations more.)

Release 2.24 (June 17, 2019):

- Replaced the rather technical Filter window for Reports with a new much easier [Simple Filter](#) window.

- Reviewed all of the field names in reports available for filtering. Changed some to be clearer, and removed some that it wouldn't make sense to filter on.
- Improved sorting in most reports to prevent a problem where you add a filter, then remove that filter, and then the report ends up out of sort order.
- Fixed filtering of all reports that can show Income Statement or Balance Sheet amounts. Filtering on the amounts in the Income part of Income Statements, or the Liability and Fund Balances part of Balance Sheets, didn't work, because the displayed amounts were not actually what the filter would be acting on (it was acting on the same number with a reversed sign - negative vs positive). Now you can filter on all displayed amounts in those reports.
- Fixed filtering of all reports that can show budget comparisons. If they were run for a part of a year rather than a whole year, you could not successfully filter on the displayed Budget column amounts, because the displayed amounts were not actually what the filter would be acting on (it was acting on the full year budget amounts). Now you can filter on the actual displayed Budget amounts.
- The [Local Network Client](#) version of the program can now make [Internet Backups](#).
- In the [Register Splits](#), [Enter Deposits](#), [Write Cheques](#), [Enter Bills](#), and [Credit Card Charges](#), windows, made some minor but we think intuitive changes to how it recalculates the Amount on the last line when previous lines' Amounts are entered or changed. Also, a last line Amount is recalculated if you right-click and choose Delete Row on those windows, or if you change the total amount field's value in the windows that allow that (the ones other than Register Splits).
- Fixed **Reports** ⇒ **Administrative** ⇒ **User Login History** which except for the Web Network Version, was never displaying anything in the User column. Now it correctly shows the Windows username of the user who was running it.
- The following was actually changed in Release 2.22, but we failed to mention it at that time: When running **Reports** ⇒ **Banking** ⇒ **Prior Reconciliation**, added a checkbox for "Only include uncleared transactions up to the ending date". When running the reconciliation report as part of the actual [reconciliation](#) process, it is treated as if that checkbox was not checked, so it still includes later-dated transactions, as it did in all previous versions.

Release 2.23b (April 17, 2019):

- Fixed a problem that prevented successful Web Network Version registrations from its Log In window, or if you are prompted to register as a first time user, for users that were not previously using another version.
- Fixed some potential problems printing Help topics with screen shots that could be too wide for the page.

Release 2.23 (April 4, 2019):

- Improved the messaging and options for Web Network Version registrations from the program to help prevent multiple independent registrations for the same organization which could cause duplicate databases. The change also allows for additional registrations for different organizations.
- The program now detects when the current version of the licensing.dll file has not been properly updated by an update, and sends users to the DOWNLOAD page on the website to download and re-install their current version, which fixes the problem. (We are

unfortunately not sure exactly why this problem is happening to a few users, but this at least gives an easy way to fix it.)

- Added a display of your Unique ID for Internet Backups on the [Backup Frequency and Options](#) window. You can click into that field and press **Ctrl+C** to copy it to the clipboard, for sending to a new user who might need it.
- Prevented a possible repeating error message, that you cannot get out of, in a very unusual circumstance when trying to make or restore a backup, or import a transaction file or online banking download file, if the last-used directory for that type of action was on the C: drive and cannot be found or recreated for some reason.
- Fixed a problem where non-English characters could not always be successfully saved to and retrieved from the program's settings file DONATION.INI, including if they were part of things like the last-used backup directory, or import directory.

Release 2.22d (March 15, 2019):

- When exiting the program to install an update downloaded by the **Tools ⇒ Check for Updates** [menu option](#), avoid some of the normal extra prompts that can come up when you exit the program, such as to backup, validate your database, even check for updates itself!

Release 2.22c (March 13, 2019):

- Enhanced a number of error messages about bad date entry, to now show what the acceptable Short Date style from the Region settings in Windows Control Panel is (such as MM/DD/YYYY).
- The new **Reports ⇒ Fund ⇒ One Fund Income Statement** [report](#) was actually added in release 2.22, but not mentioned until now. In this release, fixed a bug in it that could cause it to break weirdly between pages, with a lot of empty space left at the bottom of one page. However, it unfortunately still sometimes does that - it depends on your exact data. It appears that this is something we cannot control in the tool we use to create reports.
- When using the **Maintenance ⇒ Email Sending Configuration** [menu option](#), fixed the fact that the "Determine the setting from your default email program" option in the initial configuration window wasn't working if that default email program was a recent version (such as 16) of Outlook.
- Improved the handling and messaging in the situation where you run ACCOUNTS and it says that another instance of ACCOUNTS is already running.

Release 2.22b (February 22, 2019):

- Fixed two bugs when [importing online banking downloads](#):
 - If you edited the splits on a transaction from the importing window, when you went to save it back on that window there would be an error message about a SQL problem, ending in "Sqllda variable has zero length", which fortunately was relatively harmless.
 - If you tried to import into an account where some Payee/Description field value in an existing transaction included a double quote, the program would crash with a message that started "Error at line 79 of ue_postopen event of w_import_online_banking".

Release 2.22 (February 14, 2019):

- The [Cloud Storage Service](#) is now available in ACCOUNTS. It is an improved way for users with the Standalone version of ACCOUNTS on multiple computers (not on a local network) to [transfer their data between computers](#), using [Internet backups](#), but without having to worry about whose turn it is to have control of the database, because it takes care of that for you. This service has been available in our other program, DONATION, since late 2015. The [Web Network Version](#) is another way of sharing access to one database. All ways of doing that are discussed, with pros and cons of each one, in the [Multiple User Options](#) help page.
- The program now prompts you to validate your database once a month, if you haven't done so in the last month. This is the same action that is done by the **Database** ⇒ **Validate Database** [menu option](#).
- Fixed a case in the [Bill List](#) window where the **Edit** and **Delete** buttons could initially come up disabled when they should be enabled. (Normally they are enabled only if there are bills showing in the list.)
- Removed the option "Authorize ACCOUNTS" for authorizing sending emails from the program from a [Gmail](#) address. We did that because Google recently added a lot of complex criteria to allow software companies to do that, which unfortunately seemed prohibitively complicated for Software4Nonprofits to satisfy. Instead you can use the other option, "Allow less secure applications".
- Changed **Reports** ⇒ **Summary** ⇒ **Income Statement Yr/Yr Comparison** to put the newer year in the 1st column instead of the 2nd column. (This is in accordance with common national accounting standards.) If you want it the other way around, you can do that instead with **Income Statement General Comparison**.
- Changed **Reports** ⇒ **Summary** ⇒ **Income Statement General Comparison** to add in a Difference column, which is the difference between the amount for the newer date range and the amount for the older date range. That extra column required changing the report from being in portrait mode to landscape mode. If you want a report like this without the Difference column, and thus still in portrait mode, you can do that with a [Custom Report](#) instead.
- Changed **Reports** ⇒ **Summary** ⇒ **Balance Sheet Comparison** to just prompt for "Date 1" and "Date 2", rather than "Start" and "End" dates, and allows those dates to be in either order (newer first, or older first).
- Fixed two bugs in **Reports** ⇒ **Banking** ⇒ **Prior Reconciliation**: First, you could only see the last 5 or 6 reconciliation dates on the drop-down list. Second, if you were [importing online banking downloads](#), imported or matched transactions that had not yet been reconciled (so they had cleared status "c" in the Register) were completely messing up the report. That has been fixed.
- Fixed a bug related to settings saved in the database: In the **Tools** ⇒ **View Saved Settings** [menu option](#), when showing **Current Database settings stored in the Database**, each setting could show twice. (And the underlying problem that caused that could potentially have caused some other subtle problems with settings as well.)

Release 2.21c (January 16, 2019):

- Fixed a case where a certain bank's [online banking download](#) files could not be imported, because they were not following the specification for that type of file properly. Now that particular error (a missing blank line between the headers of the file and the main body section) can be accommodated.

Release 2.21b (January 14, 2019):

- A few users have been having problems requesting license keys over the Internet. This seems to be due to an internal programming change made (but not noted below) in a recent Release that should not have affected anything, but obviously did. Undid that change so it should work for everyone.

Release 2.21 (January 11, 2019):

- On the [Bill List](#), trying to delete a credit memo (a "bill" with a negative Amount) that had already been fully or partly used (to offset bills) was giving a tech error message, rather than a sensible non-techie one. That is fixed. Also, when the window is opened the first row now shows as being selected.
- If you have displayed the [Report Browser](#) once, then make some changes to memorized reports (in the [Memorized Reports](#) window, or with the **Memorize** button in the [report-viewing](#) window, or the [SQL Select](#) window, or the [Custom Reports](#) window), previously if you then went back to the Report Browser, and looked at the memorized reports there, they would not be changed appropriately based on what you had done. Now that is fixed.
- Fixed a problem that would allow the database filename for the database for a new organization, the name of which includes French (or other) accented characters, to include the same accented characters. That would then prevent [Internet Backups](#) from being able to be successfully restored, although they seem to be made correctly! (If you have French accents in your Organization Name, you should check the File Name field in the **Maintenance** ⇒ **Organization Info** window - if the File Name has accents in it, please contact us for assistance to make sure your Internet Backups will be able to be restored!)

See Also: [Revision History - Version 1.00 to 2018](#) and [Revision History - Beta Versions](#)

21.2 Revision History - Version 1.00 to 2018

This page lists the history of changes and fixes from the first official release (version 1.00) program, through to the last release in 2018. The changes prior to that are on the [Revision History - Beta Versions](#) page, and the ones subsequent to that are on the [Revision History - Latest Version](#) page.

Release 2.20 (December 19, 2018):

- **Major New Feature:** [Importing](#) downloaded online banking transaction files is now supported in the program.
- Previously, if ACCOUNTS was already running, you could not start an [Import](#) of a file containing transactions (for instance, one exported from DONATION's Bank Deposits feature), or a [restore](#) of a database backup or emailed backup, by opening or double-clicking such files. Now those actions **do** work if ACCOUNTS is already running.
- On the [Entity Names](#) window, we removed the line for Cash Flow Statement, because the program doesn't contain a report with that name or purpose, so it's misleading to have a name for it shown there.
- Corrected the fact that Read Only users were allowed to [Print Cheques](#). Also adjusted a few minor places in other windows that allowed editing for Read Only users.

- Removed the menu option **Tools** ⇒ **Fix novaPDF Problems**, because saving to PDF files in ACCOUNTS is no longer ever done by using the novaPDF program.
- Fixed a bug introduced in release 2.12: In **Reports** ⇒ **Summary** ⇒ **Budget Comparison**, a mystery number had appeared at the right of every line of data, that continued onto an otherwise blank extra page.
- Fixed a bug for the [Web Network Version](#): The menu option **Upload/Download** ⇒ **Download Web Database to Local** was failing with an error message. (That menu option was normally only needed if you decided to switch back from the Web Network Version to another version such as Standalone.)
- Fixed a bug for the [Web Network Version](#): If it was an Evaluation version, or your payment had expired, it could prompt you to retrieve a license key from our server, even though that version does not need and cannot use license keys.
- Fixed a bug in the initial setup of a database: If you canceled the [window](#) for specifying what accounts you want to start with, when you restarted it would not prompt for that again, but rather open up with no accounts, which would cause problems. Also seemed to solve a problem where you get to the main window after that initial setup and no accounts show, when accounts do exist.
- Fixed a bug on the [main window](#): any accounts with only future-dated transactions in them were being omitted from the list on the right side of the window. (They will now be present, and will show a balance of \$0, since those balances are always as of today's date.)
- Fixed a bug in the Journal Entry List [window](#): it was supposed to scroll to show the latest journal entry when it opened, but it did not do so. Now it does.
- Added a scroll bar to the list of bills in the Edit Bill Payment [window](#), to handle the unusual case where there were more bills included in that one payment than would fit in whatever size you have resized that window to.
- Fixed a bug that somehow recently appeared in the [Register](#) window: if you made changes in the empty row at the bottom of the window, then clicked into another row, or tried to close the window, without first pressing **Enter** to save your changes, you were not being prompted about saving those changes. (There was no such problem when editing existing transactions.)
- Fixed an obscure and unlikely bug. (This note is mostly for ourselves, as the bug is **very** unlikely to occur to users!) If you are running the Web Network Version and download your web database to local, then switch to a local version (likely Standalone), then re-restore the backup file that was stored as part of that download process, the program will halt with an error about not being able to execute `sp_validate_connection`. You subsequently cannot open the program, because it keeps getting that same error.
- When a new user with a so-far empty database was trying to start by restoring an Internet Backup from a previous user in their organization, the window that came up to prompt them for the Unique ID for Internet Backups didn't allow typing or directly pasting into the entry field for that value. (You had to use a **Paste ID from Clipboard** button.) Now you can directly type or paste into that field, to avoid confusion.

Release 2.12b (November 5, 2018):

- Fixed a bug introduced in release 2.12: [restoring](#) backups, and the **Database** ⇒ **Validate Database** [menu option](#), would fail with a technical error message if you upgraded from a previous release to 2.12 by using the **Tools** ⇒ **Check for Updates** [menu option](#). Now **Tools** ⇒ **Check for Updates** is fine.

Release 2.12 (November 5, 2018):

- Added drill-down capability for fields in many reports that include an Income Statement. Values in those reports for accounts that don't have sub-accounts (the ones you can post transactions to) are shown in blue and you can click on them. Clicking on them shows a detail report of the transactions included in the displayed total for that account that you clicked on. A **Back** button at the top-left corner of the detail report takes you back to the original report.
- The [Journal Entry List](#) window, reached via the **Journal Entries** quick link on the main window, or the **Actions** ⇒ **Journal Entries** menu option, now has a **Duplicate** button that can be used to create an editable duplicate version of an existing journal entry. That will be particularly useful for journal entry transactions that cannot be viewed on a [register window](#), namely ones that do not include any asset, liability or fund accounts. (For journal entries that can be viewed on a register window, you can instead use the [Copy and Paste](#) or [Memorized Transaction](#) facilities there.) There is also an equivalent **Duplicate** button on the [Journal Entry Editing](#) window, which is enabled if you have entered that window through the **Edit** button on the Journal Entry List window, and have not made any changes.
- [Restoring](#) database backups is now done in a new way internally. (You should not see any difference.) With this change, users of the BitDefender anti-virus software, who have its SafeFiles module turned on, will no longer have to turn off that module to be able to successfully restore.
- A similar change was made to the **Database** ⇒ **Validate Database** [menu option](#), doing it in a new way that should not cause problems if BitDefender anti-virus has its SafeFiles module turned on. Also, that menu option is now allowed for the [Local Network Client](#) version.
- Fixed a error introduced by release 2.10: You can now [cut/copy/paste transactions](#) between different [register](#) windows, as you could in releases prior to 2.10. Of course you can still also do it within the same register window.

Release 2.11c (October 17, 2018):

- Fixed a bug when first initializing a [Web Network Version](#), when you already had another version of ACCOUNTS on that computer, with some data in it. After uploading your local database, it would erroneously take you to a setup window that applied only to new empty databases. (Exiting and re-starting the program at that point would still, fortunately, take you to the properly uploaded database.)

Release 2.11b (October 16, 2018):

- Fixed a bug introduced by release 2.10: The **Delete** button in the **Bill List** [window](#) didn't work, giving a technical error message about "DataWindow does not have UPDATE capability."

Release 2.11 (October 9, 2018):

- Fixed a bug in the **Tools** ⇒ **Check for Updates** [menu option](#), for users of the Web Network Version - in some cases it could incorrectly switch them to the Local Network Server

version instead of retaining the correct Web Network Version. (Specifically, this would happen to users upgrading to release 2.10 or higher, from releases prior to that.)

- Especially for users of the 5 simultaneous user [Web Network Version](#), made some changes that may speed up some activities that read program [settings](#) from the database. However, they also mean that if another simultaneous user changes certain settings, your program may not "see" those changes until you exit and restart it.

Release 2.10b (October 2, 2018):

- Fixed crashes in the program introduced by bugs in Release 2.10: In the [Register](#) window, using any of the popup menu options [Cut, Copy](#) or [Memorize](#) would cause an error message and a crash.

Release 2.10 (September 25, 2018):

- Added the Reference Number field to the [Bill Payment](#) and [Edit Bill Payment](#) windows, so that similar bills could be more easily distinguished before choosing to pay them.
- Fixed a problem experienced by some users where the **Save** button in the [Opening Balances](#) window didn't work in some cases, so they could not be saved.
- Fixed a bug introduced by a recent version: if you edited an existing bill payment from the [Bill Payment List](#) window, and made changes, you would get an error message when you tried to Save, and the save would not be completed successfully.
- Added the [Tools Menu](#) option **Explore Temp Directory**, which can be helpful in some tech support situations.
- In windows with a drop-down list of [Tax Codes](#), ones with no associated accounts are now omitted from the list, since they would have no effect.
- This version was created with a new release of the program we use to create ACCOUNTS, called PowerBuilder 2017 R3.

Release 2.05b (July 16, 2018):

- Fixed a problem introduced by version 2.05 where in the Standalone version, in some places in the program (including when [switching databases](#), or after making a database backup) you could get a message that didn't make sense, like: "You are using the Standalone version of ACCOUNTS, but your license key is not authorized for that. Rather, it is authorized for the normal Standalone version ...".

Release 2.05 (July 12, 2018):

- There's some new behaviour in date fields, in addition to the existing [keyboard shortcuts](#) for them: When you enter a date field, normally its first component (before the first slash or dash) will become selected (highlighted). Pressing the left or right arrow keys or the forward slash key (*/*) will cycle through the three components of the date field (month, day and year, in whatever order they are displayed on your computer). That can make it easy to just change one of those components, for instance the day of the month. Once it is highlighted, just type what you want to replace it with - there's no need to delete what is there first.

- When you are setting up a new empty database for the first time, if you fill in and save the Organization Info [window](#), then when it comes to the Options for Chart of Accounts [setup window](#) you click the Cancel button, previously that would undo what you did in the Organization Info window before exiting the program. Now it no longer undoes what you did in the Organization Info window, and thus when you start the program again, it just goes straight back to the Options for Chart of Accounts window.
- Added some text to the [Chart of Accounts](#) help topic to point out that you cannot delete the program's original General Fund, and to the [Editing Accounts](#) help topic to point out that the General Fund account cannot have sub-accounts. Also, the original General Fund account can now be identified because when you hover over its Number or Name in the Chart of Accounts window, a message to that effect will pop up.
- Made another correction to the new feature in release 4.04b where entering any arithmetic operator (+, -, *, /, or an opening parenthesis) in the field, other than a leading minus sign, popped up the [Calculator](#) window. It also popped up if you typed an x or X for times, which was intended, but unfortunately it also popped up if you typed Ctrl+X or Alt+X, which was not intended, and has been corrected.
- Fixed a bug in the update installation program for the Web Network Version, when you use **Tools** ⇒ **Check for Updates**: you would get an error message like "On Post Install ... Attempt to concatenate global pwd1 (a nil value) ...". Although that message should not have come up, it did not actually indicate any problem with the update.

Release 2.04d (June 4, 2018):

- Fixed a problem that could occur when registering from the program, if your Windows username included a space (like "Dan Cooperstock"), and your default web browser was not Internet Explorer or Microsoft Edge. In those cases, the registration could fail. This same problem could also affect certain other cases where the program opens web-type files that are on your local computer.
- Fixed a problem where the new automated license key retrieval could try to get a license key that was already older than the version of ACCOUNTS that you are running, which would not have been appropriate.
- Fixed a missing field (INTU_FID) in the database table for the chart of accounts that was causing error messages, though only in the [Web Network Version](#).

Release 2.04c (May 27, 2018):

- Made a correction to the new feature in release 2.04b where entering any arithmetic operator (+, -, *, /, or an opening parenthesis) in the field, other than a leading minus sign, popped up the [Calculator](#) window. It should have popped up only when you had actually just typed one of those characters, but instead, it would pop up any time you typed any character at all, if one of those arithmetic operators was contained in what you had already typed.
- Made a change to data entry and editing of currency amounts: Negative amounts are now always displayed with a leading minus sign, even if your display format for negative currency values, set in Windows Control Panel's Region and Language tool, says to instead use parentheses for negative numbers. That change was required because if a number was displayed as say "(1.23)", to mean negative 1.23, and you made any change

to it then moved out of the field, you would get a message saying "That is not a valid number".

Release 2.04b (May 24, 2018):

- The **Maintenance** ⇒ **User Administration** ⇒ **Administer All Users** window for the Web Network Version now allows Administrators to reset passwords for other users, and unlock other users who have become locked out by too many unsuccessful login attempts.
- Many fields for entering currency amounts will now open a new [Calculator](#) window, if you enter any arithmetic operator (+, -, *, /, or an opening parenthesis) in the field, other than a leading minus sign.
- If you are prompted to insert [Recurring Transactions](#) when you start the program, and they change any of the balances, those balances are updated on the main window when you return to it. (That sort of updating of the balances on the main window was already happening for every other window that can insert transactions.) *The revision history for release 2.04 originally said this correction was included in that release, but it actually only appeared in this release.*

Release 2.04 (May 9, 2018):

- For users of the Standalone and Local Network versions, the [software licensing](#) has been changed. Now in most cases, if you have an Internet connection, new or updated license keys can be retrieved directly and instantly from our server, rather than having to send an email request to Software4Nonprofits and wait for a person to send you the key.
- Creation of new empty databases (for instance during an initial install of the program, or with the **File** ⇒ **New Database** [menu option](#)) is now done by copying from the empty database file ACCOUNTS.DB, rather than by doing a database restore from the database structure backup file ACCOUNTS.metadata. That should solve some problems caused by some anti-virus programs, that prevent certain writing to directories under C:\Users\Public, which is where the program's [Data Directory](#) is created.
- Changes to your Organization Name in the **Maintenance** ⇒ **Organization Info** [window](#) no longer require licensed users of the Standalone or Local Network versions to request an updated license key. Instead, the changed name will automatically be written into your license key file.

Release 2.03c (May 3, 2018):

- Fixed a problem that caused a couple of techie, but harmless, error messages to appear for a new install of the Web Network Version. It happened only on computers that never had any other version installed on them, when you followed the start-up prompt to Register.

Release 2.03b (April 27, 2018):

- In the [Web Network Version](#), if you leave the program inactive - not doing anything in it - for 2 hours, you will be disconnected, so as to stop using up server resources and not block other users from using it. The best practice if you will not be using it for a while is to exit the program, and restart it when you wish to use it again.

- In the [Web Network Version](#), if someone who is not an Administrator uses **Maintenance** ⇒ **User Administration** ⇒ **Administer All Users**, rather than doing nothing (which was a bug) it offers to show you who the Administrators are. (They are the ones who can really use that menu option for adding and removing users, and changing their permissions.)
- Fixed the fact that a user of the regular versions (not Web Network Version) who enters the program with a [Read Only Password](#) could see and use the **Maintenance** ⇒ **Change Password** sub-menu options.
- Any action in the program that needs Internet access now first checks that you are connected to the Internet, and if not, gives you a chance to connect and try again.

Release 2.03 (April 12, 2018):

- Added a small section on getting Yahoo email accounts configured for successful email sending in the [Email Sending Configuration](#) help page.
- The installation program is now digitally signed with what is called an "Extended Validation Code Signing Certificate", which may help prevent things like Microsoft's SmartScreen Filter or Windows Defender from incorrectly objecting to downloads - which have nothing wrong with them.

Release 2.02 (March 28, 2018):

- Changed both **Reports** ⇒ **Summary** ⇒ **Balance Sheet** and **Reports** ⇒ **Summary** ⇒ **Balance Sheet Comparison** to omit rows for hidden accounts with zero balances. (For the Balance Sheet Comparison, an account is only omitted if it is hidden and has a zero balance at both dates.)
- Changed **Backup/Restore** ⇒ **Backup Database** so that if you choose to back up to a USB memory key, it does the backup directly to there in one step, as long as there seems to be sufficient space on the USB. Previously it always first did the backup to the Backup subdirectory of the program's [Data Directory](#), then copied it from there to the USB.
- For the Web Network Version, when there has never been a local database on the same computer from another version of ACCOUNTS, fixed a minor problem with the registration window.

Release 2.01h (March 26, 2018):

- For the versions other than the Web Network Version, the submenu **Maintenance** ⇒ **Change Password** had somehow disappeared. It has been put back.

Release 2.01g (March 22, 2018):

- The **File** ⇒ **Open Database** [window](#) now opens highlighting your current database. Also, when using that window in the Web Network Version, it no longer prompts you to log in again after opening that window, which was not needed.
- Fixed a problem with [registrations](#) done within the program, which weren't always working properly when they were forwarded to the website. Also removed a step from this process, so you no longer have to also click Submit on a web page to complete the registration, when it is started within the program.

Release 2.01f (March 20, 2018):

- Fixed a bug in the Web Network Version, when it was opened by DONATION to import a Bank Deposit transaction (or opened by double-clicking on a transaction import file), it would crash with a message about a "null object reference".
- In the Web Network Version, any of the following changes will now invisibly send an email to us, to make sure we keep our contact information for your organization up to date: Changing the Organization Name in **Maintenance** ⇒ **Organization Info**, changing your name or login email address in **Maintenance** ⇒ **User Administration** ⇒ **Edit Your Login**, or any additions or deletions of users or changes of user access levels in **Maintenance** ⇒ **User Administration** ⇒ **Administer All Users**.
- There's a new option in the **Maintenance** ⇒ **Main Options** [window](#): "Don't prompt before open Register Splits window with Ctrl+S". If that is checked, you are no longer asked whether to open that window when you press **Ctrl+S** in the Register window, to open the Splits window.

Release 2.01e (March 15, 2018):

- Fixed a problem when installing and registering a new Web Network Version, when you already had a database from another version on the same computer: the Unique ID for your database that got sent to Software4Nonprofits in your registration was not the correct one.

Release 2.01d (March 12, 2018):

- Fixed a bug introduced by release 2.01: New users in the USA choosing a sample database were getting errors loading that sample, preventing the load of the Chart of Accounts from completing.

Release 2.01c (March 12, 2018):

- Improved the management of connections to the server database in the [Web Network Version](#).
- Changed the wording of version numbers, like this 2.01c, to "Release #2.01c", to avoid confusion with how we use the same word "version" for the named versions of the program - Lite, Standalone, Local Network and Web Network Versions.
- Fixed a couple of things about [Custom Reports](#): having a non-empty Heading (and not just spaces) is now always required, and stopped a program crash when trying to run reports that were somehow saved without a Heading for a row, which should not have been possible.
- Removed some erroneous references to "DONATION" that should have said "ACCOUNTS", on some Help pages.

Version 2.01b (March 2, 2018):

- For users of the Web Network Version, if a Program Entry Password had been set in a previous version, don't still prompt for it after doing the Web Network Version login.

Version 2.01 (February 28, 2018):

- Added a new version of ACCOUNTS, the [Web Network Version](#), that is still installed on your Windows computer but has its database on a Software4Nonprofits server. See [Multiple User Options](#) for the pros and cons of using this version.
- The program is now using a newer version of the Firebird database software. This means that if you are sharing the same database between multiple users, all of the computers running ACCOUNTS **must** be upgraded. Otherwise, when you transfer a database from a program running the new versions of ACCOUNTS and Firebird to one running the older versions of both, the database will not be able to be restored.
- Fixed a weird bug where deleting multiple rows from the [splits window](#) for a transaction in a register, then using the **Adjust Total** button and saving the change, can leave you with an unbalanced transaction, because one or more of the deleted rows don't actually end up deleted. (This is the very first time anyone has ever found a way to create an unbalanced transaction in ACCOUNTS!)
- Fixed a bug, where the program somehow allowed at least one user to have Income or Expense accounts that were not associated with a Fund account, which caused their Balance Sheet to appear to be unbalanced. Now on start-up of this version, any such problem accounts are fixed, by associating them with the General Fund, and you are given a message telling you how to review those changes. In addition, all windows where you can edit accounts now force you to have a Fund selected for each Income or Expense account.
- Added the menu option **Database ⇒ Validate Transactions** which tells you whether you have any unbalanced transactions. Renamed **Database ⇒ Validate to Database ⇒ Validate Database** to better distinguish those two menu options.
- Added **Reports ⇒ Administrative ⇒ Unbalanced Transactions** to actually display any such unbalanced transactions so you can find them and fix them.
- All reports that show a column for budget amounts have now been adjusted to divide the budget amount by appropriate fractions of 12 if the report is for some number of full months. Previously the fraction used of the budget was always an exact count of days, divided by 365.
- Renamed the existing Network Versions of ACCOUNTS to be called the "Local Network Versions", to more clearly distinguish them from the new Web Network Version.
- Saving reports to PDF now usually uses a new facility for doing that which is built into PowerBuilder, the program we use to build ACCOUNTS, rather than the 3rd party PDF printer novaPDF that is included with ACCOUNTS.
- Changed the validation of email addresses you enter in the program to allow for the final part after the last period to be up to 18 characters long (the previous limit was 8).
- Added **Reports ⇒ Administrative ⇒ User Login History**, which shows all dates and times that any user logged on or off of the program, in descending date order (latest first), for any range of dates.
- Fixed a weakness where **Maintenance ⇒ Entity Names** would allow you to save one of its fields as just one or more spaces, instead of an actual name.
- Fixed a bug: drop-down lists of accounts, for instance in the Register or Register Splits window, could include [hidden accounts](#) when they should not have done so.
- Fixed potential problem data in Memorized Reports contents, that could allow your database to be backed up, but not restored, with the new version of the Firebird database software.

Version 2.00b (August 30, 2017):

- Changed the installation program to automatically fix problems that a few users were having, where for some reason it could not overwrite files in the program's installation directory, so the install failed.

Version 2.00 (August 25, 2017):

- This version uses a newer version of PowerBuilder, the program we use to create ACCOUNTS, and as such we are giving this release a new main version number (2.00).

Version 1.42 (June 29, 2017):

- Added the **Reports** ⇒ **Custom Reports** [menu option](#), which allows you to create custom reports with up to 4 columns, each for their own range of dates. Each column can be Income and Expenses, Budget, or a Difference between two previous columns. This now allows the creation of various reports that users have asked us for over the years that were not included as built-in reports, and that we weren't sure would be of interest to sufficient users to be added.
- Added a quick link for [Memorized Reports](#) to the bottom-right section of the Common Actions area on the program's [main window](#).
- Added both [Custom Reports](#) and a section listing all of your [Memorized Reports](#) at the end of the list in the [Report Browser](#).
- [Memorized Reports](#) can now have optional Descriptions added to them, in addition to their name. The Descriptions can be added when you are memorizing them, or on the Memorized Reports window itself.
- **Reports** ⇒ **Summary** ⇒ **Government Form Amounts** now defaults the dates to your fiscal year start and end, if they are different from the calendar year. It also has a new option to omit \$0 lines.
- In the **Reports** ⇒ **Memorized Reports** [window](#), after running a report, and closing the window(s) doing that took you to, you return to the Memorized Reports window. (Those other windows can be the main Reports window, the [SQL Select](#) window, or the [Custom Reports](#) window.) Fixed a weakness where the information about the list of reports in the Memorized Reports window is not updated on that return. That could be necessary if you made changes and re-memorized the report in one of the windows you were taken to. Without this fix, re-running the same memorized report immediately would ignore those changes. Also, any new memorized reports with new names would not have appeared on the list in this window when you returned to it.
- Fixed a bug where if you added a [Filter](#) to any of **Reports** ⇒ **Summary** ⇒ **Income Statement by Months**, **Reports** ⇒ **Summary** ⇒ **Income Statement by Quarters**, **Reports** ⇒ **Fund** ⇒ **Income Statement by Months**, or **Reports** ⇒ **Fund** ⇒ **Income Statement by Quarters**, the filter expression wouldn't get displayed on the report. (In almost all other reports, that does happen.)

Version 1.41 (March 23, 2017):

- Added **Reports** ⇒ **Fund** ⇒ **Income Statement by Months** and **Income Statement by Quarters**, that are like the same-named **Reports** ⇒ **Summary** reports, except split out by

fund, with a summary section showing the change in fund balances for the entire reporting period. See [here](#) for details.

- **Reports** ⇒ **Summary** ⇒ **Income Statement by Months** and **Income Statement by Quarters** both now also prompt for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report.
- Changed the messages that come up if you try to [backup](#) or [restore](#) using a UNC path (such as \\computername\path\...). Previously that never (or at least almost never) worked, but you got a techie error message from the Firebird database software. Now you get a clearer message, earlier, directly from the program.
- Corrected a couple of places in this Help file where it said that **Journal Entries** was on the **Maintenance** menu - it is on the **Actions** menu. You can also get to it via the Journal Entries quick link on the main window.
- When [saving reports to files](#) with the **Save As** button, there is now an option to open reports saved as HTML in Excel, in addition to opening them in your default web browser. However, that is likely to come out worse in most cases than if you save them directly as Excel.
- Reorganized the **Tools** ⇒ **Register Online** [window](#), splitting the fields up into groups for Organization Information, Contact Person, and Other Comments.

Version 1.40 (February 23, 2017):

- Added **Reports** ⇒ **Summary** ⇒ **Income Statement General Comparison**, which lists your income/revenue and expenses, consolidated across all funds, for one specified range of dates, and a second specified range of dates.

Version 1.39c (January 21, 2017):

- Sometimes the **Tools** ⇒ **Fix novaPDF Problems** [menu option](#) would not succeed because ACCOUNTS was running while the fix program was running. Now you are prompted to allow ACCOUNTS to exit prior to running the fix.

Version 1.39b (December 28, 2016):

- Fixed a crash in the program if trying to memorize a transaction with a name that is over 40 characters long.
- Fixed a crash in the **Maintenance** ⇒ **Recurring Transactions** [window](#) if you try to delete the last memorized or recurring transaction displayed on that window.

Version 1.39 (October 18, 2016):

- Added [Recurring Transactions](#), which are memorized transactions for which a schedule has been assigned (for instance, monthly) for automatic or prompted-for insertion into the database.
- When you are [memorizing transactions](#), you are now always prompted with a suggested memorized name (which you can of course change). For transactions previously memorized with this version 1.39 or later of ACCOUNTS, that you are re-memorizing, you are prompted to save it with the same memorized transaction name. For all others, the name it prompts you with is the Payee / Description for the transaction.

- Added the **Help** ⇒ **Search by Topic or Keyword** menu option, that actually just brings up a message box giving you instructions for how to do that, but also has buttons that take you either to the Help file where you can use the Index for searching, or to the [How to Use Help](#) help page for further instructions.
- Changed **Help** ⇒ **Contents and Index** so that it always opens on with the Index showing, which we believe is the most commonly helpful option. Previously it would show whichever of the Contents, Index, Search or Favorites tabs that you had last been on when you used the Help file.

Version 1.38c (August 30, 2016):

- Fixed another bug in **Reports** ⇒ **Accountant** ⇒ **Trial Balance** (introduced for at least one user by the fix in version 1.38) that for some dates and combinations of prior transactions could cause balances for fund accounts to be missing, and thus the whole report to not be balanced. (This only occurred if there had never been any transactions that directly affected that fund account at all, including no opening balance, but there were transactions on linked income or expense accounts.)
- In the **Database** ⇒ **SQL Select** [window](#), more types of SQL statements (beyond the normal SELECT statement) are now allowed, with the provision of a SQL updating password from Software4Nonprofits, than were previously allowed. This will allow our support people to fix certain types of rare problems in users' databases without having to have those databases sent to us by email backup, fixed here, and sent back for restoring.

Version 1.38b (August 23, 2016):

- Added a Help topic with instructions on [Deleting Databases](#).
- When you are installing a license key or evaluation extension key, the program now removes unexpected characters (which might be invisible!) from the lines before doing anything else, to correct unusual errors in the copy and paste process of putting the key into that window.
- Made some improvements to the Help topics on [Handling Sales Taxes](#) and [Maintaining Sales Tax Codes](#), for clarity.

Version 1.38 (August 18, 2016):

- There's a new option on the **Maintenance** ⇒ **Main Options** [window](#), **Drop down Account fields on entry to them**, which determines whether that happens. (Previously it always happened.)
- In all windows that show transaction splits ([Journal Entries](#), [Register Splits](#), [Write Cheques](#), [Enter Deposits](#), [Enter Bills](#), and [Credit Card Charges](#)) there is now better handling of rows with an Account selected but no amount(s) on that row. Also added the ability to right-click on a row and pick **Delete Row** from a popup menu, to clear that up.
- Added a new **Database** ⇒ **Delete Old Data** [menu option](#), which deletes most transactions prior to a given fiscal year-end date (at least 2 full years in the past) and creates a new "rollup" Opening Balances transaction so that the balances at that date are the same as they were before this action.

- Corrected a bug in **Reports** ⇒ **Accountant** ⇒ **Trial Balance** that for some dates and combinations of prior transactions could cause balances for fund accounts to be wrong, and thus the whole report to not be balanced.
- There is a new **Tools** ⇒ **Fix novaPDF Problems** menu option, which downloads and runs a program from our website to uninstall and reinstall the novaPDF PDF printer, to fix problems that sometimes come up (for instance if you uninstall the printer driver, or delete some of its files). The program is also using a newer version of novaPDF.
- When you are installing a license key or evaluation extension key, the program now checks the lengths of the lines before doing anything else, and doesn't proceed if they are not the expected length, to watch for unusual errors in the copy and paste process of putting the key into that window.

Version 1.37b (May 26, 2016):

- Fixed a bug: The new option on the **Maintenance** ⇒ **Main Options** [window](#) that determines whether the account names for the split accounts are included on the printed cheques, or only the memos and amounts, was not working - the account names were printed however you set that option.

Version 1.37 (May 25, 2016):

- On the main window, added a Current Balance column to the accounts list on the right-hand side, showing the balance in each displayed account as of the current date.
- [Printed cheques](#) now print the splits for the transaction on the voucher parts (the 2nd and 3rd sections of the cheque page). There is a new option on the **Maintenance** ⇒ **Main Options** [window](#) that determines whether the account names for the split accounts are included with that, or only the memos and amounts.
- Fixed a bug where blank pages could be printed between cheques (or a blank page after a single cheque).
- Fixed a weird but obscure bug: If you entered a cheque through the [Write Cheques](#) window or the [Register](#), and selected a previously entered Vendor as the Payee, then changed that to a Payee that isn't a Vendor (whether it's on the drop-down list or a new one), then when you printed that cheque, it would show the name of the Vendor as the payee on the printed cheque! This would also happen if you saved the cheque with the Payee being a Vendor, then subsequently edited it in the Register and changed the Payee to a non-vendor, and tried to print the cheque. Now that doesn't happen - it correctly shows the new Payee on the cheque.
- Fixed a bug that could allow the database to store data thinking that certain bill payments had paid \$0 on one or more bills, which doesn't make sense. Such \$0 payments could then not allow you to delete that bill if that payment was the only payment on it. All such existing \$0 payments are removed when you first start this version.
- Removed a harmless message that should not have been there when returning from displaying the report showing your Unique ID for Internet Backups, which is displayed after you click the **Setup** button in the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#), that said "Cannot activate the program's main window."

Version 1.36c (March 22, 2016):

- If you enter an incorrect password in the program (such as a [Program Entry](#) password), the message you get now includes the Organization Name from the database you are trying to access. That can be helpful if you have [multiple databases](#), and might be putting in a password for the wrong one. It's also helpful if you forget your password and we have to give you a temporary one to get in, because it is based on the exact Organization Name, which you can then tell us.
- Fixed a bug introduced by version 1.36, if you are trying to install an [evaluation extension](#): the program exits, after giving a message "Internal error: licensing object not passed when opening w_new_eval_date".

Version 1.36b (March 18, 2016):

- Fixed a bug introduced by version 1.36, where if you exported a Bank Deposit file from the DONATION program and allowed it to automatically launch ACCOUNTS to import that file, the program crashed with a techie error message about "Error at line 8 of uf_post_getfocus event of u_dw". (This would also happen if you double-clicked such a Bank Deposit export file, to import it into ACCOUNTS when ACCOUNTS wasn't running.)

Version 1.36 (March 15, 2016):

- Significantly sped up the loading of the [Register](#) window for accounts with a lot of transactions in them (up to 10 times faster).
- Users have been having trouble configuring email sending with Gmail in the **Maintenance** ⇒ **Email Sending Configuration** [window](#). There are now two different solutions available in the program for that. Details are in the Help page [Gmail Configuration](#).
- In the first **Maintenance** ⇒ **Email Sending Configuration** [window](#), made the figuring out of the settings from an account in Microsoft Outlook work for newer versions of Outlook (Office 2016 and 2015).
- For users of the [Network Versions](#) of ACCOUNTS, enhanced the window displayed by the **Tools** ⇒ **Network Client Information** menu option in the Local Network Server version, to add buttons for **Print**, **Open in Word**, and **Help**.
- Made some improvements to the messaging for the unusual cases where there is something wrong with the program's licensing file, to allow you to better understand what is wrong and what to do about it. If it is necessary to re-download and install the program to fix such problems, the program will give you an option to go to the DOWNLOAD page on the website to do that.
- Improved the Help topic [Restoring Backups](#) to explain what to do if the *OrganizationName* part of a database backup you want to restore doesn't match the current database's filename (the File Name field in the **Maintenance** ⇒ **Organization Info** [window](#) in the program).
- Removed a harmless message that should not have been there when returning from displaying a [Memorized Report](#), that said "Cannot activate the program's main window."
- The program now comes with a newer composite version of the 3rd-party controls that used to be separated, for sending emails (Chilkat Mail), for communication with websites (Chilkat Http) and for extracting files from compressed files (Chilkat Zip).
- Added some improvements to how the program figures out how to launch Microsoft Excel, for some users where those Microsoft programs were present on the system but not being found by ACCOUNTS.

- Some aspects of the program code have been significantly re-organized to allow us to share more code between this program and our DONATION program.

Version 1.35h (January 3, 2016):

- Fixed a problem that caused the program to hang when trying to import a chart of accounts from [Simply Accounting](#) / Sage 50 Canada, when you first create a new database.

Version 1.35g (December 29, 2015):

- Made some small improvements to the very important Help topic [Accounting Concepts](#) and its sub-section [Funds and Fund Accounting](#), and to a few other Help pages.
- Removed the menu option **Help** ⇒ **Support Forum on the Web**. We have discontinued the use of the Support Forum because so few people were using it. Please just [contact us](#) directly if you need support.
- Added comments at various places in this Help file explaining that you should **not** try to move your database to a 3rd-party cloud storage location like Dropbox, Google Drive, Microsoft OneDrive etc.

Version 1.35f (November 19, 2015):

- Fixed a bug: for some users, the cheque amount in numbers on cheques [printed](#) with the program could be wrong, with the currency symbol (e.g. dollar sign) missing, and no decimal places (e.g. for cents).
- Changed **Tools** ⇒ **Register Online**, and the Register page on the website, so that the field for the organization's website address allows up to 70 characters (previously 50).

Version 1.35e (November 6, 2015):

- Correctly fixed the bug that version 1.35d below claimed to fix, but didn't!

Version 1.35d (October 25, 2015):

- Fixed a bug - if you were registering for the first time with **Tools** ⇒ **Register Online**, and you hadn't previously set up an email address with **Maintenance** ⇒ **Email Sending Configuration**, the email address field would be both empty and uneditable, and you would not be able to submit the registration because the program would ask you to enter an email address!

Version 1.35c (October 21, 2015):

- Fixed a bug where if you try to install an expired license key, the error message you get states an incorrect date as being the expiry date of that license key.

Version 1.35b (October 19, 2015):

- Updated several Help topics to explain how to delete a split row in a transaction entry window (e.g. the [Register Splits](#), [Writing Cheques](#), [Enter Deposits](#), [Credit Card Charges](#),

or [Enter Bills](#) windows) that was entered in error, by clearing all fields on that row. (It was already explained in the Help topic for entering [Journal Entries](#).)

- Fixed a very unusual potential problem where in the **Database** ⇒ **SQL Select** [window](#), if you are given a password by Software4Nonprofits to allow you to do some form of data updating in that window, that password could fail to work because it had an unprintable character in it.

Version 1.35 (September 21, 2015):

- Renamed the **Reports** ⇒ **Details** ⇒ **One Account Details and Balances** [report](#) to be just called **One Account Details**, because when it is run on Income or Expense accounts, it no longer shows the starting and ending balances (totals over all time the program has been used) because those figures don't really make sense. The starting and ending balances are still there when you run the report for Asset, Liability or Fund accounts.
- Similarly, **Reports** ⇒ **Details** ⇒ **One Account with Running Balances** is still called that, but no longer shows a starting balance for Income or Expense accounts, and the running balance just starts at \$0 for such accounts.
- In both of those reports, added a note in the footer of the report, when running them for a Fund account, explaining that the report only includes explicit transactions in the report and the balances, and excludes changes to the implicit fund balance made by [linked](#) Income and Expense accounts. If you want those to be included, use **Reports** ⇒ **Fund** ⇒ **One Fund Details and Balances** instead.
- Fixed a problem where certain complex numeric expressions (that aren't for currency amounts) get formatted as currency when they shouldn't, in the **Database** ⇒ **SQL Select** [menu option](#).
- Improved the clarity of messages you can receive if you run a [Network Version](#) of ACCOUNTS but only have a license key for the Standalone version. Previously those messages referred to the fact that you were using the Firebird Server, which most users wouldn't understand - now it just refers to the Network Version of the program.

Version 1.34b (June 18, 2015):

- Made a fix in the installation program so it will work on the upcoming Microsoft Windows version 10.
- Made a fix related to the change about reference numbers made in version 1.34: now you do not get any confirmation questions in either the Register window (for payments) or the Write Cheques window, if you leave both the transaction Type and Number fields blank. We assume you know what you are doing in that case.

Version 1.34 (May 21, 2015):

- All backup filenames now have a time component as well as a date component, such as *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup*, where *YYYY-MM-DD* is the date the backup was made, and *HH.MM.SS* is the time.
- The [Write Cheques](#) window now allows the entry of non-numeric reference numbers, which might come up when entering payments with transaction types other than "CHEQUE" or "CHECK". The field for entering that number has been changed from saying "Cheque #" or "Check #" to saying "Chq / Ref #" or "Chk / Ref #".

- Transaction Types in both the [Register](#) and [Write Cheques](#) windows are now forced to be upper case.
- Fixed a weakness in the [Pay Bills](#) window: you couldn't use it to "pay" a bill for \$0, composed of a bill and a credit note (a bill with a negative amount) for the same dollar amounts, or any other combination adding up to \$0.
- Both **Reports** ⇒ **Vendors and Bills** ⇒ **Overdue Bills Aging Summary** and **All Bills Aging Summary** omitted to add in any credit notes (ones with negative amounts) to the displayed totals. They are now included.

Version 1.33 (April 20, 2015):

- Added a menu option **Maintenance** ⇒ **Change Password** ⇒ **Read Only Password**, that allows you to set a [Read Only Password](#). Entering ACCOUNTS with that password means you can view data and reports, but not enter transactions or change any data.
- Changed a number of data entry windows to prompt about saving the work if you have made changes, not saved those changes, and then close the window by using the "X" at the top right corner or **Alt+F4** or a **Close** button. (A **Cancel** button will always allow you to abandon unsaved changes without prompting.)
- When you are [reconciling](#) an account, added a validation in the initial Reconciliation Summary screen so you can't enter a Statement Ending Date earlier than the date of the latest reconciliation on the account, if any. (You already couldn't actually run a reconciliation prior to that date, but you didn't get a message about that until you clicked the **Reconcile** button to go on to the Reconciliation Details window.)
- Fixed some problems that can happen in the installation program if you are installing into a non-standard location for the program files, or re-installing to one location when a prior install went to a different location.

Version 1.32 (February 20, 2015):

- Added a section on "Creating your own Import Files" (which we do not recommend!) to the Help page on [Importing Transactions](#). Also allowed more transaction type values when importing transactions, and allowed the import to be a CSV file (in addition to the currently allowed tab separated text file format).
- Improved the messages you receive if the program tries to send an email and is unsuccessful, to be clearer and more helpful about what the problem likely is, and how to fix it. (This applies whether you are doing so from the **Test** button in the **Maintenance** ⇒ **Email Sending Configuration** [window](#), or trying to actually email a report or database backup.)
- Fixed an inconsistency between the program itself and the installation program about how they find the program's Data Directory - a couple of users were finding that the different methods used, which we thought always gave the same answer, did not do so.
- Improved the wording in the Evaluation and Licensing window (accessed via **Tools** ⇒ **Request or Install License Key**) when you are already licensed. If it tells you that your eligibility for support and upgrades has expired, and you need to pay to renew that, it makes it clear that this is "according to your most recently installed license key", which may or may not be correct. (You might have paid more recently, but just not requested, received and installed an updated license key yet.)

- Added some content to the Help page on the [Data Directory](#), to avoid possible confusions about the Data Directory itself versus its Data subdirectory, and about the "Documents" versus "Public Documents" subdirectory under C:\Users\Public in recent versions of Windows.
- Hopefully fixed a problem that occurred very occasionally (we believe on 64-bit computers) when the installation program tried to install the novaPDF PDF printer, and it would not install, giving the message "Error 1 installing novaPDF".

Version 1.31 (January 27, 2015):

- In both the [Bill List](#) and [Bill Payment List](#) windows, added checkboxes for "Show only 1 year back".
- In the Bill Payment List window, changed it so that after any changes to the Vendor drop-down or that new checkbox, it scrolls to show the latest bill payment (the bottom of the list).
- Fixed a bug: when [printing cheques](#) for vendors in the [Vendor List](#) that have an apostrophe (single quote) or double quote in their name, their address would not be printed on the cheque. Note: This fix may will probably not work for previously existing transactions with quotes in the vendor name, unless you edit those transactions before you try to print them, first changing the Payee to anything else, moving out of that field, then going back and changing it back to the desired Payee.

Version 1.30b (December 5, 2014):

- Fixed a bug introduced by version 1.30, where in some cases when it went to get the [next cheque number](#) it would give an error message and show number 1.

Version 1.30 (December 3, 2014):

- Made some improvements to the Help page [Move the Program from One Computer to Another](#), relevant to the changes in version 1.28.
- Changed the way the program calculates the next available cheque number (used in the [Register](#), [Write Cheques](#) and [Pay Bills](#) windows). Now it suggests the number after the cheque number that was most recently entered for that bank account (not the one with the most recent transaction date - which is the date you enter). Also added a new Help page explaining [Getting the Next Cheque Number](#).

Version 1.29c (November 18, 2014):

- Fixed a bug in [Importing Transactions](#), which is most commonly done for bank deposits from the DONATION program, where it would give error messages and not do the import if any of the included accounts had either an apostrophe (single quote) or a double quote in their names.
- In the **Reports** ⇒ **Memorized Reports** [window](#), added a **Delete** button to delete reports that are no longer needed.

Version 1.29b (October 30, 2014):

Made several changes to the [Reconciliation Summary](#) window:

- Added a **Delete Latest** button to allow you to completely remove the latest reconciliation done on that account, if it was done in error (for instance, for the wrong date).
- Added a test that the selected Statement Ending Date is no earlier than the Statement Ending Date of the latest reconciliation done on that account, because it does not make sense to do them out of order.
- Added a warning, if the Statement Ending Date is more than one calendar month after the Statement Ending Date of the latest reconciliation done on that account, to confirm you really want to do that. (Normally you would do the reconciliations one month at a time, but the program does allow you to do multiple months at once.)

Version 1.29 (October 29, 2014):

- Added a new **Maintenance** ⇒ **Funds for Accounts** [menu option](#) (also available from a new **Funds** button on the Chart of Accounts [window](#)). It allows you to set the funds associated with each income and expense account, all on one window. (Previously that could only be done one income or expense account at a time, on the [editing window](#) from the Chart of Accounts.)
- Fixed a bug in the addition of storing memorized reports in the database, rather than in separate files on your hard drive, in version 1.28. That worked for new installations of ACCOUNTS, but when existing installations were updated, if you had any existing memorized reports you would get a technical error message about not being able to save them in the database.
- There appears to be a bug in the [Quicken](#) exporting of accounts, for importing into an initial chart of accounts into ACCOUNTS, where the types shown for some accounts consist of garbage characters. Previously that would stop the import - now those accounts are imported (arbitrarily) as Bank accounts, and you can fix them after the import. You are shown a file of problems in the import that includes a note about each such account.
- Corrected broken links to the four helpful blog posts explaining fund accounting from the competitor company IconCMO, in the [Funds and Fund Accounting](#) section of the Accounting Concepts help page.

Version 1.28 (October 24, 2014):

- [Memorized reports](#) are now stored in the database, rather than in separate files on your hard drive, so they no longer have to be backed up and restored separately. The first time this version (or any subsequent version) is run when you have previously been using version 1.27 or earlier, all memorized reports are picked up from your hard drive and inserted into the database. If you are using ACCOUNTS on multiple computers, this is done on each computer, though only newer reports are updated when a given report is already present in the database.
- The [sample](#) charts of accounts for Canada Charity and Canada Church have had their government form lines for the T3010 form updated to include the section or schedule number as part of the form line, in the form (for instance) "SD 1234" for lines in Section D or "S6 1234" for lines in Schedule 6. Lines for both Section D and Schedule 6 (only one of which is filled in by each organization, depending on its size) are included, and a new comment has been added to **Reports** ⇒ **Summary** ⇒ **Government Form Amounts**, when it is run for the T3010, pointing out that only one of those groups should be used.

Version 1.27 (October 9, 2014):

- The installation program for the [Network Client](#) version now has clearer instructions, and clear error messages for problems, on the screen for specifying the computer name that the Network Server version is running on, and the path where the database files are stored.
- Occasionally the program fails to start because a user has moved either the program's [data directory](#) or the "Cooperstock Software" directory above it. Now the program will give a clearer error message about this problem, with a suggestion of how to fix it.

Version 1.26 (July 24, 2014):

- In all windows where you can enter a list of splits for a transaction (like the Register Splits window, Write Cheques, Enter Deposits, Journal Entries etc.) make the Account field a bit wider to show more of long account names.
- In the [Edit Bill](#) window, if you make a change to the Total Bill Amount and tab or click out of the field, in cases where you were using [Sales Tax Codes](#) and there was only one expense account, it would automatically re-calculate the splits for you when you tabbed out of the field. However, if you clicked either **Save** button without first moving out of the field, it would not do that, and would give you an unneeded error message about the splits not adding up to the total. That has been fixed.
- Also in the [Edit Bill](#) window, when you are editing a bill that already has a partial or total bill payment on it, you are now given a warning about that fact when you enter the window, pointing out that you need to be cautious about changing the Total Bill Amount. And if you do change that amount, in most cases (except where it was a partial payment before, and is still a partial payment after the change) it will ask you to confirm the change when you click either **Save** button, explaining what the effect of your change was.
- Changed the installation programs to give a message on their startup screens, saying that you may need to temporarily stop your anti-virus or security programs if you get a message about "Sharing Violation" during the install, which a few users were having.

Version 1.25 (May 5, 2014):

- **Reports ⇒ Summary ⇒ Income Statement, Reports ⇒ Summary ⇒ Income Statement Yr/Yr Comparison, Reports ⇒ Summary ⇒ Balance Sheet, Reports ⇒ Summary ⇒ Balance Sheet Comparison, Reports ⇒ Summary ⇒ Budget Comparison, Reports ⇒ Fund ⇒ Income Statement, Reports ⇒ Fund ⇒ Budget Comparison and Reports ⇒ Listing ⇒ Budget** now all prompt for an "Include" setting to determine the levels of accounts and sub-accounts to be included in the report.
- Reports created with the **Database ⇒ SQL Select** [menu option](#) now do a better job of making the columns only as wide as they need to be to hold the longest retrieved data, and leaving spaces between columns. This fixes problems both where some data could be cut off because columns were too narrow, and reports were unnecessarily wide because columns were too wide.
- In all windows where you can enter a list of splits for a transaction (like the Register Splits window, Write Cheques, Enter Deposits, Journal Entries etc.) made the drop-down area

for the accounts wider, to show long account names in their entirety rather than in some cases cutting them off.

Version 1.24 (March 24, 2014):

- **Reports ⇒ Details ⇒ One Account with Running Balances** was incorrectly showing the ending balance as the starting balance, and then adding up running balances from there. That has been fixed, so the starting balance is correct.
- This version was created with a newer version of PowerBuilder, the program used to create ACCOUNTS.

Version 1.23b (March 24, 2014):

- Fixed a support problem, where if the program cannot find one of its 3rd party components (ChilkatHttp, ChilkatMail, or wodCrypt), a re-install of the full version did not always fix them, and further steps were required to fix the problem.
- Fixed a problem in the installation program, for re-installs, where if you need to let it delete an expired license key file (a very unusual situation) that gives an error message and the whole install ends up failing to upgrade.

Version 1.23 (March 19, 2014):

- **Reports ⇒ Vendors and Bills ⇒ All Bills Aging Summary** was not obeying the setting for "Show Cents in Reports" in the **Maintenance ⇒ Main Options** [window](#). In some cases it would show no cents, and could also in some cases in some fields show 4 decimal places. That has been corrected.
- **Reports ⇒ Accountant ⇒ Audit Trail** now shows the user for each transaction as being the logged-in Windows user, rather than always "Admin", for all transactions entered after you upgrade to this version.
- Fixed a bug when [editing accounts](#): A hidden account that was a sub-account of another hidden account could not be edited, because its hidden parent account was not displayed on the "Of parent account" drop-down list. That drop-down list now includes hidden accounts, if the "Hidden" checkbox on the window is checked.
- Added a new table, USER_LOG, to the database, which tracks each user of the program (based on the Windows username they logged onto their computer with). It records the time they logged on (started) and logged off (exited) the program. You can retrieve data from it with queries in the **Database ⇒ SQL Select** [window](#) such as "SELECT * from USER_LOG where ACTION_DATE between '2014-01-1' and '2014-01-31 23:59:59'", to see all of the activity in January 2014.

Version 1.22 (March 10, 2014):

- On [Register](#) windows, the **Splits** and **Delete** buttons now only appear on the currently selected row (if they are available for that row at all), rather than all rows for which they are available. This gives a less cluttered appearance.
- In the [Print Cheques](#) window, there is a new **Adjustments** button, that opens up an area that allows you to adjust the positioning of the various elements printed on the cheque, in case the cheques are not quite lining up properly on your cheque forms. (The only forms

that are supported, however, are still 3-part voucher cheques with the cheque on top, designed for use in QuickBooks.)

Version 1.21 (March 4, 2014):

- Added a [new report](#), **Reports ⇒ Details ⇒ One Account with Running Balances**, which lists detailed transactions with running balances for one account over a range of dates.
- Added a new report, **Reports ⇒ Vendors and Bills ⇒ Vendor List**, which just lists each vendor's name, account number and name for cheques.
- In the [Network versions](#), fixed a problem where if the program loses its connection to the database for some reason, it could get a large pile of error messages, one on top of another, if the user wasn't at their computer at the time, and then be hard to close. Also, it now gives an option to reconnect to the database.

Version 1.20 (February 10, 2014):

- Fixed a bug in **Reports ⇒ Summary ⇒ Government Form Amounts** that could cause the dollar figures for some accounts to be missing or \$0, when they should have been actual non-zero amounts.
- When you used the **Tools ⇒ Check for Updates** [menu option](#), if for some reason the download of the upgrade file failed, the "Please Wait" window for the download would remain up after an error message, leading you to think that the download was hanging, and with no obvious way to get out of it. Now that window closes after such an error.
- Fixed a problem in the installation programs that caused exporting to formatted Excel in the **Save As** [window](#) when viewing reports to give an error message and fail.

Version 1.19b (February 3, 2014):

- A lot of strange warning messages (one or two per line of the report!) would come up if you ran **Reports ⇒ Summary ⇒ Government Form Amounts**, and then clicked **Save As**, and did the [save to Excel](#), with the option "Formatted Data for Display" selected. That has been fixed.

Version 1.19 (January 28, 2014):

- When you used the **Tools ⇒ Check for Updates** [menu option](#), many users were finding that it failed, with an incorrect message saying that they did not seem to be connected to the Internet. That is fixed by this version, however, to get this version successfully, you have to download it from the DOWNLOAD page on the website, at <https://software4nonprofits.com/download-all/>, since Check for Updates isn't working in your current version!
- Fixed a bug in the window for installing a new license key that in some cases would accept an out-of-date key and indicate it was valid.
- Prevented installation of the program in a path whose name contains a single quote character, because for some reason that prevents the program from starting properly
- Fixed a minor problem, where the progress bar in the window showing an [Internet Backup](#) uploading never changed.

Version 1.18b (July 17, 2013):

- Switched to using a new version of the program that creates the installation programs, which introduces some new capabilities, but also drops support for installing ACCOUNTS on the 13-year-old version of Windows called Windows 2000.
- Fixed a bug when installing the Network Client version of the program, where if the Database Directory on the Network Server version's computer has been changed from its standard location, you may get a message about that directory not existing on the Network Client computer, and be unable to complete the install. (The database directory doesn't have to exist on the Network Client computer!)

Version 1.18 (June 22, 2013):

- Changed the installation program, so that a tile for ACCOUNTS shows up on the Windows 8 "All Apps" area, and ACCOUNTS can be searched for with the Windows 8 feature for searching for applications. For earlier versions of Windows, ACCOUNTS now also shows up under Start Menu ⇒ Programs ⇒ Software4Nonprofits, as well as the Windows Desktop (where it always showed up).
- In **Reports ⇒ Listing ⇒ Revenue and Expense Accounts by Fund**, added the account number of the fund to the header with the name of the fund, and changed to always show account numbers (regardless of the setting about that in the **Maintenance ⇒ Main Options** [window](#)).
- In **Reports ⇒ Details ⇒ Transaction by Account**, made the Memo field much wider, so long memo values aren't as likely to be cut off.

Version 1.17 (April 24, 2013):

- Added a new feature about the Memo field in the [Register](#), [Write Cheques](#), [Enter Deposits](#), [Enter Bills](#) and [Credit Card Charges](#) windows. Now, when you save those transactions, if the overall Memo you entered for the transaction is filled in, any individual split lines' Memo fields that have been left blank will have the transaction's Memo copied into them. Split lines' Memo fields that you filled in specifically will not be overwritten. Previously, the Memo was actually only applied to the transaction's main account's split line (such as the register account, the bank account used for Write Cheques, etc.).
- When this version is first run, all transactions other than Journal Entries and Opening Balances transactions are updated as if the new Memo feature in the previous point had always been in effect. I.e. non-empty memos on the first splits line of transactions are copied to empty memos on subsequent splits lines.
- Added **Reports ⇒ Vendors and Bills ⇒ All Bills Aging Summary**, that lists summaries by vendor of all unpaid bills, with the amounts broken out by in how many days in the future or past they are due: Future over 30 days, Future 1-30 days, Current (due today), Overdue 1 - 30, Overdue 31 - 60, Overdue 61 - 90, or Overdue over 90 days.
- Added a **Tools ⇒ Run Windows Calculator** menu option, that starts the built-in Calculator application from Windows.
- Added a section to the Help topic on [Handling Sales Taxes](#) about "Transactions that are only Partly Taxable", to explain what to do for them.

- In the [reconciliation](#) details report (also printable after the fact with the **Reports** ⇒ **Banking** ⇒ **Prior Reconciliation** menu option), allowed for more characters in the Num field (which is usually a cheque number).

Version 1.16 (March 9, 2013):

- Added **Reports** ⇒ **Summary** ⇒ **Balance Sheet Comparison**, that shows the balance sheet for two specified dates (normally defaulting to the previous fiscal year-end date, and today's date), and the difference between them.

Version 1.15 (March 5, 2013):

- Added protections against accidentally entering fractional cents (for example amounts like 123.456) in any of the data-entry windows. Doing so was previously allowed (because we never thought about it!), but could not be detected, because only cents were displayed in data entry windows and reports. Entering fractional cents could cause problems including a bank reconciliation saying it was out by \$-0.00! Also on your first startup of this version, any previously entered fractional cents are removed, to prevent further such problems.
- Added a small section on [Voiding a Cheque](#) to the Help topic on Register Samples.

Version 1.14b (February 24, 2013):

- When the [register](#), [Write Cheques](#) or [Pay Bills](#) windows display the next available cheque number for an account (done in the register when you press the "+" key in the Number field), it used to always use one more than the **highest** cheque number recorded in that account, within the 13 months prior to today's date. Now, it uses one more than the **latest** cheque number used in that account, within the last 13 months of transactions in the account (which could end before or after today's date, depending on the entries you have made).
- Similarly, when selecting lists of previously used transactions types and descriptions, for the drop-down lists of them in various windows, it now selects them from the last 13 months of transactions in the account (back to 13 months prior to the latest transaction date in the account) rather than from the 13 months up to today's date. (This would make a difference, for instance, if you were starting by entering your transactions from two years ago.)

Version 1.14 (February 19, 2013):

- When you use [Print Cheques](#), the To Cheque # (ending cheque number to print) is now automatically initialized to be the last cheque number in the selected bank account. You can still change that, if desired.
- When [importing transactions](#), which are most commonly bank deposit transactions exported from the DONATION program, give a more helpful error message if the same account name is erroneously used with two different account types, for example for both the bank account and an income account.
- Fixed a problem during a re-installation, if you have configured your database to be located on a [USB memory key](#), and the memory key containing your database has not been

inserted into your computer. Now it will prompt you to do that before continuing the installation.

Version 1.13c (February 16, 2013):

- On the [Pay Bills](#) window, added a small **Pay** button between the Outstanding Amount field and the Payment Amount field. Clicking it transfers the Outstanding Amount into the Payment Amount (as long as the Payment Amount is currently zero), to save you re-typing it. Renamed the main **Pay** button on the window to **Pay Now**.
- When [printing cheques](#), for the version where you do not check "The Payee goes above the line for the Amount in words", moved the memo on the cheque up a bit, because it could be too close to the micro-encoded account number at the bottom of the cheque.
- Fixed a bug where if you had an account with a budget, then made another account with a budget a sub-account of that first account, the budget for that first account would continue to show up on the three reports related to budgets, causing the budget totals on those reports to be incorrect. Now when you make the second account a sub-account of the first account, the budget for the first account will be moved to be the new budget for the second account, which is now the first account's sub-account.
- The same problem occurred with Government Form Lines associated with an account, when that account was changed to be a sub-account of another account that also had Government Form Lines. They are now moved from the new parent account to the new sub-account.
- Fixed an oversight where the **Maintenance** ⇒ **Budgets** [window](#) never showed account numbers, even when "Hide Account Numbers except in Chart of Accounts" was unchecked in the **Maintenance** ⇒ **Main Options** [window](#).
- Fixed a weird behaviour when [editing accounts](#) from the Chart of Accounts, where if you switched between an account being a sub-account and a sub-sub-account or vice-versa, and then dropped down the list of parent accounts, the accounts in that list could be in descending order by account number, rather than the normal ascending order.

Version 1.13b (February 13, 2013):

- Added a new checkbox for **Don't Indent Amounts in Reports** in the **Maintenance** ⇒ **Main Options** [window](#). If it is checked, all amounts in reports like the Income Statement and Balance Sheet are completely aligned vertically, rather than being indented by sub-account level if is unchecked (which is the default).
- Added a drop-down arrow to show previously used values, and autocomplete functionality (you start typing, and matching values pop up) to the Type field on [register windows](#), and the Transaction Type field on the [Write Cheques](#) window.
- Fixed a bug introduced by version 1.13, where resizable windows (including the program's main window) were always centered on your screen, rather than located where you had moved them the last time you ran the program.

Version 1.13 (February 10, 2013):

- Added **Reports** ⇒ **Fund** ⇒ **One Fund Details and Balances**, which shows all of the transaction details in all accounts affecting one selected fund balance over a specified date range, plus the starting and ending implicit balances in that fund.

- Added **Reports ⇒ Fund ⇒ Budget Comparison**, which is like **Reports ⇒ Summary ⇒ Budget Comparison** except that it breaks it out into one statement per fund.
- The window for [entering a new bill](#) now has **Save and New** and **Save and Close** buttons, like most other special purpose data entry windows, so that you can enter several bills in a row without exiting the window.
- When you are [entering a new bill](#), the Bill Date is now set to the last-used transaction date from that or any other data-entry window during the current run of the program, and any date that you set as the Bill Date becomes the last-used transaction date for use in other windows.
- When you are [paying a bill](#), or [editing a prior bill payment](#), a Total Amount of the payment is now displayed at the bottom of the list of bills to be paid, and there is a new confirmation question to confirm you want to pay the bill for the entered total amount.
- When you are entering [credit card charges](#), you can now enter negative amounts, which represent credits/refunds on your credit card bill.
- In any field for an account that automatically drops down its list when you enter it, pressing ESC will now pop it back up. (In most of those windows, ESC normally closes the window, and will do so again after you press ESC the first time in such a field to pop the account drop-down back up.)
- When you pop up a [calendar control](#) for a date field, previously the only way to get rid of it without making a selection was by pressing ESC. Now you can get rid of it by clicking the same popup button again, or clicking back into the date field, or in most other places on the same window.
- Fixed a bug that affected some users where you could not enter a negative Amount for a bill (representing a credit note from the vendor), because you would get a techie error message when you tried to save it. The same bug may also have caused some other strange problems in other parts of the program.
- Fixed a bug when [editing](#) an existing Bill from the [Bill List](#) window, if the Payables Account for that bill has been hidden, when the editing window was opened the Payables Account field would display "0". If you didn't change that (to select a non-hidden account), then when you tried to save it, you would get a techie error message. Now in this situation, the Payables Account field is automatically changed to show your first non-hidden Accounts Payable account from the drop-down list, so that error cannot occur.
- Fixed a bug that prevents successfully deleting a bill from the [Bill List](#) window, where it gives a message starting with "Cannot run procedure SP_DELETE_TRANSACTION".
- Fixed the fact that two totals at the bottom of **Reports ⇒ Summary ⇒ Budget Comparison**, and all amounts in **Reports ⇒ Summary ⇒ Government Form Amounts**, showed dollar signs (which aren't normally shown in reports) and didn't obey the "Show Cents in Reports" setting (if it was unchecked) in the **Maintenance ⇒ Main Options [window](#)**.

Version 1.12 (February 5, 2013):

- Fixed a bug in **Reports ⇒ Summary ⇒ Balance Sheet**: if there were no explicit transactions in a fund account (not even an Opening Balance) prior to the "as of" date you specified for the report, but there were transactions on income or expense accounts linked to that fund account **after** that "as of" date, those later transactions were erroneously added to the fund balance, causing the balance sheet to be incorrect (and unbalanced). Only

transactions on linked income or expense accounts up to the "as of" date should have been added into the fund balance.

- Added a Help page on [Mortgage Samples and Building Fund](#).

Version 1.11 (January 30, 2013):

- When you start the program, if there are bills that you have entered with [Enter Bills](#) that are due or overdue, you will now receive a message about that, and be given an option to immediately open the [Pay Bills](#) window to view them and perhaps pay them.
- Added an option in the **Maintenance** ⇒ **Main Options** [window](#) that controls whether the messages mentioned in the previous point are shown.
- When you run **Reports** ⇒ **Summary** ⇒ **Budget Comparison**, the program now checks that you have defined a budget for the year you are trying to run the report for, and advises you to define the budget with the **Maintenance** ⇒ **Budgets** [menu option](#) if you haven't defined it.
- Added an option when running **Reports** ⇒ **Details** ⇒ **One Account Details and Balances** to include or exclude the splits / counter accounts in the transaction details that it shows. (Previously it always included them.)
- When creating a new database for a new organization, in the [Startup Accounts](#) window, you are now allowed to specify that an organization in the U.S.A. is a non-profit that **does** submit a form 990 or 990-EZ. (Previously you had to select "No 990" if you specified that your organization was a US non-profit.)
- Added some further helpful details to the Help topic on [Entering Opening Balances](#).
- Added a new Help page [Payroll Samples](#), with sample payroll transactions.
- Made some changes to the program's License Agreement, and various places in both this Help file and the program's website, to clarify the following existing policies: Older versions of the program are never made available, so users whose paid support and upgrades eligibility period has expired need to pay an appropriate fee to download and re-install the current version of the program, unless they keep their own secure permanent copy of the installation program from before their upgrades eligibility period ended, which they can use instead. Also, renamed the "Full License" fee to the "Initial Purchase" fee, for clarity.

Version 1.10 (January 17, 2013):

- Added **Reports** ⇒ **Details** ⇒ **One Account Details and Balances**, which lists all transactions affecting one selected account for a selected date range, with the details of the splits, plus starting and ending balances for that account, and a summary of the transactions in that range of dates by transaction type.
- In **Reports** ⇒ **Fund** ⇒ **Income Statement**, prevented a problem where using Filter multiple times (for example to select the income statement for only one fund) could make the accounts in the report show up out of order (Expenses first, then Income). Also, if account numbers are being shown (as set in **Maintenance** ⇒ **Main Options**), also show the account number for the fund in the report's header section.
- Prevented a crash if you right-click on a partial blank row in a [register window](#), when you scroll to the bottom, if the window size is between exact numbers of rows.

Version 1.09 (January 8, 2013):

- Added **Reports ⇒ Listing ⇒ Annual Budget**, which shows just an annual budget for a specified year, with no corresponding actual amounts.
- Fixed a minor problem where some figures in **Reports ⇒ Summary ⇒ Budget Comparison** were not being displayed with the correct formatting (including not obeying the "Show Cents in Reports" setting in the **Maintenance ⇒ Main Options [window](#)**).
- Added a Help page on [Using the Database on a USB Memory Key](#) (another way to handle having copies of the Standalone version of ACCOUNTS on multiple computers).
- Added better messages if the program's database cannot be found when you are starting the program (for example if it is on a USB memory key which you have not plugged in).
- Some users were getting a message "Unlicensed HTMLMessageBox" at the top of any message box from the program, because the program file that displayed the message boxes had not been updated by an upgrade when it should have been. The program now gives a message on startup if this unexpected situation is still a problem, with instructions to contact us for help resolving it.

Version 1.08 (December 30, 2012):

- There is a new checkbox in the **Maintenance ⇒ Main Options [window](#)** for "Show Cents in Reports", which defaults to showing them. If you uncheck that, all reports omit the cents, and show only rounded-off full dollar amounts.
- In the [register](#) window, [register splits](#) window and [Write Cheques](#) window, zero amounts (for voided cheques) are now allowed.
- Made a fix so that if you manually copy a database file to another file with a different filename (for example to make a 2nd independent copy of a database for some reason), that does not cause a problem when opening and using the new file. (Previously that would have caused some subtle problems.)

Version 1.07b (December 24, 2012):

- Improved a few things in the appearance of the new **Reports ⇒ Summary ⇒ Income Statement by Months**, and **Income Statement by Quarters**. Also in these reports, fixed something that caused a warning message when opening the file in Excel, if you used the **Save As** button and saved to a formatted Excel file.
- In reports created with **Database ⇒ SQL Select**, if the Grid display style was chosen and there were a large number of columns, the order of the columns in the resulting report could come out completely incorrect. That has been corrected.

Version 1.07 (December 19, 2012):

- Added two new reports: **Reports ⇒ Summary ⇒ Income Statement by Months**, and **Income Statement by Quarters**. Each one breaks down the income and expenses by respectively month or quarter, within a specified range of dates, and also includes a Grand Total column at the end.

Version 1.06c (December 15, 2012):

- Fixed a number of issues that could cause problems when [Importing Accounts from Simply Accounting](#), with certain organizations of accounts in your Simply Accounting chart of accounts.

Version 1.06b (December 12, 2012):

- Fixed a bug in **Reports** ⇒ **Summary** ⇒ **Budget Comparison**: for accounts with budgets, if there were transactions in the database that were later than the selected date range for the report, they could be included in the "Actuals" totals. Also fixed a tiny bug: the calculation of the number of days for the displayed proportional budget amount, if you weren't running the report for a full year, was one day too low. (It also ignores leap years, but that will not be fixed.)
- On the [Pay Bills](#) window, if you delete the Cheque #, you are no longer prompted to confirm that that's what you want, in the case where the selected Account is a credit card account rather than a bank account.

Version 1.06 (December 9, 2012):

- Added new settings in the **Maintenance** ⇒ **Main Options** [window](#), to allow you to have the program warn you about entering transactions whose dates are too far in the past or future, or even prevent you from entering such transactions. The default, if you have not changed the settings in that window, is to warn you if a transaction is more than 31 days in the past, or the future.
- When you use the right-click menu in the register window to [Copy](#) a transaction, then when you Paste that transaction, the date field is now cleared. (That helps prevent errors where you accidentally save a pasted transaction with the same date as the one you copied, when that was not desired.) The date field is **not** cleared when you use **Cut** and then Paste.
- When you run the [Government Form Amounts](#) report, you are now first prompted for whether you would like to see the [Chart of Accounts with Government Form Lines](#) report instead, to make sure it's all correct.

Version 1.05 (December 6, 2012):

- Added the hotkey **Ctrl+A** to bring up the [Chart of Accounts](#) window from the program's main window.
- When you are in the window for [editing government form lines](#), added a "Flip Sign?" checkbox to deal with some unusual situations. Also, if you click the **New** button, now if there is only one government form defined, it is automatically selected for you in the Form field, and you are put into the Line field.
- In that same window for editing government form lines, for lines associated with a form called exactly "T2" (for incorporated Canadian non-profits), there are a number of new validation rules for the line values (which are GIFL codes), some of which will automatically check the "Flip Sign?" field for you, after giving a message explaining why.
- In **Reports** ⇒ **Listing** ⇒ **Chart of Accounts with Government Form Lines**, added a field for "Flip Sign?".
- Updated the [sample chart of accounts](#) for a Canadian non-profit, including adding in the connections to the T2 tax form's lines, which will apply if the non-profit is incorporated.

(This will only affect new databases you create with the program after installing this version.)

Version 1.04 (December 2, 2012):

- Fixed two bugs in **Reports ⇒ Summary ⇒ Government Form Amounts**: The amounts would likely be wrong if you were running them for dates in the past, and the page numbering at the top right was cut off.
- Added [memorized transactions](#) capabilities to the register windows, that allow you to memorize a transaction, give that a name, and then re-insert it into the same account's register window at any time in the future, selecting it by name.
- Added subtotals by payee/description to the new **Reports ⇒ Details ⇒ Transactions by Payee/Description** report.
- The right-click menu option [Paste Transaction](#) in the [register window](#) can now only paste onto a basically empty row at the bottom of the register. (It could previously overwrite an existing transaction, after confirmation.)
- The right-click menu options for [Copy, Cut and Paste Transactions](#) can now also work on [Journal Entries](#) displayed in the register.
- When you are [printing cheques](#), the memo line is now filled in with "Acct #" followed by the vendor's Account Number, if this is a cheque to a vendor that has that field filled in. Otherwise, the Memo field from the transaction is used (as it was in prior versions).
- When you are [paying bills](#), if the bill (or first bill) being paid had a Memo on it, that memo is now correctly copied to be the memo of the transaction on the Pay from Account. That means that it might be printed as a memo on the cheque for this payment, if there is no vendor Account Number, as mentioned in the previous point. (Previously, the memo from the bill was being put as the memo on the Accounts Payable account by mistake.)
- Fixed a problem where sometimes you got an error message when you tried to save a transaction pasted by the right-click menu option [Paste Transaction](#) in the [register window](#), after using Cut Transaction.
- Fixed an oversight where the last Payment Date used in the [Pay Bills](#) window doesn't set the default transaction date for the next transaction to be entered on any other window, during the same run of the program. (That was working on all other windows that allow you to enter a transaction, except for Enter Bills, where it does not make as much sense.)
- Fixed a problem when you open a [register window](#), the cursor is in the Number field in the blank row at the bottom, rather than in the Date field, where it should be.
- Fixed a small problem: On the [Find Transactions](#) window, there was no scroll bar on the drop-down list for the Payee / Description field.
- Fixed a bug: If you were on a register window for a Fund account, and you deleted a transaction (for example an inter-fund transfer) the Implicit Balance at the bottom of the window wasn't updated.
- Fixed an obscure bug when [editing existing accounts](#), that would allow you to change the Type of the account in some cases where you aren't supposed to be allowed to do so, if after getting an error message about that, you change the account's sub-account level.

Version 1.03 (November 24, 2012):

- Added the **Database ⇒ Delete All Transactions** [menu option](#), which users could use after entering some initial fake transactions just for testing, to remove them all so that they could really start using the program.
- Added **Reports ⇒ Details ⇒ Transactions by Payee/Description**, that lists all transactions over a specified range of dates, broken out by the payee or other description of the transaction.
- Added a "Name for Cheques" field when [editing vendor](#) details. If that is filled in, for cheques where the payee is that vendor, that field will be printed as the payee on the cheque, rather than the regular vendor Name field which is displayed in the transaction details in the Write Cheques or register window.
- On the [register](#) window, changed the right-click menu option **Splits** to be named **View/Edit Splits**. That menu option changes to read **Edit Bill** or **Edit Bill Payment** if the current transaction is a bill or a bill payment, and those two new options can also be done by the hotkey **Ctrl+E**. If you choose those new options, the transaction is opened in the regular window for editing bills or bill payments respectively.
- Also on the register window, if the current transaction is a journal entry, changed the right-click menu option **View as Journal Entry** to read **Edit Journal Entry**, which can also be done with the hotkey **Ctrl+E**. That version opens an editable window for editing that journal entry (instead of the regular read-only one for viewing normal transactions as journal entries).
- Similarly, on the register window, if the current transaction is your Opening Balances transaction, changed the right-click menu option **View as Journal Entry** to read **Edit Opening Balances**, which can also be done with the hotkey **Ctrl+E**. That version opens an editable window for editing that transaction as a journal entry (instead of the regular read-only one for viewing normal transactions as journal entries).
- On the register window, made all fields of rows for journal entries or Opening Balances transactions non-editable, except for the Number field. (While the Number field is editable, if you actually change it, you will receive an error message and your change will be undone.) This makes them behave just like bill and bill payment transactions displayed on a register window.
- Some users who had been using very early beta test versions found that a database conversion done invisibly by version 1.02 or later failed, which meant they could not open the program. This version fixes that.
- Fixed a bug: When [editing an existing bill](#), it would change the Cheque # to the next available number in the selected bank account, rather than leaving it as is.

Version 1.02c (November 19, 2012):

- Improved the options for [Importing Accounts from QuickBooks](#) and [Importing Accounts from Quicken](#) on startup, to handle cases where there are duplicate account names, possibly at different account/sub-account levels, in different accounts classes (Asset / Liability / Fund / Income / Expense). Previously problems like that would prevent an import from being completed.
- There is now a warning in the [register window](#), if you appear to be entering a cheque on a bank account, but you have entered a Deposit amount rather than a Payment amount.
- Related to the previous point, when you use [Print Cheques](#), bank transactions that have a value in the Number field but have a Deposit amount rather than a Payment amount will never be printed, as they are not considered to actually be cheques.

- If you start a [reconciliation](#) by using the **Reconcile Account** menu option from the right-click menu in a [register window](#), and the current transaction in the register was not the empty one at the end, you are now returned to the same transaction after you finish the reconciliation. (Previously it would always go back to the empty one at the end.)
- On some computers with Intel video adaptors, the feature that causes the auto-drop-down of most Account fields could cause your screen display to flip, so it was upside down! Fixed that. (If that happens in version 1.02b, press Ctrl+Alt-UpArrow, to fix it.)
- In autocomplete fields, like the Payee / Description in a register window, fixed a bug where if the current text wasn't entirely selected (highlighted), and you added a character at the end of text, it could act as if there was no current text and show the first match to the letter you just typed.

Version 1.02b (November 15, 2012):

- Found some cases where the new auto-drop-down of most Account fields, and then the sort of them alphabetically if you pressed a letter, didn't always work, and fixed them.
- On the windows for entering [Journal Entries](#) or [Opening Balances](#), and the [Journal Entry List](#), changed the field label "Memo" to "Description".
- The various resizable windows in the program did not have the usual expected controls on the title bar, including the "X" to close the window at the top right. Those controls are now there.
- Fixed a problem in the [Sales Tax Accounts](#) window, where if you activated the **New** button with the **Alt+N** key combination rather than clicking it with the mouse, it immediately prompted you for whether you wanted to close the window.
- Some users who had been using early beta-test versions of the program, and then tried to use the **Actions** ⇒ **Opening Balances** [menu option](#), could receive an unhelpful error message like "Unable to retrieve transaction" and be unable to continue with that option. That has been fixed.
- Fixed a problem where the **Database** ⇒ **Export Chart of Accounts** menu option was broken, giving an error message "Unexpected subtype ID 0: Cancelling export."

Version 1.02 (November 13, 2012):

- You can now search for and [find transactions](#) in ACCOUNTS, from two places - the right-click menu or **Ctrl+F** on [register windows](#), or the **File** ⇒ **Find Transactions** menu option or **Ctrl+F** on the main window. Finding can be on any or all of the Payee / Description, Number (for example cheque or journal entry number), Memo, and Amount.
- Changed some of the behaviour of most fields for selecting an account (unless there are usually only a few options, like in the top part of the Write Cheques, Enter Deposits, Credit Card Charges or Enter Bills windows). First, the fields now drop down their lists automatically, as soon as you Tab or click into them. Second, if you press a letter, it immediately goes to the first account that starts with that letter (as it did before) but it also re-sorts the list in alphabetical order, to make it easier to see and select other accounts that start with that letter. If you press Backspace after that, or Tab out of the field, the list is returned to chart of accounts order.
- In the [Enter Deposits](#) window, when the Account drop-down is first displayed for an Account field that current has no value in it, the list is scrolled to show the first Income account for you.

- In the [Write Cheques](#), [Credit Card Charges](#) and [Enter Bills](#) windows, when the Account drop-down is first displayed for an Account field that current has no value in it, the list is scrolled to show the first Expense account for you.
- Made the list of accounts on the main window obey the "Hide Account Numbers except in Chart of Accounts" setting on the **Maintenance** ⇒ **Main Options** [window](#). Previously account numbers were always shown there.
- Fixed a problem in the Trial Balance report where some rows could show a real value for the Debit or Credit, with \$0.00 showing in the other one of those two fields (when it should have been blank). It could also unnecessarily show rows for Fund/Equity accounts that had zero balances (with no transactions).
- Fixed problems on the Income Statement, Income Statement Yr/Yr Comparison, Balance Sheet, Budget Comparison, Fund Income Statement and Trial Balance reports. In some cases account names with no dollar amounts were displayed, that should not have been there. And in some cases parent accounts of sub-accounts that had dollar amounts, that should have been shown as a heading, were omitted. (The actual data that was there, that had dollar amounts, was both correct and complete, and the totals were correct.)
- Fixed a few small typos in account names in the sample charts of accounts. (This will only be corrected in new databases / installations using those samples, not charts of accounts in databases that have already been created.)
- Fix a problem in the [reconciliation summary](#) window, where if changing the Statement Ending Date should cause the Opening Balance to be recalculated, that didn't happen if you changed it with the popup calendar control. (It only happened if you typed in the new date and Tabbed out of the field.)
- Fixed a problem in the reconciliation details window, where if your Ending Balance entered on the summary window was a negative number, when you go to click Finish, you get a techie error message and you cannot save the reconciliation.

Version 1.01 (November 5, 2012):

- Created a new **Reports** ⇒ **Details** [sub-menu](#), and moved **Reports** ⇒ **Accountant** ⇒ **Transaction Details** to there (renamed to **Transactions by Date**).
- Added **Reports** ⇒ **Details** ⇒ **Transactions by Account**, which groups and subtotals the transaction details by account.
- Changed the [Print Cheques](#) option so that it will only print cheques dated within the last year. This prevents accidentally reprinting duplicates from long ago, if you have a new batch of cheques that duplicate earlier cheque numbers.
- When using the <Add New> option from Account drop-down lists in any window for entering or editing transactions, don't allow an account being added to be set to be Hidden - that doesn't make sense, and causes problems.
- Fixed an error in the [Opening Balances](#) window, that prevented the up and down arrows in the final column from showing whether each account balance or total was being increased or decreased (as in a Journal Entry transaction). Also explained this feature in the Help on Opening Balances.
- Added to the Help topics on Importing accounts from [QuickBooks](#), [Quicken](#) and [Simply Accounting](#), to explain why transactions cannot also be imported from them, and what to do instead. (What you do instead is start with an [Opening Balances](#) transaction in ACCOUNTS, based on reports such as a Trial Balance in your previous program.)

- Added to the Help on entering [Opening Balances](#), to explain what to do if you have outstanding bills at your opening date that you also want to enter.
- In the [Sales Tax Codes](#) window, there is now a warning if you have set up a code with no associated accounts. Also, in the Sales Tax Accounts window, added an "<Add New>" option to the Account drop-down list, so you can add any accounts you need that were not already there.

Version 1.00 (October 31, 2012):

- This was the first full official release of ACCOUNTS. It was functionally the same as the last beta test version, 0.99c.

See Also: [Revision History - Beta Versions](#) and [Revision History - Latest Version](#)

21.3 Revision History - Beta Versions

This page lists the history of changes and fixes in all pre-release (beta test) versions of the program, prior to the first official release of version 1.00. The changes subsequent to that official release are on the [Revision History - Version 1.00 to 2018](#) and [Revision History - Latest Version](#) pages.

Fixes in Version 0.99c (October 31, 2012):

- In the [register](#) window, if you have changed the current transaction, you right-click to get the popup menu, and pick **Print Cheques** from that menu, it was not prompting you about whether or not to first save the current transaction. Now it does.
- When [importing transactions](#), if there are multiple split lines for the same account in a transaction being imported, they will be merged into one line with the total of the amounts. (Multiple split lines in one transaction for an Asset, Liability or Equity/Fund account would cause the Balance field in the register window to be incorrect, so they are not allowed.)
- Added a new menu option **Help** ⇒ **Training Videos on the Web**, which goes to the Demos and Samples page on the program's web site. That page has training videos on it that you can watch.

Fixes in Version 0.99b (October 30, 2012):

- Fixed a problem in the Network Client version, where if the last-used database does not exist on the server, there was no way to fix that.
- Provided more formatting options for [cheque printing](#).

Fixes in Version 0.99 (October 30, 2012):

- When using the **Save and New** button in the window for [editing an account](#), if there were Government Form Lines in the current account before the save, they weren't being cleared.
- When saving a sub-account or sub-sub-account of an account that never had sub-accounts before, if the parent account had Government Form Lines, the expected prompt to move those line to the new child account did not appear in some cases, and thus they were not moved.

- Made a change to the **Database** ⇒ **Export Chart of Accounts** [menu option](#). It now exports files with the file extension .S4AIF instead of .IIF.
- Make a number of the reports look nicer, especially when they are showing both account numbers and account names (as determined by a setting in the **Maintenance** ⇒ **Main Options** [window](#)).
- When you are still evaluating the program (until you have paid and have a license key for your organization), all reports now have the following sentence written at the bottom of each page: "Printed with a 60-day evaluation version of ACCOUNTS from www.Software4Nonprofits.com".

Fixes in Version 0.98 (October 29, 2012):

- When using the [register](#), if you enter a transaction on a bank account, with a Payment amount, the Type "CHECK" or "CHEQUE", and no Number (cheque number) you are now asked whether you want to go back and enter the cheque number, when you try to save it.
- The check in the register for a transaction having a duplicate cheque number was happening if you merely tried to open the splits window for that transaction. Now it only happens when you try to save the transaction.
- You can now only assign Government Form Lines to accounts with no sub-accounts (the ones you can post transactions to). Charts of accounts that had government form lines assigned to accounts that did have sub-accounts had those ones removed. Also fixed the same thing when creating new charts of accounts using the built-in samples.
- Both **Reports** ⇒ **Summary** ⇒ **Government Form Amounts** and **Reports** ⇒ **Listing** ⇒ **Chart of Accounts with Government Form Lines** used to include accounts that had sub-accounts, now they don't.
- Fixed a couple of bugs preventing the Network Client version of the program from using the **Backup Restore** ⇒ **Backup Database** [menu option](#) successfully.
- Made a change to the **Database** ⇒ **Export Chart of Accounts** [menu option](#), to make it work properly for PaymentEvolution.
- In the windows used to display filenames for the **File** ⇒ **Open** [menu option](#) and also the **Backup/Restore** ⇒ **Restore Internet Backup** [menu option](#), added a horizontal scrollbar when it is needed because you have very long filenames.
- Removed the Organization Name 2 field from the Organization Info [window](#), changed the Country/Language field to just be called Country, and removed the two options for Quebec. (The program was not making any adjustments based on being in Quebec, and was never using the Organization Name 2. If it ever does in the future, those fields and options will be put back in.)
- When setting up a new organization's database, in the Startup Accounts [window](#), don't allow changing the Sample accounts option from Canada to the U.S.A. if the user picked the Country setting for Canada on the Organization Info [window](#), and don't allow them changing the Sample accounts option from the U.S.A. to Canada if the user picked the Country U.S.A.
- Fixed a bug in the window for [editing an account](#): There were two buttons with the same hotkey (underlined letter), Alt-E. Changed "See Existing Accounts" to "See Existing Accounts" to fix that.
- Fixed a bug in the following fix in version 0.93: "On the [Enter Bills](#), [Write Cheques](#), [Enter Deposits](#) and [Credit Card Charges](#) windows, as soon as you enter an Amount in the top section, it is now immediately copied into the Amount field in the first line of the splits

section at the bottom (as long as that field is still empty)." That worked, but it didn't immediately update the Total at the bottom of the splits section. Now it does.

- Fixed four windows where account numbers were showing along with account names, when "Hide Account Numbers except in Chart of Accounts" was set in the **Maintenance** ⇒ **Main Options** [window](#), when they should have been omitted: The title bars of the register window and the two reconciliation windows, and the top section of the register splits window.
- When entering cheques on the [Write Cheques](#) window, if you blanked out the Transaction Type field, it would be silently filled back in on a Save of the transaction with CHECK or CHEQUE. Now it is left blank as you specified.
- When entering [Credit Card Charges](#) with that window, a Transaction Type of "CC" (for Credit Card) is now silently filled in. You can see that if you open the register window. Previously it was silently filling in "PAYMT", which could be confusing - were you paying something with the credit card, or were you paying off the credit card bill?
- Removed some extraneous wording about receipts from the text on the Evaluation and Licensing window. (It had been copied from the same window in the DONATION program.)
- Did a full review and edit of this Help file / manual.

Fixes in Version 0.94 (October 24, 2012):

- Added the **Database** ⇒ **Export Chart of Accounts** [menu option](#), specifically for exporting it to the payroll program PaymentEvolution.
- You are now prevented from changing the Type of an account when [editing accounts](#), if it either is a sub-account, or has sub-accounts.
- Fixed a bug when editing Income accounts, where any change would cause an incorrect warning that you were changing the Fund on the account.
- When [printing cheques](#), there is now a warning if the number of cheques retrieved does not match the range of cheque numbers you requested. You can then review what has been retrieved and decide what, if anything, needs to be done about that.
- After successfully [paying a bill](#) from a bank account, where a Cheque # was used, that Cheque # is increased by 1 for a further bill payment, if you choose to make one.
- In the [register](#), [Write Cheques](#) and [Pay Bills](#) window, you are warned if you are using a duplicate cheque number as part of a transaction.
- Fixed a bug in the following fix in version 0.93: "On the [Enter Bills](#), [Write Cheques](#), [Enter Deposits](#) and [Credit Card Charges](#) windows, as soon as you enter an Amount in the top section, it is now immediately copied into the Amount field in the first line of the splits section at the bottom (as long as that field is still empty)." That didn't work if you used the mouse to move to the splits area immediately after entering the Amount; now it does. (It always worked if you Tabbed out of the Amount field.)
- Fixed a bug in the [Network](#) versions, where you could get a techie error message about "Row Changed between Retrieve and Update" on the SETTINGS table in the database, if two users were using a similar function at the same time.
- Fixed a bug in the installation program for the Network Client version, that caused error messages.

Fixes in Version 0.93 (October 22, 2012):

- All reports that prompt for a range of dates now default to the start and end of the current fiscal year, if it is different from the calendar year. (Previously it was always the calendar year.) The only exception is if you are within the first month after your fiscal year end, in which case the date ranges in the prompting window default to the previous fiscal year. Also, added **Previous Year** and **Next Year** buttons to the prompting window, to change the dates by one year.
- Added an special confirmation question if you try to delete an [Opening Balances](#) transaction from a [register](#) window, and fixed an error if you do delete it and then try to re-enter it with the **Actions** ⇒ **Opening Balances** menu option.
- When you are entering an [Opening Balances](#) transaction for the first time, set the suggested date to be the day before the start of the current fiscal year. (Previously it was set to December 31st of the prior year, which was only likely to be correct if your fiscal and calendar years were the same.)
- On the [Write Cheques](#) window, added a Transaction Type field (which is always initialized to "CHEQUE" or "CHECK", depending on what country you are in), but which can be changed if you are entering other types of expense transactions on this window. Also, removed the requirement that the Cheque # field be filled in, but required it to be an actual number (not starting with zero) if it is filled in.
- On the [Pay Bills](#) window, renamed the "Ref #" field to "Cheque #", and required it to be an actual number (not starting with zero) if it is filled in.
- On the [Enter Bills](#), [Write Cheques](#), [Enter Deposits](#) and [Credit Card Charges](#) windows, as soon as you enter an Amount in the top section, it is now immediately copied into the Amount field in the first line of the splits section at the bottom (as long as that field is still empty).
- Added two more special keys for changing dates: "F" moves to the start of the current fiscal year, or previous one if it's already on the start; "L" moves to the end of the current fiscal year, or next one if it's already on the end.
- Change the uninstaller to warn about not removing the novaPDF printer if you also have Software4Nonprofits [DONATION](#) installed, and similarly with removing the Firebird Server (for the Network Server version of ACCOUNTS).
- Fixed some problems in the Network Server and Network Client installation programs.

Fixes in Version 0.92b (October 18, 2012):

- In the window for [editing or creating accounts](#), replaced the Existing Accounts drop-down list introduced by version 0.92 (which could be confusing, because you might think it was a field you had to enter), with a **See Existing Accounts** button, that opens up a new area of the window on the right, with a scrolling list of all existing accounts.
- Fixed a bug introduced by version 0.92: If you add a new account to the Chart of Accounts, when you save and close the window for adding it, it has indeed been added, but it doesn't appear in the Chart of Accounts window (unless you close and re-open the window).
- Fixed a bug introduced by version 0.92: When you use **File** ⇒ **Open** to [switch databases](#), it gives an error message and fails (for example on Windows 7), or even crashes the program (for example on Windows XP).

Fixes in Version 0.92 (October 17, 2012):

- The [Network Versions](#) of ACCOUNTS are now available.

- When you use **File** ⇒ **Open** to [switch databases](#), it now just shows a simple list of the database files, instead of a standard Windows file open dialog box.
- In the window for [editing or creating accounts](#), there is a new Existing Accounts drop-down list, for your reference to help you pick unused account numbers for a new account.
- Fixed two problems in relation to using the button to pop up the calendar control on the [register window](#). First, if you clicked the button on a row that was not the current one, and selected a date, that date might not appear in the date field. Second, even if it did appear, if that was the only change on the row, you could then move to another row without the change being saved.
- The Enter Bills window now gives a message and closes immediately if you have no Accounts Payable account in your Chart of Accounts. Similarly, Pay Bills won't run if you have no Bank account or Credit Card account, Write Cheques and Enter Deposits close if you have no Bank account, and Credit Card Charges closes if you have no Credit Card account.
- Changed the default date in the Write Cheques, Enter Deposits, Credit Card Charges, Pay Bills and Journal Entry windows to be the last-used transaction date, just like in the register window. And changing that date in any of those windows causes a new last-used transaction date to be memorized.
- Also changed the Write Cheques, Enter Deposits, Credit Card Charges and Pay Bills windows to include the main account they are working on (the selected Bank or Credit Card account) in the drop-down list of accounts for the split. While it would be an error (which the program gives you a message about and doesn't allow) to actually use that same account in a split row, including it there prevents some possible subtle errors.
- Fixed a weird bug in the register window: Enter a transaction with a Sales Tax Code but no Account, click Splits, click Cancel on the splits window, then press Enter to save - you get a techie error message that it can't save it, instead of a proper validation message that there is a line in the splits with no Account specified.
- The sample accounts setup for a Canadian non-profit (not a church or charity) erroneously linked a few accounts to the T3010 form used by Canadian charities. That has been fixed.

Fixes in Version 0.91 (October 14, 2012):

- When viewing reports, **Ctrl+P** will now print the report (as well as **Alt+P**, which worked before).
- Fixed a bug in **Reports** ⇒ **Summary** ⇒ **Balance Sheet**, where fund/equity accounts did not show up at all if there were no explicit transactions against them (only implicit transactions, against income or expense accounts linked to them). That would cause the balance sheet to be unbalanced!
- The Enter Deposits, Write Cheques, Credit Card Charges and Enter Bill windows now all don't allow you to use a Fund/Equity account in one of the split rows, which is almost certainly wrong (you should use an income or expense account associated with that fund instead).
- Similarly, register windows now check for using both Fund accounts and non-Fund accounts in the same transaction and do not allow that. Only journal entries allow that, but they also warn you strongly against doing so.
- Fixed a bug: If you go to **Maintenance** ⇒ **Sales Tax Codes**, then for an existing code click the **Accounts** button, then try to delete a line in the window that comes up with the **Delete** button, you get an error message and the program crashes.

- Fixed a problem when [importing accounts from Quicken](#), where you could get a relatively meaningless error message and the import would fail if you had used the same account or category name as both a top-level name and a sub-account or sub-category name.
- Fixed some more typos.

Fixes in Version 0.90 (October 12, 2012):

- Revised the [main window](#), adding a number of quick links on the left-hand side, for doing most common types of financial transactions, and a few other common actions.
- Added the **Actions** top-level menu, and moved **Journal Entries** and **Opening Balances** from the **Maintenance** menu to the **Actions** menu.
- Also moved **Bill List**, **Pay Bills** and **Bill Payment List** from the **Vendors** menu to the **Actions** menu.
- Moved **Vendor List** from the **Vendors** menu to the **Maintenance** menu, and then removed the now-empty **Vendors** menu.
- Added the menu option **Actions** ⇒ **Enter Bills**, for entering new bills (the same as using the **New** button on the **Actions** ⇒ **Bill List** window).
- Added the menu option **Actions** ⇒ **Write Cheques** for [writing cheques](#) directly (i.e. that are not for previously entered bills). Cheques can also be entered directly on a [register window](#).
- Added the menu option **Actions** ⇒ **Enter Deposits** for [entering bank deposits](#). They can also be entered directly on a [register window](#).
- Added the menu option **Actions** ⇒ **Credit Card Charges** for entering [credit card charges](#). They can also be entered directly on a [register window](#).
- Changed **Reports** ⇒ **Listing** ⇒ **Income and Expense Accounts by Fund** to also show which fund accounts (that don't have sub-funds) have no associated income or expense accounts.
- You can now [enter bills](#) with a negative dollar amount (which represent credit memos from your vendor). You can also use those credit memos to offset bills, when [paying a bill](#).
- Changed the accounts that can be used when paying a bill entered for later payment, with **Vendors** ⇒ **Pay Bills**, to only be accounts of type Bank or Credit Card.
- Removed the toolbar added by version 0.66 - all of its options are now quick links on the main window.
- Fixed a bug in the window for creating a [new bill](#), where if you select a Tax Code, which immediately creates some splits rows, the Total at the bottom was not updated.
- This version, and version 0.67, both fix a number of small typos in this Help file and in messages that the program gives.
- Fixed a bug in [register windows](#), where if you pressed the "+" key in an empty Number field (to get the next available cheque number), it didn't always give the correct number.
- Fixed a bug where the program stops responding if any of the [special keys for dates](#), other than "T" for Today, are used in a blank date field.

Fixes in Version 0.67 (October 7, 2012):

- Fixed a bug, which may only occur on Windows XP, where resizable windows like the Register window can leave a "shadow" of their pre-resized borders (including their title bar) on the Windows desktop after they are displayed and/or closed.

Fixes in Version 0.66 (October 7, 2012):

- Enabled the menu option **Reports** ⇒ **Memorized Reports**, for replaying [memorized reports](#), which had been turned off until it could be tested properly.
- Added a checkbox option for "Hide Account Numbers except in the Chart of Accounts" in the **Maintenance** ⇒ **Main Options** [window](#), that allows you to make account numbers disappear in drop-down lists of accounts, on most reports, etc.
- Added a toolbar to the main window, containing the most commonly used or important menu options.
- Added **Reports** ⇒ **Summary** ⇒ **Income Statement Yr/Yr Comparison**, for comparing one year's (or part of a year's) income and expenses to the previous year (or corresponding part of the previous year).
- Added a missing Help page on the Vendors menu.
- Fixed a bug where the :TRANSACTION_DATE argument that can be used in the **Database** ⇒ **SQL Select** [menu option](#) was not working.
- Fixed a bug where the first time you run the program, the text at the top of the main window, and the two buttons at the bottom of that window, are invisible, or just a white background.
- Fixed a problem on [register windows](#), where moving between rows with the up or down arrow keys didn't always work correctly if there were rows for bills or bill payments.
- Fixed a bug in the [reconciliation summary](#) window where you could not enter a negative Ending Balance for the account, because it treated the field as a date field and entered a date when you typed the minus sign.
- Fixed a bug in **Reports** ⇒ **Summary** ⇒ **Government Form Amounts**, where if there is no matching data, it just shows you a completely blank report, instead of telling you that there is no matching data.

Fixes in Version 0.65 (October 2, 2012):

- Added an option to [print cheques](#), via the **File** ⇒ **Print Cheques** main menu option, or the right-click menu option **Print Cheques** in the [register window](#) for your bank account(s).
- Fixed a bug in the [register window](#), where you could enter more than the maximum 64 characters in the Payee / Description field, and then you would get a somewhat techie error message about it.
- Added a warning if you enter leading zeros for a cheque number in a register, because that will prevent the cheques from being printed.
- Changed what happens if you change the name of an existing vendor that already has transactions (including bills or bill payments). Previously, all prior transactions would have the vendor name changed. Now, only new transactions will use the new name, with one exception: if you print a previously entered cheque to that vendor, it will use the new name.

Fixes in Version 0.60 (September 30, 2012):

- Added the **Maintenance** ⇒ **Opening Balances** [menu option](#) for entering your opening balances for all accounts, after you have created the chart of accounts in a new installation of ACCOUNTS, or a new database.
- Added the ability to set up annual budgets with the **Maintenance** ⇒ **Budgets** [menu option](#), and then report on the difference between your actual income and expenses and your

budget for any period within one budget year with the **Reports** ⇒ **Summary** ⇒ **Budget Comparison report**.

- Fixed a bug in the [register window](#), where entering an invalid value (such as -1) in the first of the two amount fields, then pressing **Tab**, crashed the program.
- Fixed a resizing problem with the **Vendors** ⇒ **Bill Payment List window**.

Fixes in Version 0.50 (September 26, 2012):

- Added an accounts payable sub-system, including: the **Vendors** ⇒ **Vendor List menu option** for entering vendor details, the **Vendors** ⇒ **Bill List menu option** for entering and maintaining outstanding bills, the **Vendors** ⇒ **Pay Bills menu option** for paying outstanding bills, and the **Vendors** ⇒ **Bill Payment List menu option** for doing any maintenance on previous bill payments.
- You don't have to use any of that for paying bills, if you don't want to: you can still just enter them directly on a [register window](#).
- The Payee/Description drop-down list on [register windows](#) now includes the names of all vendors that you have created with the **Vendors** ⇒ **Vendor List menu option**. (They also work if you just start typing their name.)

Fixes in Version 0.32 (September 19, 2012):

- Added tracking of all entry, changes, and deletion of transactions in an [audit trail](#), and a new [report Reports](#) ⇒ **Accountant** ⇒ **Audit Trail** to display the contents of the audit trail.
- Fixed an obscure bug that could prevent saving certain types of changes to an existing journal entry, particularly if you have cleared out the fields on an existing line, and then edited or entered further lines below that.

Fixes in Version 0.31 (September 17, 2012):

- Added the **Database** ⇒ **Import Transactions menu option** and window, for importing transactions exported from other programs. One primary use of this is for importing bank deposit transactions from the Software4Nonprofits [DONATION](#) program. (That requires DONATION version 3.44 or higher.)
- Throughout the program and this Help file, changed things like "Ctrl-C" to read "Ctrl+C". Both mean that you hold down Ctrl and press C.
- Fixed a bug where you get a techie error message after failing to enter the program, if you put in the wrong program entry password 3 times.
- Fixed a bug where if you try to delete two accounts in a row (or, one below another one) on the Chart of Accounts [window](#), you get a techie error message.
- Fixed two tiny bugs in the **Maintenance** ⇒ **Journal Entries window**: if there were no journal entries, and you created one or more with the **New** button, the **Edit** button wouldn't become enabled (to edit the ones you just created) until you closed and then re-opened this window. Also, if you deleted the last journal entry, the **Edit** button stayed enabled when it should have been disabled.

Fixes in Version 0.30 (September 7, 2012):

- In the initial setup of a new database (or first-time setup of the program) added the options to import a chart of accounts from [QuickBooks](#), [Quicken](#), or [Simply Accounting](#) / Sage 50 Canadian Edition.
- In the [register windows](#), the Payee / Description is now a drop-down list, showing all previous values in that field in the same account's register. You can also just start typing a previous value, and it will come up.
- In the register windows, fixed a bug that let you leave the Payee / Description field empty by just entering one or more spaces.
- In the window for editing [sales tax accounts](#), fixed a bug where if you only change the Account on an existing row, the **Save** and **Cancel** buttons don't become active.
- Fixed a bug where you are trying to restore a backup over a completely empty database (for example on first setup of the program, if you have a backup from another computer), but it won't do so.
- In the [Accounting Concepts](#) help page, provided links to a series of quite good articles on understanding fund accounting, written by a competitor but published on a public website.

Fixes in Version 0.26c (August 28, 2012):

- Added **Reports** ⇒ **Banking** ⇒ **Prior Reconciliation**, which shows the details of one reconciliation that you have done. You are prompted for whether you want to run that report after you click **Finished** on a reconciliation details window, but you can also run it separately, and select the account and statement ending date you want to run it for.
- In the [reconciliation](#) details window, there is now a "Show unreconciled transactions after the Statement Ending Date" checkbox, to control whether or not it does that.
- The reconciliation details window is now resizable (vertically, to show more or fewer transactions, but not horizontally).
- Made the "Clr" field in the Register windows non-editable, since it should now only be edited by doing proper reconciliations.
- Fixed a bug: changes to the Country/Language field in the **Maintenance** ⇒ **Organization Info window** were ignored, and not saved, if they were made any time after your initial setup of a new database.
- Fixed the use of the word "cheque" for users whose Country/Language setting was U.S.A. (It changes to "check" for them.)

Fixes in Version 0.26b (August 24, 2012):

- In the [reconciliation](#) details window, you can now use the Enter key, as well as the previously available space bar, to toggle whether or not the current transaction row is reconciled, and move down to the next row. (You can also still do that by clicking on the row with your mouse.)

Fixes in Version 0.26 (August 24, 2012):

- Added [reconciliations](#) for bank and credit card accounts (actually, any Asset or Liability accounts). You can do this via a button on the [main window](#), or **Ctrl+R** or a right-click menu option on a [register](#) window.
- A register window for an account that doesn't yet have any transactions in it now shows enough blank rows to fill the window, rather than just one blank row.

- Fixed a small bug where if you change the Sales Tax Code in the register window, and then don't save the changes to that row, that change stays on the row rather than being undone.
- Added checks to prevent the unlikely case where transactions (entered via register windows, with or without splits, or as journal entries) could include two split rows for the same asset, liability or fund/equity account. That would be a problem, because it would cause the displayed balances in the register for that account to be incorrect.

Fixes in Version 0.25c (August 16, 2012):

- When requesting license keys from the Evaluation and Licensing window, it now handles accented characters correctly.
- Fixed a problem where single quotes / apostrophes in the File Name field when creating a new database cause many error messages, and then that database can't be re-opened (it prompts with a "Firebird ODBC" window). Single quotes in the File Name now work fine.
- When you go to **Maintenance** ⇒ **Email Sending Configuration**, or **Backup/Restore** ⇒ **Email Backup** for the first time, when you have not previously configured your email settings, the program will take them from the Email Sending Configuration in the Software4Nonprofits DONATION program, if that program is also installed.

Fixes in Version 0.25b (August 14, 2012):

- The installation program was putting the file CanadaCharity.csv, which defines the sample chart of accounts for a charity in Canada, into the main program folder, instead of the Samples folder under that main program folder where it should have gone. As a result, you could not create a new database with that sample chart of accounts. That is now fixed.

Fixes in Version 0.25 (August 13, 2012):

- Added special handling for sales taxes. You set up Sales Tax Codes with the **Maintenance** ⇒ **Sales Tax Codes** [window](#) (and a popup Accounts window accessed from it), and then can use those Tax Codes in a new field in the [register windows](#), to do automatic splits into a specified transaction account, and pre-specified tax accounts. (See also [Handling Sales Taxes](#) for more details.)
- Fixed an error in an invisible database structure change performed by version 0.24, which affected existing databases (but not new ones).

Fixes in Version 0.24 (August 10, 2012):

- When you are creating a new database (on first startup of the program, or with the **File** ⇒ **New Database** menu option) there is a [new window](#) that comes up that gives you choices about what chart of accounts to start with, including options for starting with a suggested sample chart of accounts for your type of organization and country etc.
- Added a new menu option **Maintenance** ⇒ **Government Forms**, which is used to specify the names of government forms. You can later associate lines on those forms with specific accounts on your chart of accounts, when [editing](#) individual accounts.

- The window for [editing](#) individual accounts now displays any government form lines associated with that account, and has an **Edit** button to go to a [new window](#) for adding to or editing the government form lines associated with that account.
- Added **Reports ⇒ Listing ⇒ Chart of Accounts with Government Form Lines**, which lists your entire chart of accounts, with any associated government form lines associated with each account also displayed.
- Added **Reports ⇒ Summary ⇒ Government Form Amounts**, which lists all accounts that are attached to government form lines for one selected form and a specified range of dates, with their balances, by lines of the form.
- Fixed a bug when entering transactions on a [register window](#), where if you filled everything in except the Account, and pressed **Enter** (or otherwise tried to save or move off the current transaction row) you would get a techie error message.
- On the [register window for funds](#), added a hyperlink on the implicit balance amount at the bottom right, which pops up a message if you click on it, offering to show the Help topic that explains the implicit balance concept.
- Fixed a bug where if you are on a register window, and have not yet filled in the Account, then you open the Splits window, and fill in only one split row, and click **OK**, the account you entered for that split row is not transferred to the Account field on that register row. Then as a result, you can't save that transaction.
- Made the report-viewing [window](#) resizable, and not initially maximized.
- In the installation program, don't allow the user to use the Windows Desktop as the installation directory, because that scatters all of the program's files over the Desktop.
- When restoring a backup on top of an existing database, the program used to stored the current version of the database (the one you are about to replace) as the database name with its file extension ".S4A" replaced by ".PREVIOUS". Now that previous version is stored in a Temp subdirectory of the database directory, rather than the database directory itself.

Fixes in Version 0.23 (July 25, 2012):

- Added an option in the [Startup Options](#) window to restore an Internet backup made previously on another computer (or the same computer, if it was rebuilt etc.). To do this, you need to have the Unique ID for Internet backups, and the backup encryption password you used for Internet backups.
- On the **File menu**, renamed **New** to **New Database** and **Open** to **Open Database**, for clarity.
- Changed the **File ⇒ New Database** menu option to always go to the Startup Options window, which then allows you to create a genuinely new database, or just one that is new to your computer (by restoring it from a regular, email or Internet backup).
- Fixed a bug in **Backup/Restore ⇒ Backup Database**, where it would not do Internet backups after the regular backup, and whether or not Internet backups had been configured, there was an error message about "Error Updating Database".
- Fixed a bug that prevented it from restoring emailed or Internet backups successfully.
- Fixed certain cases when restoring any type of backup, where it wouldn't properly warn you if you were trying to restore an older database on top of a newer one.
- On versions of Windows prior to Windows 7, the new popup calendar was a bit too short, so the last line of dates was partly cut off. Fixed that.

Fixes in Version 0.22d (July 23, 2012):

- Switched to a different appearance for the register window, with lighter-coloured borders around each field (except on the current highlighted row), and alternating green and white for entire two-line transactions, instead of green for the first line within each transaction, and white for the 2nd line within that transaction.
- Added a right-click menu of options in the [register window](#), including previously unavailable features for Copy, Cut and Paste Transactions, and Go to Date.
- On any [Register](#), [Register Splits](#), or [Journal Entry](#) window, the Account drop-down list now includes "<Add New>", which pops up a window for entering a [new account](#) to use in the current transaction that you are editing.
- Fix a subtle bug that could cause accounts to be slightly out of order in some places, like drop-down lists for transactions, or **Reports** ⇒ **Listing** ⇒ **Chart of Accounts**. (This only happened if you had "Show hidden accounts" unchecked in the **Maintenance** ⇒ **Chart of Accounts** window, and there were hidden accounts, when you were making changes via that window.)

Fixes in Version 0.22c (July 12, 2012):

- Fixed a problem where both reports under **Reports** ⇒ **Accountant** could be too wide on some printers, so one digit at the right got cut off and possibly printed on a 2nd page (or a 2nd blank page could be printed).
- Fixed a problem in the summary section at the bottom of **Reports** ⇒ **Fund** ⇒ **Income Statement**, which also comprises the main body of **Reports** ⇒ **Fund** ⇒ **Summaries**, where large amounts (like \$10,000,000.00) got cut off on the left because the field for the numbers was too narrow.
- Fixed a bug introduced by version 0.22b: The Splits and Delete buttons on the [register window](#) had disappeared.
- When saving a journal entry, or a transaction in a register window or register splits window, if the transaction included (or was on a register for) an asset account, and also included a fund/equity account, warn that more likely an income or expense account associated with that fund should have been used, and give an option to stop and correct that.

Fixes in Version 0.22b (July 11, 2012):

- Added the **Reports** ⇒ **Accountant** ⇒ **Transaction Details** [report](#), which lists all transactions, with their splits (shows as debits and credits), for a specified date range.
- In the **Reports** ⇒ **Listing** ⇒ **Chart of Accounts** [report](#), added an Associated Fund column, which for Income and Expense accounts shows which fund/equity account they are associated with (add to the implicit balance of).
- Added the **Reports** ⇒ **Listing** ⇒ **Income and Expense Accounts by Fund** [report](#), which lists your income and expense accounts, grouped by which fund/equity account they are associated with.
- Added a warning, when setting up accounts with **Maintenance** ⇒ **Chart of Accounts**, if you set up a fund/equity account without setting up associated income and expense accounts for the fund (which is what you should normally post transactions to, not to the fund account itself).

- Fixed a bug in the register windows, where clicking on the drop-down for the Account field in an existing transaction dropped down the list, but the currently selected account was not highlighted or scrolled to on that list. (It just showed the top accounts in the list.)
- Fixed a problem in register windows, register splits windows, and journal entry windows, where if an account had been used in a transaction, then changed to be a hidden account, the name of that account would not show up in the Account drop-down list, and instead an apparently meaningless number would appear there.
- Fixed a bug where you could not open a database backup (regular or emailed) by double-clicking on it. All that happened is that your current ACCOUNTS database opened.

Fixes in Version 0.22 (July 8, 2012):

- Added a display of all balance sheet accounts on the program's main window. From there, you can display the new [Register windows](#) for those accounts for entry of transactions. Also added a [Splits window](#) for entries made with the register that affect more than one other account.
- Improved the section at the bottom of each fund's page(s), in the [Fund Income Statement](#) report, to also show direct transfers into or out of the fund (the report could have been unbalanced because that was missing), and to also repeat the Net Income for the fund in that section, for clarity.
- Added **Reports** ⇒ **Fund** ⇒ **Summaries** that just shows that summary section from the Fund Income Statement report, for each fund.
- Fixed a bug, where the **Delete** button on the **Maintenance** ⇒ **Journal Entries** [window](#) didn't work (it gave a techie error message).

Fixes in Version 0.21b (June 28, 2012):

- Added a section at the bottom of each fund's page(s), in the [Fund Income Statement](#) report, with the starting and ending balances in that fund for the selected period.

Fixes in Version 0.21 (June 28, 2012):

- Added 5 reports: a [Chart of Accounts](#), a consolidated [Income Statement](#) and Balance Sheet, an [Income Statement](#) split out by Fund, and a [Trial Balance](#). All are available from the Reports [menu options](#), or the [Report Browser](#).
- Split the **Save** button in the Add Account / Edit Account [window](#) into two buttons, "Save and New", and "Save and Close". The former saves the current change, then clears the window for you to add another account. The latter saves the current change, then closes the window and goes back to the Edit Chart of Accounts [window](#).

Fixes in Version 0.20f (June 26, 2012):

- Fixed a crash in the program towards the end of the **Setup Storage** action in the **Backup/Restore** ⇒ **Backup Frequency and Options** [window](#).

Fixes in Version 0.20e (June 23, 2012):

- Fixed a problem, when you set up to use 5-digit account numbers, that it would not let you save accounts with numbers greater than about 32000 (and thus, it wouldn't let you set up either Income/Revenue or Expense accounts. (You got a confusing error message saying that they had to be 5 digits, when they were, or that they had to be within a range, like 50000 to 59999 for Expense accounts, when they were!)

Fixes in Version 0.20d (June 21, 2012):

- Fixed some bugs when editing your chart of accounts that could lead to problems with the nesting structure of parent and sub-accounts.
- Fixed some visual problems, when returning from the Journal Entries or Chart of Accounts windows to the main window: the main window might have odd lines left on it, or not get back the focus (so you had to click on it before you could do anything, like make another menu choice).

Fixes in Version 0.20c (June 21, 2012):

- Fixed a couple of bugs in the initial setup of a new database: In the Main Options window, the default Initial General Fund account number showed up as 30000 instead of 3000, and if you pressed **Cancel** in that window instead of **OK**, when it then proceeded to show you the Edit Chart of Accounts window, you couldn't add new accounts, because it said they had to be 0 digits long!

Fixes in Version 0.20b (June 21, 2012):

- Registrations done with **Tools** ⇒ **Register Online** now go to a different web page than registrations from DONATION, so it can know they are registrations for the ACCOUNTS program.

Fixes in Version 0.20 (June 21, 2012):

- This is the initial very early testing version of the program. The only real accounting features supported in it are maintaining the chart of accounts, with **Maintenance** ⇒ **Chart of Accounts**, and entering journal entries with **Maintenance** ⇒ **Journal Entries**.
- The non-accounting features supported in this version include creating new databases for additional organizations, opening databases, backups and restores, etc.

See Also: [Revision History - Version 1.00 to 2018](#) and [Revision History - Latest Version](#)

21.4 Bugs / Features

All programs of any complexity probably have bugs in them, and this one may not be an exception despite our best testing and testing by both paid and volunteer beta testers. In addition, some aspects of the program that one person considers to be "features" may be considered to be bugs by another person. Please [contact us](#) if you believe you have found any bugs in the program, or wish to suggest new features.

22 TECHNICAL INFORMATION

22.1 Technical Information

This section of the manual is only for very curious technical people.

The program is written in the programming environment Apeon PowerBuilder 2019. The database that the data is stored in is the SQL database Firebird version 2.5. (Embedded Firebird is used for the Standard version of ACCOUNTS; the full server version of Firebird is used for the Local Network and OnDemand versions of ACCOUNTS.)

Accessing your Data with Programs other than ACCOUNTS

If anyone is ambitious and wishes to access the data in the ACCOUNTS database directly, the definitions of the SQL tables in it are in the file TABLES.SQL in the program's main directory, which is usually C:\Program Files\Accounts or C:\Program Files (x86)\Accounts. (Users of the [OnDemand](#) version cannot access that directory - just [contact us](#) if you need a copy of that file.) There is a login that you can use for read-only access to all of the tables, which is username "accounts_reader", password "reader". There is an ODBC datasource set up on installation, called "ACCOUNTS_FB_READONLY", which already has this login defined in it.

Note: To use the ACCOUNTS_FB_READONLY datasource from other programs, you may first have to copy the three files icudt30.dll, icuin30.dll, and icuuc30.dll from the program's installation directory (normally C:\Program Files\Accounts, or C:\Program Files (x86)\Accounts on 64-bit computers) to the Windows System directory (generally C:\Windows\System32).

Also, if you have the Standard version of ACCOUNTS, you may not be able to access data through that datasource while ACCOUNTS is running at the same time. That should not be a problem if you have a Network version of ACCOUNTS.

Another ODBC datasource "ACCOUNTS_FB", also exists, with a different username and password that allows for changing data, not just reading it. ACCOUNTS works without using that ODBC datasource, though the datasource does still exist. Sorry, we do not give out the username and password for that datasource, because we do not want you to be modifying data other than by using the program! That would be very likely to cause errors. A better way to make custom changes to the data, with our assistance, is by using the **Database** ⇒ **SQL Select** [menu option](#).

Editing the ODBC Datasource Before you can Use it

If you want to use the ACCOUNTS_FB_READONLY ODBC datasource, you will actually have to edit it first, to specify the actual filename of your current database. (When that ODBC datasource was created during the installation of the program, it could not know what you would choose to name your organization and database!)

To make that change, go to Windows Control Panel, then Administrative Tools, then "ODBC Data Sources (32-bit)" if that option is there, or otherwise "Data Sources (ODBC)",

then switch to the System DSN tab, click on ACCOUNTS_FB_READONLY, and click Configure. You will be able to change the Database name there.

Unfortunately, there is a complication on some computers. If your computer has a 64-bit processor, and there was not an option for "ODBC Data Sources (32-bit)" in the Administrative Tools, you will not find ACCOUNTS_FB_READONLY by following those instructions above. Instead, use the Run option from the Windows Start menu, and run the following, without the quotes: "C:\windows\syswow64\odbcad32.exe". (In some versions of Windows, there is no Run option - enter that same command in the "Search programs and files" entry box in the Start menu.)

22.2 Referential Integrity

The ACCOUNTS program was very carefully programmed to protect you against silly errors which can cause big problems in the future. (Referential integrity is just a fancy Computer Science term for making sure that data in all of your related data files matches up sensibly.)

The following are a sample of some of the things that are never allowed in ACCOUNTS, to ensure referential integrity:

- deleting an account that has transactions
- deleting an account that has sub-accounts
- deleting a fund account that has associated income or expense accounts
- deleting a sales tax account that is associated with a sales tax code
- deleting a vendor that has bills and/or transactions

All of these are prevented at the database level, so even if there was a bug in the program that allowed you to try to do one of those actions, the database would not allow you to do it.

Many other actions that don't make sense are prevented at the program level, although the database might allow them.

23 HOW DO I?

23.1 How Do I?

This section contains tips on how to do certain activities with the software, which may not be immediately obvious from the manual so far. If you notice anything that you have to puzzle out how to do, please let us know so we can add it to this section.

[Move the Program from One Computer to Another](#)

[Transfer your Data between Computers](#)

[Use the Database on a USB Memory Key](#)

[Determine what Version of ACCOUNTS I have](#)

23.2 Move the Program from One Computer to Another

For various reasons you may need to move ACCOUNTS from one computer to another. This would include changing staff (such as Treasurers) in your organization, upgrading to a new computer, or rebuilding your computer after a hard disk crash. (That's not technically another computer, but since the hard disk has been rebuilt or replaced, it has the same effect as if it was another computer!)

Your **first step** is to check which version or release number and named version of ACCOUNTS is running on the **old** computer, with the **Help = About ACCOUNTS** menu option in it. The named versions are Standard, Local Network Server, Local Network Client, and OnDemand. If for any reason that is not possible, you can [contact us](#) to ask what our records show. That information will be needed in various parts of these instructions below.

If you have the OnDemand Version, and are moving from one computer running that version to another computer running the same version, please see [Move the OnDemand Version](#) for instructions instead of the rest of this page.

Not all of the steps below are required if your old computer running ACCOUNTS is no longer available. See [Reinstalling ACCOUNTS](#) for instructions instead, in that case.

As long as you are up to date on your payments for ACCOUNTS, there is no charge for this - the program is licensed to your organization, not merely for a specific individual or computer. Of course, you can also do this while you are still in your initial 60-day evaluation period plus grace period.

Simplest Instructions

Here are the simplest possible instructions for moving the Standard version to a new computer, as long as you have only one database:

1. Make sure you have a [database backup](#) from the old computer available.
2. Download and install your current version (which must be Standard, if you are using these simplest instructions) onto the new computer, from the DOWNLOAD page on the website at <https://software4nonprofits.com/download-all/>.

3. When you run that program, choose an appropriate option on the [Startup Options](#) screen to restore that backup from the old computer, and follow the prompts to do so.
4. Unless you are still in the initial 60-day evaluation period plus grace period, you will need a license key. You are entitled to it as long as you are paid up for email support and upgrades. In those cases, request the license key or follow the prompts to let the program automatically retrieve it.

Those instructions cover most simple cases, but for more details and full instructions for more complex cases, please see the following sections.

Detailed Instructions

1. If **both** of the following points are true on the copy of ACCOUNTS on the old computer, you should upgrade that computer before you continue:

- that version of ACCOUNTS is earlier than version 1.28, and
- you have any memorized reports.

If **either** of those points is **not** true on the old computer, just go on to the next step in these instructions.

But if those are both true, you upgrade the old computer by downloading and running the appropriate named installation program for your version of ACCOUNTS from the DOWNLOAD page on the program's web site at <https://software4nonprofits.com/download-all/>. (This is required to make sure that any memorized reports get transferred to the new computer in the following steps.)

Be sure to run that downloaded installation program to upgrade ACCOUNTS on the old computer, and also run ACCOUNTS after the install, which will pick up your memorized reports, and save them in your database.

2. On the new computer, download the appropriate named installation program for your version of ACCOUNTS from the DOWNLOAD page on the program's web site, at <https://software4nonprofits.com/download-all/>. (If you have a saved copy of the most recent full installation file for the program, as downloaded in the previous step, you can use that.)

Run that downloaded installation program to install ACCOUNTS on this new computer. Do not run ACCOUNTS there yet.

Note: It does not work to just copy the ACCOUNTS program directories (C:\Program Files\Accounts etc.) from one computer to the other. You must do the installation on the 2nd computer.

3. Copy your database backup file, which may have names such as *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup* or *OrganizationName-YYYY-MM-DD.S4ABackup*, from the old computer to the new computer. (The *OrganizationName* is the database's File Name from the **Maintenance** = **Organization Info** window, the *YYYY-MM-DD* part of the backup filename, if present, represents the date the backup

was made, and the *HH.MM.SS* is the time.) Follow the instructions under [Transfer your Data between Computers](#) to do this, via backup and restore. (That Help topic also gives other options, which are sometimes easier, of transferring the database between the two computers by using email backups or Internet backups.)

As long as you have a regular backup or emailed backup (see [below](#)) available when you first run the newly installed ACCOUNTS program, when its first window prompts you to answer whether you are a new user, or a returning user with a backup, you can select that second radio button option. That will allow you to restore that backup. (See [Startup Options](#) for details.) You can also use the third option on that window if you have made an Internet backup on the other computer, and have access to the Unique ID for Internet backups from that computer, and the backup encryption password that was used.

4. If you have been using the **File** ⇒ **New Database** and **File** ⇒ **Open Database** [menu options](#) to handle multiple databases for multiple organizations on the same computer, you will also have to transfer backups of all of your other database files, named for instance *OtherOrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup* or *OtherOrganizationName-YYYY-MM-DD.S4ABackup*, to the new computer. You can use **Backup/Restore** ⇒ **Restore Database** on this computer to restore additional regular or email backup databases. You can also use **File** ⇒ **New Database** on this new computer to get back to the Startup Options window, to be given an option to restore an Internet backup of a different database.
5. If you are not still in your initial 60-day evaluation period plus grace period, you need to install the license key(s) for your database(s). See [below](#) for details.
6. Assuming you need to configure email sending on the new computer (for use in emailing backups, or emailing saved reports) go to the **Maintenance** ⇒ **Email Sending Configuration** [menu option](#) to do that. It may or may not require the same settings as on the old computer, depending on whether it is the same person using it, with the same email account.
7. If a new user is taking over the program, they should email their full name, email address and phone number to us at info@software4nonprofits.com, so we can update the mailing list. Please also let us know whether the new user should replace the old one on the mailing list, or be added as a 2nd contact. When the program prompts you to register, as long as your organization has ever registered before (i.e. someone is on our mailing list), you can answer "Already Registered".

That's it. The new computer should now have a copy of ACCOUNTS that is identical to the one on the old computer. Just continue your work on the new computer.

Note on Software Licensing

When you have ACCOUNTS installed on two computers for the same organization, you can apply the same License Key (or keys, one for each database) to both of them. See the section on [Software Licensing and Evaluation](#) for more details on License Keys.

Alternatively, you can copy the file accountsl.txt from the [Data Directory](#) on the old computer to the Data Directory on the new computer - it contains your licensing information.

If you don't have a copy of your license key saved, and copying over the accountsl.txt file seems complicated to you, just re-request your license key from the Evaluation and Licensing window that comes up when you start the program. We will send it to you, as long as you have paid in the last 12 months. In some cases the program will prompt you to automatically retrieve the license key. If it does that, there will be no need to separately request the key. There is no additional charge for this license key, because as mentioned above, the license is for your organization, not per user or per computer.

If you are using a paid version of ACCOUNTS and have not paid within the last 12 months, you will need to first pay the Annual Fee in order to be eligible for your license key.

Using Emailed Backups

Instead of using regular backups, created with **Backup/Restore** ⇒ **Backup Database**, and bringing them to the new computer on a USB memory key or in some other way, you can instead email the database backup to an email account that you can access on the new computer, via **Backup/Restore** ⇒ **Email Backup**. You then restore it there using the **Backup/Restore** ⇒ **Restore Backup** menu option.

Using Internet Backups

If the only backup you have access to is an Internet backup made from the other computer, it is possible to restore it, as long as you have a copy of the Unique ID that was used for those backups, and you know the Internet backup encryption password that was used. If you do not have the Unique ID for Internet backups, contact [Support](#) to ask for it - as long as the previous user accepted the suggestion made when they configured Internet backups to email it to us, we will have a copy of it. We will not have a copy of your password!

You can restore an Internet backup on the [Startup Options](#) window that comes up when you run ACCOUNTS.

23.3 Reinstalling ACCOUNTS

For various reasons you may need to reinstall ACCOUNTS on a computer, when you have previously been using it on another computer, but that other computer is no longer available. Most commonly that would be if your computer died and was replaced or had its hard disk repaired or replaced.

Note: The steps are much simpler for the OnDemand Version than for any other version - see [Move the OnDemand Version](#) for details.

More steps are usually needed if the old computer running ACCOUNTS is still available. See [Move the Program from One Computer to Another](#) for instructions in that case.

As long as you are up to date on your payments for ACCOUNTS, there is no charge for reinstalling - the program is licensed to your organization, not merely for a specific individual or computer.

To reinstall the program, you will need to follow a few steps:

1. You need to know which named version of ACCOUNTS you were running on the **old** computer, or that you want to choose now. If you aren't sure, you can consult the [Version Comparison](#) page on the website to understand the differences, or contact [Support](#) to ask us what version our records indicate you were running. The named versions are Standard (previously called Standalone), Local Network Server, Local Network Client and OnDemand.
2. Download the appropriate named installation program for your version of ACCOUNTS from the [DOWNLOAD page](#) on the program's web site

Run that downloaded installation program to install ACCOUNTS on this new computer.

3. Run ACCOUNTS. As long as you have a regular backup or emailed backup (see [below](#)) available when you first run the newly installed ACCOUNTS program, when its first [Startup Options](#) window prompts you to answer whether you are a new user, or a returning user with a backup, you can select that second radio button option. That will allow you to restore that backup. (See [Startup Options](#) for details.)
4. If you have been using the **File** ⇒ **New Database** and **File** ⇒ **Open Database** [menu options](#) to handle multiple databases for multiple organizations on the same computer, you will also have to restore backups of all of your other database files, named for instance *OtherOrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup* or *OtherOrganizationName-YYYY-MM-DD.S4ABackup*, to the new computer. You can use **Backup/Restore** ⇒ **Restore Database** on this computer to restore additional regular or email backup databases. You can also use **File** ⇒ **New Database** on this new computer to get back to the Startup Options window, to be given an option to restore an Internet backup of a different database.
5. If you are using a paid version of ACCOUNTS, you need to request the license key(s) for your database(s), if you don't already have current one(s), and install them. See [below](#) for details.
6. If you plan to do any emailing from the program, e.g. of backups, do the following. Go to the **Maintenance** ⇒ **Email Sending Configuration** [window](#), and if the configuration isn't already there and correct, configure it appropriately (the same on the new computer as on the old computer if it's for the same person, using the same email address, or as appropriately for the program user's email if not).
7. If a new user is taking over the program, they should email their full name, email address and phone number to us at info@software4nonprofits.com, so we can update the mailing list. Please also let us know whether the new user should replace the old one on the mailing list, or be added as a 2nd contact. When the program prompts you to register, as long as your organization has ever registered before (i.e. someone is on our mailing list), you can answer "Already Registered".

That's it. The new computer should now have a copy of ACCOUNTS that is identical to the one on the old computer. Just continue your work on the new computer.

Note on Software Licensing

When you have ACCOUNTS installed on two computers for the same organization, you can apply the same License Key to both of them. See the section on [Software Licensing and Evaluation](#) for more details on License Keys.

If you don't have a copy of your license key saved, just re-request your license key from the Evaluation and Licensing window that comes up when you start the program. We will send it to you, as long as you have paid in the last 12 months. There is no additional charge for this, because as mentioned above, the license is for your organization, not per user or per computer.

If you are using a paid version of ACCOUNTS and have not paid within the last 12 months, you will need to first pay the Annual Fee in order to be eligible for your license key.

Using Emailed Backups

Instead of using regular backups, that were created with **Backup/Restore ⇒ Backup Database**, you may instead have a backup created with **Backup/Restore ⇒ Email Backup**. You then restore it with the second option on the initial [Startup Options](#) window, or after your initial setup as a new user, by using the **Backup/Restore ⇒ Restore Emailed Backup** menu option.

Using Internet Backups

If the only backup you have access to is an Internet backup made from the other computer, it is possible to restore it, as long as you have a copy of the Unique ID that was used for those backups, and you know the Internet backup encryption password that was used. If you do not have the Unique ID for Internet backups, contact [Support](#) to ask for it - as long as the previous user accepted the suggestion made when they configured Internet backups to email it to us, we will have a copy of it. We will not have a copy of your password!

You can restore an Internet backup on the initial window that comes up when you run ACCOUNTS for the first time (see [Startup Options](#)), by choosing the 3rd radio button option, "I want to restore an Internet backup ...". If you miss that chance and instead start up as a new user, then once you get to the main window of the program, with its menu, you can select **Backup/Restore ⇒ Backup Frequency and Options** to [configure](#) Internet backups with your Unique ID and Internet backup encryption password. After that, you can [restore](#) the latest Internet backup with **Backup/Restore ⇒ Restore Internet Backup**.

23.4 Move the OnDemand Version

This topic is only for users of the [OnDemand Version](#) of ACCOUNTS. All other users should go to [Move the Program from One Computer to Another](#) for full instructions. If you aren't positive which version you have, go to the **Help ⇒ About ACCOUNTS** menu option in the program and check the text under the version number in the window that appears.

For various reasons you may need to move ACCOUNTS from one computer to another, or add it to an additional computer. This would include changing staff (such as Treasurers) in your organization, upgrading to a new computer, or rebuilding your computer after a hard disk crash. (That's not technically another computer, but since the hard disk has been rebuilt or replaced, it has the same effect as if it was another computer!)

The instructions in this page are also not relevant to switching from the OnDemand version to any other version of ACCOUNTS (covered [here](#)) or from any other version to the OnDemand version (covered [here](#)).

As long as you are up to date on your payments for ACCOUNTS, and thus entitled to log into your OnDemand Version, there is no charge for this - the program is licensed for any number of users in your organization, not merely for a specific individual or computer.

To move the program, you will need to follow a few steps:

1. On the new computer, download and install the OnDemand Client program from the OnDemand page on the program's web site, at <https://software4nonprofits.com/pricing/accounts-cloud/#step-2>.
2. Just run that client program and login with your usual user name and password.
3. The only other thing that might be required, if this is for a new user, is for the Site Administrator for this database to set up a login for that new user - see [OnDemand User Management](#) for details.

23.5 Transfer your Data between Computers

Some users may choose to install the Standard version of ACCOUNTS on two or more computers (for instance, one at work and one at home) and transfer their data back and forth, in order to get work done at home, or for other reasons. That is quite easy. However, you have to carefully arrange that changes are only made on one computer at a time, and the database is transferred back to the other computer before any changes are made on it.

Please note that there is no way to merge entries from two computers!

For paid users of the Standard version, no additional payment is required for this setup - you do not have to pay for the 2nd user. (Of course, no payment is required at all if you are still evaluating the program.)

There are also two other options for multiple users accessing ACCOUNTS, detailed on the [Multiple User Options](#) page, including the [OnDemand Version](#), the [Cloud Storage Service](#), or [Local Network Versions](#) of ACCOUNTS, or using a remote-access solution. This page is only about the first option on that page, with multiple installations of the Standard version.

The [OnDemand Version](#) or the [Cloud Storage Service](#) are almost always options than this one, as long as you have consistently reliable high-speed Internet on all computers on which you will be installing ACCOUNTS.

Note: If you do not yet have ACCOUNTS installed on the other computer, or want to permanently transfer the program to another computer, please see the Help topic [Move the Program from One Computer to Another](#) to get you started.

Basic Process

When you are finished using ACCOUNTS on one computer (I'll call it Computer A), use one of the four possible backup methods (detailed below) to make a backup of its database, and get that backup to the other computer (Computer B). On Computer B, restore that backup.

When you want to transfer your database back to Computer A again, assuming you have made some further entries on Computer B (not just looked at data and reports), just reverse the process. Make a backup on Computer B, get it to Computer A, and restore it on Computer A.

Obviously, you have to be really careful if you are transferring databases between computers. Don't get confused and restore the wrong database on the wrong machine etc. so you lose some of your work. (The program does warn you if you are trying to restore a backup with only older transaction data than what is in your current database, however.) Also, make sure you make other backups on other storage media for additional security. Those additional backups also give you something to go back to if you mess up, or if your backup goes bad, etc.

Using the [Cloud Storage Service](#) largely prevents the dangers of losing your work if you lose track of who has the official copy of the database that can be changed, or you restore the wrong backup, and is also more automated.

The following sections explain how to transfer the database from Computer A to Computer B using one of three methods. To transfer it back, just reverse the instructions as explained above!

Method 1: Use Regular Backups

This is the method to use if you do not have high-speed Internet access on both computers, and/or you do not want to entrust your encrypted database backup to email transmission over the Internet, or secure storage on the Internet.

On Computer A, use the **Backup/Restore** ⇒ **Backup Database** [menu option](#) to backup the database file. The database file is named *OrganizationName.S4A*, where *OrganizationName* is your File Name from the **Maintenance** ⇒ **Organization Info** window. It gets backed up to a file named *OrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup* or *OrganizationName-YYYY-MM-DD.S4ABackup*, where *YYYY-MM-DD* is replaced by the backup date and *HH.MM.SS* by the time. Back it up to a transportable medium such as a USB memory key, or a writeable CD.

Bring that backup over to the other computer (Computer B). Start ACCOUNTS, and use the **Backup/Restore** ⇒ **Restore Database** [menu option](#) to restore the database from the backup, which copies it over top of any existing database with the same file name on that

computer. (Alternatively, you can start the restore by just double-clicking on the backup file, and following the prompts that come up.)

Method 2: Use Email Backups

If you have access to email on both computers, you can use the **Backup/Restore** ⇒ **Email Backup** [menu option](#) to email an encrypted backup from Computer A to an email account accessible from Computer B. Then on Computer B, follow the instructions in that email, to [restore](#) it.

Method 3: Use Internet Backups

This is perhaps the easiest ongoing method, once you have completed a bit of initial setup.

You first have to [configure](#) Internet backups, and also ensure that you have transferred the database once using either Method 1 or Method 2 above (which ensures that both copies of the database have the same internal Unique ID for Internet backups). The users on both computers must also know and use the same Internet backup encryption password. (See [this section](#) of that same configuration Help page to understand how to do that.)

Once it is configured, every regular backup on either computer will be followed by an [Internet backup](#). So, make a regular [backup](#) on Computer A, and do the Internet backup following it. Inform the user on Computer B that it is there, and they can then restore it with the **Backup/Restore** ⇒ **Restore Internet Backup** [menu option](#).

Method 4: Backup to a Cloud Storage Location

This is distinct from the ACCOUNTS program's own [Cloud Storage Service](#)!

Instead, what it is referring to is saving your regular backups (as in Method 1 above) on a 3rd-party cloud storage location such as Dropbox, Google Drive, Microsoft OneDrive, Sync.com etc. As long as you share that location with the other users, they can find the backups on that same location and restore them.

When you have Multiple Databases

If you are maintaining multiple databases on your computer, with the **File** ⇒ **New Database** and **File** ⇒ **Open Database** [menu options](#), each database will have different file names that you supply (so additional databases will be named *OtherOrganizationName.S4A* etc.). The backups will be named accordingly, such as *OtherOrganizationName-YYYY-MM-DD.HH.MM.SS.S4ABackup* or *OtherOrganizationName-YYYY-MM-DD.S4ABackup* for regular backups, etc. Each one needs to be transferred independently if and when you need it on the other computer.

Note on Software Licensing

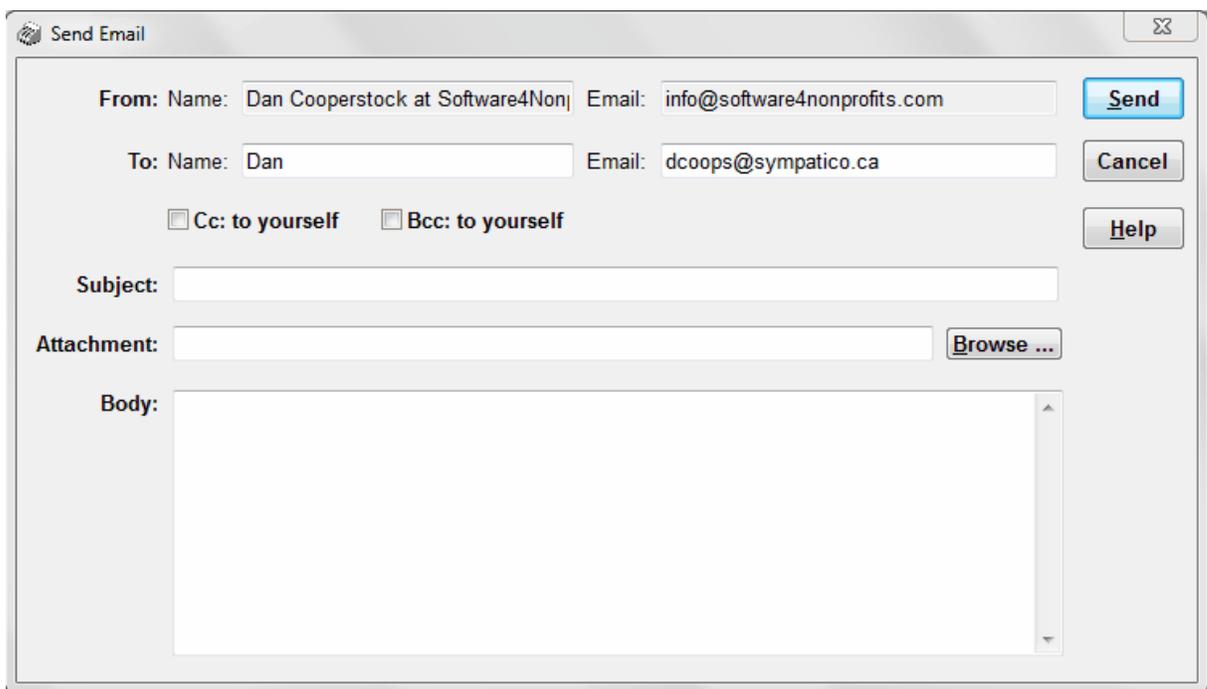
When you have ACCOUNTS installed on two computers for the same organization, you can apply the same License Key (or keys, if you have multiple databases) to both of them. See the section on [Software Licensing and Evaluation](#) for more details on License Keys. Alternatively, you can copy the file `accounts1.txt` from the [Data Directory](#) of the first licensed computer to the Data Directory of the other computer - it contains your licensing information.

23.6 Sending Emails to People

There are a few places in the program that allow you to send certain types of emails to arbitrary people, including [emailing backups](#), and emailing reports saved using the **Save As** [button](#).

These options require you to have first configured the [settings](#) for sending emails, set up with **Maintenance** ⇒ **Email sending Configuration**.

When you use such options, a window such as the following comes up:



The From Name and Email will be filled in with your name and email address that you configured in **Maintenance** ⇒ **Email sending Configuration**. You fill in To Name and Email as you wish. You can optionally check the "Cc: to yourself" or "Bcc: to yourself" checkboxes, to send a copy or blind copy respectively to your From Email address, in addition to the copy that goes to the donor's To Email address.

The To Email can include multiple email addresses separated by semicolons, such as "john@gmail.com;mary@gmail.com", without the quotes. If you do that, a single email will get sent, with both addresses on the "To" line.

Then depending on the type of email, you may be allowed to fill in the Subject line and Body, and optionally specify an Attachment. (Use the **Browse...** button to select a file to attach.) The Body is just plain text, so it does not support things like fonts or images.

When you are satisfied with the email you have drafted, click the **Send** button to send it to the donor.

23.7 Use the Database on a USB Memory Key

It is possible to change the program's setup to use the database on a USB memory key. This would be most advantageous if you have the program installed on multiple computers, perhaps one at your home and one in your organization's office, and you want to bring the database with you as you move between those different computers. This is for users of the Standard versions of ACCOUNTS, but not the [OnDemand Version](#) or [Local Network versions](#).

There are a number of things that can go wrong when you use this method, and it is only suitable for users who are quite computer literate, and would be comfortable manually navigating to and editing the program's INI file if there was a problem.

This is not a method of making database backups! Please see [Making Data Backups](#) for how to do that.

This is also not a method for restoring database backups from another user! Please see [Restoring Backups](#) and/or [Transfer your Data between Computers](#) if that is what you are doing.

There is no additional charge for this setup.

You do need to be aware that the program may run somewhat slower with the database on a USB memory key than when the database is on your hard drive, in the normal setup.

This could also be done with an external hard drive, but for simplicity the rest of this help topic will just refer to it as a USB memory key. USB memory keys are also known as jump drives or memory sticks. Please note that the **only** places you can move the database to are ones that are physically attached to your computer, so a network drive is not an option - it just will not work at all.

Doing this is similar to the options described in the Help topic [Transfer your Data between Computers](#), but in this case, there is only one copy of the database. As such, there is no danger of different copies of the database being modified independently. (That would be bad, because changes made to multiple copies of a database cannot be merged).

The [Cloud Storage Service](#) or [OnDemand Version](#) (two of the options under Multiple User Options) are usually better and safer options than this one, as long as you have consistently reliable high-speed Internet on all computers on which you will be installing ACCOUNTS.

If you are going to proceed with this option, you need to carefully perform the following slightly technical steps **on each computer running ACCOUNTS** (once) to make this work:

1. Install the Standard version of ACCOUNTS normally, if it is not already installed.

2. If you already have data on this computer, make a backup of it before continuing, for safety.
3. Use the **Tools** ⇒ **Explore Data Directory** menu option to open a My Computer / Windows Explorer-type window showing the program's [Data Directory](#).
4. Without closing that window, switch back to ACCOUNTS, and exit ACCOUNTS.
5. Back in the window showing the Data Directory, find the file ACCOUNTS.INI (it may show up as just ACCOUNTS, saying that it is an INI file). Right-click on that file, and pick **Open** or **Edit** from the popup menu. That will open the file in the simple text editing program Notepad.
6. Find the line that starts "DatabaseDirectory=", and change it to read "DatabaseDirectory=E:", without the quotes. (This assumes that when you plug in a USB memory key on this computer, it comes up as the drive E:. If it comes up as some other drive, change that line accordingly.)
7. Save that change with the **File** ⇒ **Save** menu option in Notepad, then exit Notepad.
8. Only on the computer that has the most current version of the database, plug in your USB memory key. From the window showing the Data Directory, drill down into its subdirectory named Data. You should see files there named ACCOUNTS.DB and perhaps ACCOUNTS.metadata, and one or more files named *YourOrganization.S4A*. Copy **all** files in that directory to the USB memory key, in its main directory, for example E:\.
9. Exit the Window showing the Data Directory.

Now when you run ACCOUNTS on any computer, being sure to have the USB memory key containing the database plugged in, it will be accessing the database from the USB memory key.

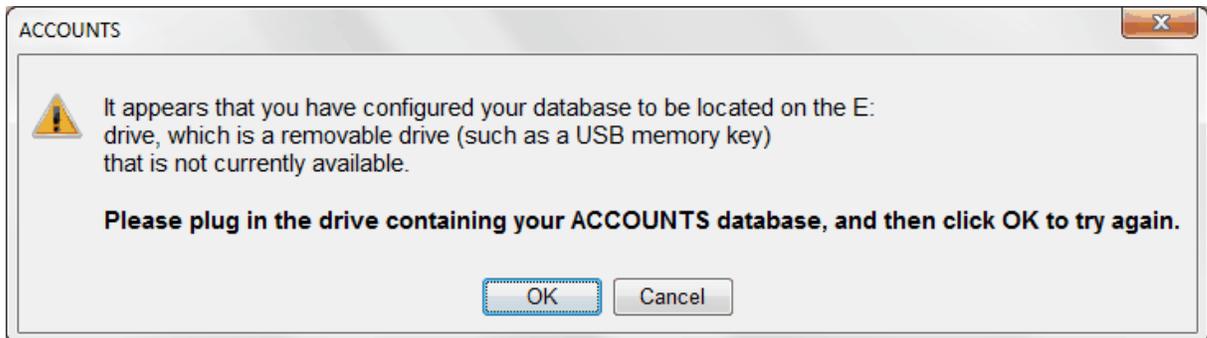
Note: If you prefer to put the database files in a subdirectory of your USB memory key, that is fine too. If for instance you wanted them to be on E:\Data, then you would set "DatabaseDirectory=E:\Data" in the ACCOUNTS.INI file.

Potential Problems with this Setup

This should be obvious, but **never remove the USB memory key holding your database while you are running ACCOUNTS!** There is a real chance of your database being corrupted if you do that.

Sometimes on a computer, if you do not eject a USB memory key before removing it, and then plug in a different USB memory key (or the same one again), it comes up with the next available drive letter. So for instance if your USB memory key on a given computer usually comes up as E:, then you remove it, and re-insert it, it may come up as F:.

If that happens and you have ACCOUNTS set up to access the database on E:, and you then run ACCOUNTS, it will not find the database. You will see an error message such as:



You can click **OK** after plugging in the correct drive, and the program will try to connect to it again, or click **Cancel** if that is not possible (because the drive came up on the wrong drive letter) and the program will exit.

If you did have to cancel because the drive came up on the wrong drive letter, find the control in your Windows System Tray, which is at the bottom right of your Taskbar, or in the popup list of other tools, accessed from the System Tray, for "Safely Remove Hardware and Eject Media", or words to that effect. Click on it, which will bring up a list of drives that can be ejected. Click on the one (or ones) that need to be ejected. After that, it should say that the drive can be safely removed, so remove it. Once you have ejected whatever USB drives it says are there, you should be able to put the USB memory key back in, and have it show up as the normal expected drive letter, for example E:, and you should then be able to run ACCOUNTS successfully.

In some cases if you can't get the drive to come up as the expected letter, you may have to give up and re-edit the ACCOUNTS.INI file to change the DatabaseDirectory setting you set above. You find it in the [Data Directory](#) of the program, which you can navigate to directly in Computer, My Computer, or Windows Explorer. That directory where you will find the ACCOUNTS.INI file is C:\Users\Public\Documents\Cooperstock Software\Accounts (the "Documents" part may show up as "Public Documents" when you are navigating to it – they are the same place).

Another issue with this setup is that if you contact us for support, and there is any chance a problem you are discussing with us might be related to the location of the database, you **must** mention that you are using this setup with the database living on a USB memory key.

Backups with this Setup

Normally a USB memory key is one of the most recommended places to backup your database to. However, when the database already lives on a USB memory key, you need to back it up somewhere else, either to the hard drive(s) of your computer(s), or to a different USB memory key, and/or use the options for [Email Backups](#) or [Internet Backups](#).

If you just backup to the same USB memory key, then if that key dies (which can happen) or is lost, you have nothing. (That's the same issue as if your database lives on your hard drive,

in the normal setup, and you backup only to that hard drive. If that hard drive dies, you have nothing.) The program will actually warn you if you are trying to make backups to the same drive (whether the local hard drive or a removable drive like a USB memory key) on which the database file itself is located.

What Not to Do

Do not use the techniques for editing the ACCOUNTS.INI file described in this page to move the database to a 3rd-party cloud storage location such as Dropbox, Google Drive, Microsoft OneDrive, Sync.com etc. It is just a recipe for disaster, because there is no way to prevent multiple users from accessing it at the same time, and there is a real potential for damaging your database because of the way those services work.

There is nothing wrong with using a shared cloud storage location as a place to save your database backups, though, and you could use this with the techniques described in [Transfer your Data between Computers](#).

23.8 Determine what Version of ACCOUNTS I have

To determine what version of ACCOUNTS you are running, use the **Help** ⇒ **About ACCOUNTS ...** menu option. Among other things, the window that comes up tells you what version number you have, and whether it is the Standard (previously called Standalone), [Local Network Server](#), Local Network Client or [OnDemand](#) version.

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