

User Manual

Part 1: BASIC FUNCTIONS

Hot-Accounts

Personal Finances

Edward Kosatka

Preface

Like many others, I initially used Microsoft Excel to keep track of my personal finances. Though this software is very powerful and flexible, it was not suitable enough for me, at least not for the functions that I had in mind.

I also didn't want to spend money on existing financial software, all the more because I have been developing software for much of my life, albeit mainly on another platform.

When I retired, I suddenly had enough time to write a program. And without a "boss" to stop me, the project has eventually become something that can be called "Personal Finance Software".

For the storage of the financial data I have opted for Microsoft SQL Server Compact 4.0. This database was very promoted by Microsoft at that time. The user sees a normal Windows file with .sdf extension. The data is both encrypted and password protected. Moreover, this relational database is also quite efficient. Unfortunately, Microsoft has meanwhile stopped its further development, with SP1 as the latest version. This product is still supported for a while.

I have been using Hot Accounts now for a few years without any problems. I am convinced that the program can also be useful for others. Whether rich or poor, everyone benefits from a clear overview of its own assets and liabilities as well as the evolution of it in the longer or shorter term.

Of course it takes some effort and time to achieve this. It is best to register cash payments as quickly as possible. If you want to follow-up things instantly, daily input is recommended. Otherwise it might suffice to import a CSV file supplied by the bank once or twice a month.

It also takes some time and effort to learn how to use the program. Through this manual, I hope to make the introduction to Hot Accounts as educational and efficient as possible.

Edward Kosatka

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What is Hot-Accounts?

Hot-Accounts is a Windows PC program to manage personal finances. It has following main features:

- 100% free of charge
- All data is encrypted and can only be accessed via a password
 - An extensive functionality, including following:
 - Basic Functions
 - Powerful wizard to define new (bank) accounts
 - manual entry of transactions
 - overview of accounts with current balance
 - overview per account type with current total balance
 - standard available categories, main categories and account types
 - overview of income and expenses in manual definable or selectable periods at 3 levels and with a drill-down of the underlying transactions
 - Import van transactions from Excel, CSV files or tables in for example a website
 - o Definition of own categories, main categories and account types.
 - Budget Management
 - Manually define budgets (facility to generate records per week, month, 2M, 3M, 4M, 6M)
 - Import a budget from Excel, CSV or table.
 - Follow-up over both equal and unequal periods
 - Also compare Actuals with each other (e.g. current month compared to last year)
 - Portfolio Management
 - Fixed assets, with linear depreciation.
 - Stock shares and Options, Futures, simple warehouse management
 - Financial Project Management
 - Calculate Interests
 - Basic interest and loyalty premiums
 - Optimization proposals
 - Interest profiles, Tax profiles
 - Numerous reports at different levels
 - Payments module
 - E.g. creation of ISO 20022 CT payment files
- The program is available in **Dutch and English**.
 - The language can be changed at any time.
 - Also limited availability for a number of other languages
 - Translation module to translate the program into any language.
- Consolidation to a main currency
 - Import exchange rates from an ECB website
- Extended Tooltips Help in the chosen language (currently Dutch and English).

About this manual

The main purpose of this manual is to provide future users a quick insight into the Hot-Accounts program.

Few people will use all program functions. For most, the basic functions together with e.g. the import of transactions will suffice. These functions are discussed first.

It is best to read this manual in chronological order, as a sort of novel, at least for the first part: the basic functions. Then you can choose the chapter in which you are specifically interested and read it again chronologically. Due to the many screen shots, chronological reading is very doable. It is best to read via a PC or laptop so that the screen images can easily be enlarged if necessary.

In this manual you will not get a systematic detailed explanation of the screens. That would be very boring. You can request information regarding the use of fields, buttons and screens via the extensive Tooltips Help.

The method that I follow is explaining how certain important actions can be performed. E.g.: How to install the program? Or how to create new (bank) accounts? These actions can be found in the table of contents. This gives, after reading the basic part, an alternative way to read the manual.

After a first reading, try to follow the manual on your own PC in a test database. This quickly provides sufficient insight into how to best organize your own finances.

Finally: pay attention to green-colored text. Usually general behavior of the program is described when a specific case is explained,

Note: In addition, this manual also contains some links to screen-casts.

PART 1: BASIC FUNCTIONS

In the following pages we first walk through the installation instructions.

Then we take a look at a number of basic functions, such as:

- How to create a new Hot Accounts database (= last step of the installation)
- How to create new (bank) accounts
- Get an accounts overview
- How to define (bank) transactions manually
- Get an overview of Budget items
- Get an overview of Income and Expenses in a certain period
- How to print information
- How to activate Tooltips help and quickly get explanation about program functions.

INSTALLATION

First, Microsoft SQL Server Compact has to be installed and then the Hot-Accounts program. We however need a web browser that supports ClickOnce.

The old Internet Explorer did support ClickOnce as well as the original Microsoft Edge, but since the chromium update in 2020 this is no longer the case. Fortunately Edge allows certain web pages to be loaded in the old IE. It requires a small configuration that we are going to perform in step 1. And at the start of step 3, just before the Hot-Accounts program installation, we will effectively place the download page in IE mode.

Step 1: Start Microsoft Edge and configure ClickOnce via IE

- ⇒ 1.1 Open the Microsoft Edge Web browser
 - Note: on Windows Pc's this software is normally already installed
- ⇒ 1.2 Type https://www.hot-accounts.com/download in the search area and press Enter
 - The Hot-Accounts download page is shown in the Edge web browser
- ⇒ 1.3 Press on the three horizontal dots in the upper right corner
 - Note: if you see 3 vertical dots you are using the wrong web browser!!!

Ô	https://www.hot	-accounts.com/download/							⊕ ☆	ť≡	0	🥠
	Home	Advanced Features 🗸	Download	Start using Hot-Accounts	Learn more	Blog	LSI 🗸	Contact	Playlists 🗸			Settings and
				T-ACCOUN % free personal finance softwar				6	Share			

• Note: following screen is shown

£≡	Favorites	Ctrl+Shift+O	
Ē	Collections	Ctrl+Shift+Y	
Ð	History	Ctrl+H	
0	Shopping		
$\underline{\downarrow}$	Downloads	Ctrl+J	
B	Apps		٠
¢	Extensions		
~	Browser essentials		
Ŵ	Delete browsing data	Ctrl+Shift+Delete	
Ø	Print	Ctrl+P	
	Split screen		
(კ ე	Screenshot	Ctrl+Shift+S	
හ	Find on page	Ctrl+F	
	More tools		٠
鐐	Settings		

⇒ 1. 4 Press on *Settings*



⇒ 1.5 In Following screen change the option to Allow the IE explorer mode and then press the Restart browser button.

I	nternet Explorer compatibility			
	Allow sites to be reloaded in Internet Explorer mode (IE mode) 📀	Allow	\sim	
	When browsing in Microsoft Edge, if a site requires Internet Explorer for compatibility, you can choose to reload it in Internet Explore	r mode		
	For this setting change to take effect, restart your browser	C Res	tart	

The Microsoft Edge web browser is now configured to optionally load webpages in IE mode.

Step 2: Install Microsoft SQL Server Compact 4.0 SP1 software

⇒ 2.1 Click in the webpage on the link 'Download SQL CE 4.0 64 bit'.

Note: if you get an error during this installation, you probably still have a very old 32 bit pc. In that case you need to click the other link namely 'Download SQL CE 4.0 32 bit'.

Step 2: Install Microsoft® SQL Server® Compact 4.0 SP1	looltips Help (3MB)
Download SQL CE 4.0 64 bit	Handleidingen (pdf) Installatie en Basisfuncties (10MB)
Note: If you are still using an old 32 bit pc you need to download this version => Download SQL CE 4.0 32 bit	Import Transacties (9MB)
Double-click the downloaded file to start the installation. See detailed screenshots	Budgetbeheer (10MB) Intrestberekening (9MB)
Step 3: Install Hot-Accounts (first installation and updates)	Portefeuillebeheer en Financieel Projectbeheer (6MB)
IMPORTANT: If you are updating from v1.02.008 or earlier, please first uninstall Hot-Accounts!	Betalingsbestanden (2MB) Handleiding voor Clubs (8MB)
Licence notice You are allowed to download, install and use Hot-Accounts free of charge. You are not allowed to change the Hot-Accounts software without prior permission of the author. The author can't be held responsible for any damage incurred by using Hot-Accounts.	Tekstballon Help (3MB)
You ar What do you want to do with SSCERuntime_x64-ENU.exe (2.5 MB)? Run Save Insta From: hot-accounts.com	Cancel X

At the bottom of the screen you will be asked what action you want to perform.

- > 2.2 Select the option 'Run' to start the installation of the SQL software.
- > 2.3 If you get an intermediate message "Do you want to allow this app to make changes to your device?" SQL Server Compact "Yes/No" then press the 'YES' button.

You now see following screen:

🕼 Microsoft SQL Server Com	pact 4.0 SP1 x64 ENU	\times
	Welcome to the Microsoft SQL Server Compact Setup	
	Setup helps you install, repair or remove Microsoft SQL Server Compact 4.0 SP1 x64 ENU. To continue, click Next.	
	WARNING: This program is protected by copyright law and international treaties.	
	< Back Next > Cancel	

> 2.4 Press NEXT

You now see following License Agreement screen.	
🕼 Microsoft SQL Server Compact 4.0 SP1 x64 ENU	×
License Agreement	
Please read the following license agreement carefully. You must accept the license agreement before continuing forward.	
MICROSOFT SOFTWARE LICENSE TERMS	^
MICROSOFT SQL SERVER COMPACT 4.0 SERVICE PACK 1 (SP1)	
These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. They apply to the software named above, which includes the media on which you received it, if any. The terms also apply to any Microsoft	
• updates,	~
• I accept the terms in the license agreement	
○ I do not accept the terms in the license agreement	
< Back Next > Cancel	

- > 2.5 Select the option "I accept the terms of the license agreement"
- > 2.6 Press NEXT

Another intermediate screen is shown.

🕼 Microsoft SQL Server Compact 4.0 SP1 x64 ENU	×				
Ready to Install the Program					
Setup is ready to begin installation.					
Click Install to begin the installation.					
If you want to review or change any of your installation settings, click Ba Setup.	ck. Click Cancel to exit				
Installation Path					
C:\Program Files\Microsoft SQL Server Compact Edition\					
< Back Install	Cancel				

> 2.7 Press INSTALL

Finally you get the message that the (SQL) software was successfully installed.



> 2.8 Press FINISH

Step 3: Install the Hot-Accounts software

Note: The Hot-Accounts installation procedure works both for new installations as for updates.

If you are updating a previous version older than v1.02.009 you first need to remove the Hot-Accounts program from your computer before executing step 3.

> 3.1 Please read the license notice.

You are allowed to download, install and use Hot-Accounts free of charge. You are not allowed to change the Hot-Accounts software without prior permission of the author. The author can't be held responsible for any damage incurred by using Hot-Accounts. You are supposed to agree with these conditions when you start downloading, installing or using Hot-Accounts.

Before actually installing Hot-Accounts, we first place the download page in Internet Explorer mode so that ClickOnce is supported.

- 3.2 Press in the Hot-Accounts download page on the 3 horizontal points in the upper right corner
 - Note: because of the configuration in step 1 a new option has been added.



3.3 Press on *Reload in Internet Explorer mode* and confirm by pressing the *Done* option on the next screen.



We are now ready for the actual installation of the Hot-Accounts program.

> 3.4 Press on 'Install HOT-ACCOUNTS'

You now get following message at the bottom of the screen:

Step 3: Install Hot-Accounts (first installation and updates)	Projectbeheer (6MB)			
IMPORTANT: If you are updating from v1.02.008 or earlier, please first uninstall Hot-Accounts!	Betalingsbestanden (2MB) Handleiding voor Clubs (8MB)			
Licence notice You are allowed to download, install and use Hot-Accounts free of charge.	Financieel Dagboek (1.5MB)			
You are not when to download, instant and accounts not accounts prevolution of the author. You are not allowed to change the Hot-Accounts software without prior permission of the author. The author can't be held responsible for any damage incurred by using Hot-Accounts.	Tekstballon Help (3MB)			
You are supposed to agree with these conditions when you start downloading, installing or using Hot-Accounts	Recent Posts			
Install Hot-Accounts				
With Microsoft Edge or Internet Explorer as webbrowser the installation is launched immediately after clicking the Install link. Press the Open button to continue.	How to manage the finances of your elderly mother or father? Investment example			
Note: if you get a wrong location error or a version problem, first uninstall Hot-Accounts and then reinstall it. If you still have	Hot-Accounts v 1.02.009 build			
Do you want to open HA.application (5.6 KB) from hot-accounts.com?	Open Cancel × 4			

> 3.5 Press the OPEN button

Following screen is shown:

Application Install - Security Warning	×
Publisher cannot be verified. Are you sure you want to install this application?	د
Name: Hot-Accounts	
From (Hover over the string below to see the full domain): hot-accounts.com	
Publisher: Unknown Publisher	
I	nstall Don't Install
While applications from the Internet can be useful, they can poter you do not trust the source, do not install this software. More Info	

> 3.6 Press INSTALL

You now get following Windows Defender warning.



Windows Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk. <u>More info</u>

Don't run

 \times

> 3.7 Press on 'More Info'

Another Windows Defender warning is shown:

Windows protected your PC							
Windows Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.							
App: HA.exe Publisher: Unknown publisher							
Run anyway Don't run	1						

> 3.8 Press 'Run anyway'

Hot-Accounts is now being installed. An icon is placed on the desktop and the program is launched for the first time.

	AREL	e de tra	A. State	
pt-Accounts	🖷 Setup		-	
	Licensing Settings Help			1
	Change DB Passwor	rd	Application INF	0 ? End
	Please PROVIDE A PAS the selected, to be selected	SWORD (minimum 4 ed or new database	alphanumeric charact	ters) for
	Status and current selections		Change selections	5
	Language	PE 100%		~
	Main Currency	EUR		~
	DB Password			
	Database	-	Select /Create D	DB

Step 4: Create a new Hot-Accounts database (SETUP SCHERM)

Note: only if you can create a new Hot-Accounts database or if you can login into an existing one proves that all software has been installed correctly.

At the start of the program, the SETUP screen is shown. It allows us to set and select a few important options, such as the database we want to work with, or, as in this case, create a new Hot-Accounts database.

> 4.1 Choose your language (PE=Program English, NL=Dutch or another language)

When you change the language the setup screen is changed instantly into the chosen language, provided that a translation for the screen elements exists. Currently only Program English and Dutch are 100% available.

Nevertheless, selecting another language with at least a 2% translation degree has still sense, because these translations are used when a new Hot-Accounts database is created.

When creating a new Hot-Accounts database, the chosen language is important because a number of variable elements, such as budget items, budget types, account types, etc. are generated in that language.

🖳 Setup			– 🗆 X
Licensing Settings He	lp		
01 000			Application INFO ?
Change DB Passw Please PROVIDE A PA the selected, to be selected	SSWORD		OK End 4 alphanumeric characters) for e
Status and current selections			Change selections
Language	PE	100%	PE Program English \sim
Main Currency	EUR		~
DB Password			
Database			Select /Create DB

> 4.2 Select a currency as main currency from the dropdown list

This currency can be adapted at each moment. It has the meaning of **consolidation currency**. If you have accounts in different currencies you can get a total balance in a chosen main currency. The program allows to either manually enter or to import exchange rates (from an ECB website).

4.3 Type a password of at least 4 positions long. This password will be the database password that we are going to create (e.g. 'Test')

The password can be different for each new database that is being created. **But pay attention: only** via that database specific password you can get access to the database! And there is no way around to retrieve a lost password.

After entering 4 positions in the password field the text at the top has changed and also the button **Select/Create DB** has become available.

🛃 Setup			- 🗆 X
Licensing Settings He	lp		
Change DB Passw			Application INFO ? OK End
Please SELECT AN EX	IS HNG DA	ATABASE	OR CREATE A NEW ONE
Status and current selections			Change selections
Language	PE	100%	PE Program English 🛛 🗸
Main Currency	EUR		~
DB Password	ОК		****
Database			Select /Create DB

➢ 4.4 Press the 'Select/Create DB' button.

You get a screen where you can choose both path and name of the database. Perhaps you might first create some folder to hold all your Hot-Accounts databases, such as a 'Hot-Accounts databases' folder in the documents folder.

🔛 Open						×
$\leftarrow \rightarrow \cdot \uparrow$	🚽 « Hot-Accounts D	atabases > Manuals	ٽ ~	Search Manuals		2
Organize 🔻	New folder				•	?
DB Hi ^ Hot A Hot-4 Leen . My Drc OneDri	Name	∧ No ite	Date modified ms match your search.	Туре	Size	
鹶 Netwoi 🗡	<					>
	File name: HAv1_T	est	~	sqlce DB (*.sdf) Open 🚽	Cancel	~

- > 4.5 Choose a path (folder) where you want to create the new database.
- 4.6 Type a name (E.g. replace the proposed 'name' part by 'Test' and keep the 'HAv1_' prefix. This way, you still know that the file is a Hot-Accounts version 1 database.
- > 4.7 Press on Open

Next message indicates where and with what name the new Hot-Accounts database will be created.

🛃 Setup	—		\times
Licensing Settings Help			
Change DB Password Please SELECT AN EXISTING DATABASE OR CRE	Application INF	End	
Creation of a new SQL server compact edition 4.0 dat	abase	×	
Status A new database will be created (with specified passwork location : Lang C:\Users\Edward\Documents\Hot-Accounts Main C:\Users\Edward\Documents\Hot1_Test.sdf PRESS OK TO CONTINUE DB P	vord) at following		~
Data OK	Cance		

➤ 4.8 Press OK in the message box to continue.

The database is being created in a few seconds. It also proves that the installation of Microsoft SQL Server Compact software has been successful.

(Note: If this is not the case, please redo step 2 of the installation procedure.	Also check if your pc
is 32 bit or 64 bit and install the right version.)	

🖳 Setup			– 🗆 X
Licensing Settings Hel	р		
			Application INFO ?
Change DB Passwo	ord		OK End
PRESS OK TO CONTIN	UE		
Status and current selections			Change selections
Language	PE	100%	PE Program English 🛛 🗸
Main Currency	EUR		~
DB Password	OK		***
Database	OK		Select /Create DB
C:\Users\Edward\Documents\	\Hot-Accour	its Databases	a∖Manuals∖HAv1_Test.sdf

At the bottom of the screen you see the path and name of the current Hot-Accounts database.

Note: you can define as many Hot-Accounts database as you need. E.g. a database to manage your own finances and another database to manage the finances of a sports club. You can however only work with one Hot-Accounts database at a time on the same computer.

(Strictly spoken, you might access the same database from different computers, but it is highly discouraged to do Add/Update/Delete operations from multiple devices, as this behavior might corrupt the database!)

The green boxes indicate that everything is ok to start working with this database. Also the OK button has become available.

> 4.9 Press OK to continue.

💀 My Accounts							
MyAccounts Transactions Portfolio Budg	et Bank Interests	Currencies Other	Database P	E Program Englis	 Help 		
EUR MY ACCOUNTS		Insert	Reset Input	Update	Delete	Paste < >	End
Account Type:		🗌 Enable					P ?
My Account Name		Se	arch of			Select line	Clear
IBAN							
Bank Account							
Start Date 4/09/2019	· ->						
End Date 4/09/2019	>						
Receive Interests Account Portfolio Cash Account Hide account	НА			×			
All Shown Accounts TOTAL Balance:		CTED. Please use the A r more new accounts. F			0.0	00	0
Overview My Accounts MyAccount Alias IBAN Current	-		ОК	Cancel	Auto-Size(Displ.(-+	Print Grid de Url
	3				HE ACCOUN	Type Bic_Co	
<							>
C:\Users\Edward\Documents\Hot-Accounts Databases	Manuals\HAv1_Test.sdf						

The ACCOUNTS screen is automatically shown when OK is pressed in the Setup screen.

This screen shows an overview of all defined (bank)-accounts. The program however detects that no accounts have been defined yet and therefore proposes to go to the 'Account Setup Wizard' screen.

Press OK in the message window

The 'Account Setup Wizard' screen is shown.

DEFINE (BANK)-ACCOUNTS

You can use a 'wizard' screen to quickly create new accounts. It can also be found via the menu bar, by selecting the option 'Other' and then the item 'Account Setup Wizard'.

🚽 My Account	s												_		×
MyAccounts	Transactions	Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Program	n Englis	 Help 				
EUR	MY ACC	OUNTS				Insert		account Setup mport Transac			Delete	Paste	< >	End	
								ranslations rint in Portrai	t						
Account Type My Account							S	how Page Set	-			Select	line	P Clea	? r

Het 'Account Setup Wizard' screen is shown.

🛃 AccountWizard					-		×
MyAccounts Transactions Por	rtfolio Budget Bank Interests	Currencies Othe	r Database	PE Program Englis 🔻 Help			
EUR ACCOUNT SE	TUP WIZARD	Create	Reset Input			End	
Please specify a SHORT ACC	COUNT NAME + SELECT an ACCO	DUNT TYPE [] + 0	CURRENCY +	specify START/END date allowed transa	ctions		
Short Account Name	MyAcct_001	s	earch of	Select I	line	Clear	
Account Type						oloui	ñ.
Currency Code	EUR Euro 🗸	,					
Start Date	9/09/2019 ~ -> 9/09/2019	9					
End Date	9/09/2019 ~ -> 31/12/2099	9					
		L					

In this screen, we are now going to create 4 accounts that most people have:

- a) An account for **Cash** in our wallet.
- b) A Current account in IBAN format at a bank
- c) A Saving account in IBAN format at a bank
- d) A Credit card account

1. Define a wallet account ('Cash')

- > 1.1 Replace the suggested account name 'MyAcct_001' by e.g. 'Cash'
- 1.2 Press the special button located behind the Account Type field. Note: this kind of button is used to start a search for the field behind which it is located. The overview is normally shown in the little screen at the top right. (In this case an overview of Account Types is shown).
- 1.3 Click in the little screen on the line with Account Type= '20. WALLET'. The choice is now copied into the Account Type input field. Note: this is general behavior. If a line is clicked in a

Search Screen, the information is copied to the corresponding input field. Note: a number of extra fields are shown now.

- > 1.4 Keep e.g. EUR as currency.
- 1.5 Enter a Start Date. Meaning: the program allows you to enter new transactions as of this date. Note: This setting can still be changed later on in the My Accounts screen. Set the Start Date to e.g. the last day of previous month.
- > 1.6 Keep 31/12/2099 as End Date.
- 1.7 Also keep the option 'No Bank Account Number (Dummy bank)'. This is the most simple account description with no real bank and no Account Number specified.
- 1.8 Optionally adjust the proposed maximum amount field. Meaning: transactions that would bring the account balance outside these minimum and maximum limits are rejected. As money in a wallet can't be negative, keep the minimum amount of 0. If you sometimes have more than 1000 EUR in your wallet, set a higher maximum limit.

🖳 AccountWi	zard										_		×
MyAccounts	Transactions	Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Program Englis	 Help 			
EUR	ACCOUNT	SETUP	WIZAF	RD		Create	f	Reset Input				End	-
Short Acc	ount Name	00.00		ash]	Se	arch of	Account Type		Select line	Clear	_
		20. W/	ALLET				A	ccount_Type		Type_Code	Portfolio_Type		^
Currency	Code		E	UR Euro	~		10). MORTGA	GE LOAN	L	0	-	
Start Date	•	31/08/	2019 ~	->	1/08/2019)	1	. CREDIT C	ARD/PSNLLOAN	L	0		
End Date		0/00/	2019 ~	·> [:	1/12/2099	1	20). WALLET		0	0		
Lind Date		3/03/	2013 ~	· · ·	1/12/205	, ,	30). CURREN	T ACCOUNT	С	0		
Bank and	Bank Account I	nformations					40). SAVINGS	ACCOUNT	S	0		
							4	I. FIDELTIY	SAVINGS ACC.	S	0		
Select the B	ank Account Numb	er Format +th	e Bank's Co	ountry Code	if applicabl	е	50). TIME DEF	POSIT ACCOUNT	Т	0		~
🔿 IBAN (**	*) International Ban	k Account Nur	nber	No Ba	nk Account	Number (Dumm	y Bank)						
🔿 BBAN D	Oomestic Bank Acc	ount Number		O Free F	ormat Accou	ınt Number (Dur	nmy Bank	:)					
Min / Max	Amount		0.00		1.000.00]							
Bank Acc		MMY BANK		VALLET									

> 1.9 Press the 'Create' button to actually create the 'Cash' account in Hot-Accounts'.

A message is shown to confirm the creation of the account.

HA	Х
The account was succesfully created. Continue creating additional accounts or get an overview in the Myaccounts screen	
ОК	

> 1.10 Press OK in this message box.

- 2. Define a Current Account in IBAN format (e.g. a Belgian account with IBAN number BE54 9791 0000 0001.
- 2.1 Change the auto generated account name 'MyAcct_002' by a more appropriate name. As it's a current account of the ARGENTA bank, I call it 'ArgCA' Note: avoid spaces in the naming, as this is sometimes confusing.
- 2.2 Press the button behind the Account Type field. In the small Search Screen an overview of Account Types is shown.
- 2.3 Click in the Search Screen on the line '30. CURRENT ACCOUNT' (The choice is copied into the Account Type field).
- > 2.4 We keep EUR as currency for this account.
- > 2.5 Type a Start Date for the account (again we select the last day of previous month)
- > 2.6 Keep 31/12/2099 as End Date.
- > 2.7 We now select the option IBAN' (a bank Land code drop down box is shown)
- > 2.8 Select the country code 'BE Belgium'
- A number of additional fields have become available. Note: as we have selected a country, the program now knows the format of the IBAN account number.

🖶 AccountWizard		-									
MyAccounts Transactions	Portfolio Budget Bank Interests	Currencies Other Database PE Program Englis - Help									
EUR ACCOUNT	SETUP WIZARD	Create Reset Input	End								
Short Account Name	ArgCA	Search of Account Type Select line	?								
Account Type	30. CURRENT ACCOUNT	Search of Account Type Select line	Clear								
Currency Code	EUR Euro V										
Start Date	31/08/2019 -> 31/08/2019	9									
End Date	9/09/2019 ~ -> 31/12/2099										
Bank and Bank Account	Bank and Bank Account Informations										
Select the Bank Account Nun	ber Format + the Bank's Country Code if applicable	e									
IBAN (**) International Bar	No Bank Account	Number (Dummy Bank)									
O BBAN Domestic Bank Ac	count Number O Free Format Accou	unt Number (Dummy Bank)									
Bank Country	BE Belgium V	Account Owner Informations	Clear								
BE) Account Number	XX XXXXX XXXXX XXXXX	Name									
Min / Max Amount	0.00 100,000.00										
Bank Account	0.00	City									
Bank NAME		Postal Code /Country									
BIC Code			~								
		(*) Set Owner Information as Approved									
URL Website (*)	nple: https://www.yourbank.com/Login	Remember Owner Info									
Exa	npie. Trapa.//www.yourbank.com/ Eogin										
(**) Required in order to genera	te Credit Transfer PAYMENT FILES for the accour	nt (*) Required in order to use the account as PAYER in the Payments module									
C:\Users\Edward\Documents\H	ot-Accounts Databases∖Manuals∖HAv1_Test.sdf										

2.9 Type the IBAN number in the Account Number field (The program mostly recognizes the bank from the bank account number and automatically fills in the BIC (bank identification code). We also see which (general) bank account the program will create.

- 2.9.1 <u>If a bank is not recognized</u> automatically, the button behind the BANK NAME becomes available.
- 2.9.2 Press in that case on that button. (The little screen now shows an overview of most banks of the earlier selected country)
 - 2.9.2.1 If the bank is found in this list, click on the corresponding line. The BANK NAME and BIC code are filled in automatically.
 - 2.9.2.2 If the bank is not found in the list, a new bank record has to be defined in the Banks screen (=>Menu Bank, then menu item Banks)
- 2.10 Accept or change the minimum and maximum limits (0/100000) of allowed balances.
 (Note: Argenta current accounts are not allowed to be negative, so we keep 0 as lower limit)

Bank and Bank Account Informations											
Select the Bank Account Number Format + the Bank's Country Code if applicable											
IBAN (**) Internation	al Bank Account Number	🔿 No Bank Account Number (Dummy Ba									
O BBAN Domestic Bar	nk Account Number	O Free Format Account Number (Dummy									
Bank Country		BE Belgium 🗸									
	BEXX XXXX XXXX XXXX										
Account Number	BE54 9791 0000 0001										
Min / Max Amount	0.00	100,000.00									
Bank Account	ARGENTA (EUR) CU	RRENT ACCOUNT									
Bank NAME	ARGENTA										
BIC Code	ARSPBE22										
URL Website (*)	https://homebank.arg	enta.be/portalserver/ł									
	Example: https://www.you	rbank.com/Login									

- 2.11 Optional but recommended: Copy (via Ctrl+C) the URL of the internet login page of the bank and paste it (via Ctrl+V) into the 'URL Website' field. (Note: don't worry about the length as this field can hold URL's up to 250 positions long) The advantage of registering this web address is that the bank's login webpage can be launched quickly from the My Accounts screen (see later on) Note: for the Argenta bank in Belgium, this URL is: https://homebank.argenta.be/portalserver/home?lang=nl
- 2.12 Fill in your Name, address and country info in the fields to the right and also check both checkboxes. Note: the wizard needs this information in order to create a 'Payee/Payer' record. Approved address info is also needed in order to use the payments module of the program. By checking the second check box, next time, when creating a new account, the same address info will be proposed, and you don't need to enter it again

The screen now looks this way:

💀 AccountWizard					_						
MyAccounts Transact	tions Portfolio Budget Bank Interests	Currencies (Other Database PE Pro	ogram Englis 🝷 Help							
EUR ACCOL	JNT SETUP WIZARD	Create	Reset Input			End					
Short Account Nam Account Type	Algen		Search of Acc	count Type	Select line	? Clear					
Currency Code	30. CURRENT ACCOUNT										
Start Date	31/08/2019 ~ -> 31/08/2019										
End Date	9/09/2019 ~ -> 31/12/2099										
Lind Date	9/09/2019 ~ -> 31/12/2099										
Bank and Bank Account Informations											
Select the Bank Accour	nt Number Format + the Bank's Country Code if applicable										
IBAN (**) Internation	nal Bank Account Number 🛛 🔿 No Bank Account N	lumber (Dummy E	Bank)								
◯ BBAN Domestic Ba	Ink Account Number O Free Format Account	it Number (Dumm	y Bank)								
Bank Country	BE Belgium \sim		Account Owner Inform	nations		Clear					
	BEXX XXXX XXXX XXXX										
Account Number	BE54 9791 0000 0001		Name	Edward Kosatka							
Min / Max Amount	0.00 100.000.00		Address	Grote Markt/Grand	Place 199						
Bank Account	ARGENTA (EUR) CURRENT ACCOUNT		City	Brussels							
Bank NAME	ARGENTA		Postal Code /Country	1000	BE Belgium	\sim					
BIC Code	ARSPBE22		(*) Set Owner Informa	ation as Approved 🗹							
URL Website (*)	https://homebank.argenta.be/portalserver/l		Remember Owner Ir	nfo 🗹							
	Example: https://www.yourbank.com/Login										
	generate Credit Transfer PAYMENT FILES for the account nts\Hot-Accounts Databases\Manuals\HAv1_Test.sdf		(*) Required in order to use	e the account as PAYER in the F	ayments module						

> 2.13 Press the Create button.

A message confirms the creation of the account:



> 2.14 Press OK in the message box to continue

First we take a look at the My Accounts screen:

🖳 Account	Vizard										_		Х
MyAccount	s Transactions	Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Program Englis	Help			
EUR	ACCOUNT	SETUP	WIZAF	RD		Create	R	leset Input				End	

Click in the Menu on the Item 'MyAccounts'

The My Accounts screen is shown.

At the bottom of this screen we see the Wallet and Current Account that we have defined. An **important feature of Hot-Accounts is that each account actually has 2 balances: a normal Cash balance (= money) and a Portfolio balance.** Of course, normal accounts always have a Portfolio balance equal to zero. Only special accounts, such as investment accounts or assets accounts can have a non-zero portfolio balance.

All Shown Accounts TOTAL Balance: 0,00					H Balance: TFOLIO Balance:	0.00 0.00					2	
Overview My Accounts					Cle	ar		Unhidden shov	n v	Auto-Size(Displ.Cells $ \smallsetminus $	Export	Print Grid
	count_Alias	IBAN	Currency	Cash_Balance	Portf_Balance	Total_Balance	BankAccount_Name		Account	t_Type	BIC_Code	hU
•	1 - Contract of the second		EUR	0.00	0.00	0.00	DUMMY BANK (EUR) WALLE	ET	20. WA	LLET	-	
	A	BE54979100000001	EUR	0.00	0.00	0.00	ARGENTA (EUR) CURRENT	ACCOUNT	30. CU	RRENT ACCOUNT	ARSPBE22	=>Url

The "=>URL" (see all the way down right) indicates that for the account a bank logon Url has been defined.

- Klick in the grid on the "=>Url" box". Your web browser is started and the login page of the bank is shown.
- 3. Create a Savings Account in IBAN format (e.g. a Belgian bank account with IBAN number : BE35 9791 1111 1111)

We first return to the 'Account Setup Wizard' screen via 'Other' menu item.



The definition of the **savings account** is nearly the same as we did for the current account. Of course we give another name, e.g. **ArgSA**, but important is to select the right Account Type: either choose a '40. SAVINGS ACCOUNT' or '41. FIDELTIY SAVINGS ACC'.

(Note: these are actually the same accounts, but most banks (at least in Belgium) offer two kind of savings accounts: a normal saving account with a high basic interest rate and low fidelity rate and another saving account with low basic interest rate but a high fidelity rate. Hot-Accounts allows you to differentiate between these accounts because the program can calculate interests based on interest profiles that are defined at bank account level).

Another possible difference with the current account might be the Start Date. If you want the program to calculate fidelity interests correctly, a history of transactions has to be available, up to a moment that the account balance was zero. In that case you can enter that earlier date as Start Date.

For completeness, I provide here an overview of the steps:

- 3.1 Replace the suggested account name 'MyAcct_003' by a more appropriate name. Note: as it's a savings account of the ARGENTA bank I call it 'ArgSA'. Note: avoid spaces as this this is sometimes confusing.
- 3.2 Press the button behind the Account Type field. In the small screen Account Types are shown.
- 3.3 Click in the Search screen on the line with '40. SAVINGS ACCOUNT' (The selection is placed in the Account Type field.
- > 3.4 Keep EUR as currency for his account.
- 3.5 Type a Start Date for this account (We chose again for the last day of previous month or optional a date at which the balance was zero).
- > 3.6 Keep de End Date for this account at 31/12/2099
- > 3.7 Select the IBAN' option. (A country code drop down box is shown)
- > 3.8 Select the country code 'BE Belgium' for this account.
- 3.9 Type the IBAN number in the Account Number field (Mostly, the bank (and BIC code) are automatically recognized). We also see which (general) bank account the program will create.
 - 3.9.1 If a bank is not recognized automatically, the button behind the BANK NAME becomes available.
 - 3.9.2 Press in that case on that button. (The little screen now shows an overview of most banks of the earlier selected country)
 - 2.9.2.1 If the bank is found in this list, click on the corresponding line. The BANK NAME and BIC code are filled in automatically.
 - 2.9.2.2 If the bank is not found in the list, a new bank record has to be defined in the Banks screen (=>Menu Bank, then menu item Banks)
- 3.10 Accept or change the minimum and maximum limits (0/100000) of allowed balances.
 (Note: Argenta savings accounts are not allowed to be negative, so we keep 0 as lower limit)
- 3.11 As the savings account belongs to the same bank as the previously defined current account, the URL field is already filled in.
 - Otherwise: Copy (via Ctrl+C) the bank's login webpage URL and Paste it (via Ctrl+V) in the field 'URL Website' (Note: don't worry about the length as this field can hold URL's up to 250 positions long)
- 3.12 If previously the option 'Remember Owner Info' was checked, all address fields will already be filled in now.
 - Otherwise: Fill in Name, address and country info and also check both checkboxes.

The screen now looks this way:

🖳 AccountWizard			- 0	×
MyAccounts Transact	ons Portfolio Budget Bank Interests	Currencies Other Database	PE Program Englis 🔻 Help	
EUR ACCOU	NT SETUP WIZARD	Create Reset Input	t End	
Short Account Nam	e ArgSA	Search of	Account Type Select line Clea	? Ir
Account Type	40. SAVINGS ACCOUNT			
Currency Code	EUR Euro	/		
Start Date	31/08/2019 ~ -> 31/08/201	9		
End Date	9/09/2019 ~ -> 31/12/209	9		
Bank and Bank Acc	ount Informations			
Select the Bank Accoun	t Number Format + the Bank's Country Code if applicab	le		
IBAN (**) Internation	al Bank Account Number O No Bank Account	t Number (Dummy Bank)		-
O BBAN Domestic Bar	ak Account Number O Free Format Acco	unt Number (Dummy Bank)		
Bank Country	BE Belgium	 Account Owner 	er Informations Clear	
Account Number	BEXX XXXX XXXX XXXX	Name		
	BE35 9791 1111 1111		Edward Kosatka	
Min / Max Amount	0.00 100,000.0		Grote Markt/Grand Place 199	
Bank Account	ARGENTA (EUR) SAVINGS ACCOUNT	City	Brussels	
Bank NAME	ARGENTA	Postal Code /	/Country 1000 BE Belgium	~
BIC Code	ARSPBE22	(*) Set Owner	r Information as Approved 🗹	
URL Website (*)	https://homebank.argenta.be/portalserver	/I Remember 0	Owner Info 🔽	
	Example: https://www.yourbank.com/Login			
	enerate Credit Transfer PAYMENT FILES for the accou		rder to use the account as PAYER in the Payments module	
C:\Users\Edward\Documer	tts\Hot-Accounts Databases\Manuals\HAv1_Test.sdf			

3.13 Press the Create button.

A message confirms the creation of the account. Click OK in this message box to continue.

4. Define a Credit Card account

We define a MasterCard account of the ARGENTA bank and give it the name **ArgMC**. As Account Type we select the option '**11. CREDIT CARD/PSNL LOAN'**. And as the balance of a credit card is normally never positive and you can't go below -2500 EUR we set the minimum/maximum limits to -2500 / 0.

The question is: which of the 4 options do we have to choose? As a credit card has no IBAN number that option is not possible. But the 3 other options are all ok.

When you select the 'No Bank Account number (Dummy Bank)' you don't need to store the credit card number.

With the option 'BBAN' we can enter the number of de credit card and store it. **The BBAN option can also be used to enter bank accounts in free format.** And if it's a real BBAN account, the program can

mostly automatically derive the bank and BIC code. In other cases, we have to select the BANK manually. Here an overview of the actions:

- 4.1 Replace the suggested account name 'MyAcct_004' by a more appropriate short name. As it's an ARGENTA bank MasterCard I give it the name 'ArgMC' Note: avoid spaces in the naming as this is sometimes confusing.
- 4.2 Press the button behind the Account Type field. In the small screen Account Types are shown.
- 4.3 Click in the Search screen on the line with '11. CREDIT CARD/PSNL LOAN' (The selection is placed in the Account Type field.
- > 4.4 Keep EUR as currency for his account.
- > 4.5 Type a Start Date for this account (We chose again for the last day of previous month)
- > 4.6 Keep de End Date for this account at 31/12/2099
- > 4.7.1 Only if we don't want to store the number of the credit card:
 - 4.7.1.1 Select the option 'No Bank Account Number (Dummy Bank)'
 - 4.7.1.2 Optionally adjust the minimum amount.
 - Press the Create button in order to define the account
- > 4.7.2 Otherwise, select the option 'BBAN' (a country code drop down box is shown)
- > 4.8 Select the country code 'BE Belgium'
- > 4.9 Type the number of the credit card in the account number field
- > 4.10 Optionally adapt the minimum amount and keep the maximum at 0.
- 4.11 As the program can't deduct automatically the bank from the credit card account number, we have to indicate this manually.
 - Type the first letters of the bank (e.g. 'Arg') in the Bank Name field.
 - The program now shows in the Search screen an overview of banks of the previously indicated country and with bank names that include the typed characters. (Note: a search is started when a) the button behind the field is pressed b) something is typed directly in the input field. This is often the fastest method because the overview is more limited.)
 - **Click in the search screen on the line with the bank we look for**. (Bank Name and BIC are both copied to the corresponding input fields.)
- 4.12 As we already defined accounts for the same bank, the URL website field is already filled in.
- > 4.13 Also all fields concerning the owner should be filled in now.

The screen now looks this way:

🖳 AccountWizard								-	
MyAccounts Transact	ions Portfolio Bu	udget Bank	Interests C	Currencies	Other Database	PE Program	Englis 🔻 Help		
EUR ACCOU	NT SETUP W	IZARD		Create	Reset Input				End
Short Account Nam	e	ArgMC			Search of	BIC Code	,	Select line	? Clear
Account Type	11. CREE	DIT CARD/PSI	NL LOAN		Country_Code	Bank_Nar	ne		BIC_Code
Currency Code		EUR Euro	\sim		BE	ARGEN	TA		ARSPBE2
Start Date	31/08/201	19 ~ ->	31/08/2019		BE	BANCO	BILBAO VIZCAYA	ARGENTARIA S.A.	BBVABEE
End Date	9/09/201	19 ~ ->	31/12/2099						
Bank and Bank Acc	ount Informations								
Select the Bank Account	t Number Format + the Ba	ank's Country Cod	le if applicable		<				>
IBAN (**) Internation	al Bank Account Number	r 🔿 No B	ank Account Nu	imber (Dummy	Bank)				
BBAN Domestic Bar	nk Account Number	O Free	Format Account	Number (Dum	ny Bank)				
Bank Country		BE Belgium	\sim		Account Owner	Information	s		Clear
	Please Enter an accou		count format						
Account Number	<u>5256 1111 2222 33</u>				Name		Edward Kosatka		
Min / Max Amount	-2500	· · · · · · · · · · · · · · · · · · ·	0.00		Address		Grote Markt/Gran	d Place 199	
Bank Account	ARGENTA (EUR)	CREDIT CAR	D/PSNLLOA	AN .	City		Brussels		
Bank NAME	ARGENTA				Postal Code /C	ountry	1000	BE Belgium	\sim
BIC Code	ARSPBE22				(*) Set Owner	Information a	as Approved 🗹		
URL Website (*)	https://homebank.	.argenta.be/po	ortalserver/ł		Remember 0	wner Info 🖂	3		
	Example: https://www	v.yourbank.com/L	.ogin						
(**) Required in order to g C:\Users\Edward\Documer					(*) Required in ord	er to use the ad	ccount as PAYER in the	Payments module	

> 4.14 Press the Create button to generate this credit card account in Hot-Accounts.

A message confirms the creation of the account. **Click OK** in this message box to continue.

Restart Hot-Accounts

End the program

> Press the End button (or click on X in the right upper corner)

Find the Hot-Accounts icon I on your desktop and DoubleClick it to restart the program.

The Setup screen is shown:

🖳 Setup				_		×					
Licensing Settings He	lp										
Change DB Passw	ord		-	Application IN	IFO f	?					
Please PROVIDE A PASSWORD (minimum 4 alphanumeric characters) for the selected, to be selected or new database											
Status and current selections Change selections											
Language	PE	100%				\sim					
Main Currency	EUR					~					
DB Password											
Database	OK		Sele	ect/Create	DB						
C:\Users\Edward\Documents\Hot-Accounts Databases\Manuals\HAv1_Test.sdf											

The screen is shown with all selections that we have made last time: the language, the main currency and the database. The database path and name are visible at the bottom. We only need to provide the database password.

- Provide the database password (Note: if the password is correct, the box behind the red box turns into green with 'OK' displayed. Also, if at least 4 characters of the password are entered, the 'Select/Create DB' button becomes available. This allows you to select another database or to create a new one).
- Press OK to continue

The My Accounts screen is shown.

🚽 My Accoun	nts								_	
MyAccounts	Transactions	Portfolio Budget	Bank Interest	ts Currencie	s Other	Database	PE Program En	glis 🝷 Help		
EUR	MY ACC	OUNTS		Inse	rt F	Reset Input	Update	Delete	Paste < >	End
Account Type	e:			I	Enable	Input				P ?
My Accour	ntName				Sea	arch of			Select line	Clear
IBAN										
Bank Acco	ount									
Start Date		6/09/2019 ~	>							
End Date			> >							
	nterests Accour		·>							
	ash Account	n								
Hide acco	ount									
					CA	SH Balan	ce:	0.00		
All Shown	Accounts TOT	AL Balance:		0.00		SH Balan RTFOLIO		0.00 0.00		4
	Accounts TOT My Accounts	AL Balance:		0.00	EUR PO	RTFOLIO)	4 Print Grid
Overview		AL Balance: IBAN	Currency	0.00 Cash_Balance	EUR PO	RTFOLIO	Balance:	0.00)	4 Print Grid
Overview I	My Accounts /Account_Alias gMC		EUR		EUR PO	RTFOLIO	Balance: Unhidden shown Total_Balance	0.00	ls 🗸 Export	
Overview I My Arg Ca	My Accounts /Account_Alias gMC ush	IBAN 5256111122223333	EUR EUR	Cash_Balance 0.0 0.0	EUR PO C Portf_Bai 00 00	Clear 0.00 0.00	Balance: Unhidden shown Total_Balance 0,00 0,00	0.00 Auto-Size(Displ.Cel BankAccount_Name ARGENTA (EUR) C DUMMY BANK (EUF	Export REDIT CARD/I R) WALLET	PSNL LOAP
Overview I My Arg Cat Arg	My Accounts /Account_Alias gMC ush gCA	IBAN 5256111122223333 BE54979100000001	EUR EUR	Cash_Balance 0,0 0,0 0,0	EUR PO C Portf_Bai)0)0	Clear Clear alance 0.00 0.00 0.00	Balance: Unhidden shown Total_Balance 0.00 0.00 0.00	0.00 Auto-Size(Displ.Cell BankAccount_Name ARGENTA (EUR) C DUMMY BANK (EUF ARGENTA (EUR) C	REDIT CARD/I R) WALLET	PSNL LOAN
Overview I My Arg Cat Arg	My Accounts /Account_Alias gMC ush	IBAN 5256111122223333	EUR EUR	Cash_Balance 0.0 0.0	EUR PO C Portf_Bai)0)0	Clear clear 0.00 0.00	Balance: Unhidden shown Total_Balance 0.00 0.00 0.00	0.00 Auto-Size(Displ.Cel BankAccount_Name ARGENTA (EUR) C DUMMY BANK (EUF	REDIT CARD/I R) WALLET	PSNL LOAN
Overview I My Arg Cat Arg	My Accounts /Account_Alias gMC ush gCA	IBAN 5256111122223333 BE54979100000001	EUR EUR	Cash_Balance 0,0 0,0 0,0	EUR PO C Portf_Bai)0)0	Clear Clear alance 0.00 0.00 0.00	Balance: Unhidden shown Total_Balance 0.00 0.00 0.00	0.00 Auto-Size(Displ.Cell BankAccount_Name ARGENTA (EUR) C DUMMY BANK (EUF ARGENTA (EUR) C	REDIT CARD/I R) WALLET	PSNL LOAN

In the grid at the bottom we see the four accounts that we have defined.

We are now going to set the correct account balances for these accounts. To do that, we select the Transactions screen.

🗟 My Accounts – 🗆												×	
MyAccounts	Transactions Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Program Englis	 Help 				
EUR	MY ACCOUNTS				Insert	F	Reset Input	Update	Delete	Paste	< >	End	

> Click on the Transactions Menu Item.
Typical SCREEN LAYOUT

Let's first have a look at a typical Hot-Accounts screen by looking at the Transactions screen.

🖷 Transactions — [x c
MyAccounts Transactions Portfolio Budget Bank Interests Currencies Other Database PE Program Englis - Help	
EUR TRANSACTIONS Cleanup Insert Reset Input Update Delete Paste < >	End
My Account Name CA R D B P Payments SP SU IE GC Fx	?
	Clear
Amount 0.00	
Budget Item	
Rem./Reference	
Project /PI	
CntrParty res Show Show sel	
Payment Status 0 Transfer To:	
Current Selections: 9/09/2019 - 9/10/2019	
Transactions 9/09/2019 Acc. Rem PS Refresh	0
	rint Grid
MyAccount_Alias Value_Date Amount Currency Budget_Item_Alias Rem_Reference Project/Portfolio-Item PP_Name PS Budget_Item_Alias	ankAccou
¢	>
C:\Users\Edward\Documents\Hot-Accounts Databases\Manuals\HAv1_Test.sdf	

Most screens in Hot-Accounts have a same structure.

🖳 Transactions	5										-		×
MyAccounts	Transactions Port	folio Budg	et Bank	Interests	Currencies	Other	Database	PE Program Englis	Help				
EUR	TRANSACTI	ONS	Cleanup		Insert	R	eset Input	Update	Delete	Paste	< >	End	
THE ACCO	UNT NAME IS NOT	SPECIFIED)]										

At the top, we see the **menu bar**. Some menu items have a submenu structure. However, most of the menu items lead directly to another screen. At the right of the menu bar, we see the currently **selected language**, with the option to change it. To the right there is the **Help function**, with the option to activate/deactivate Tooltips help. (Note: Tooltips help is not always active because of performance reasons. So just activate Help if you want to know something).

Below the menu bar, there are a number of **buttons to insert, change or delete information**. At the left, we see the **main currency** code as well as the **name of the screen** in uppercases.

Underneath, there is an **information line**. The program displays in this area extra information (green), instructions (blue) or input errors and other abnormal situations in a red color.

My Account Name Value Date:	9/09/2019 ~ ->	9/09/2019	
Amount		0.00	
Budget Item Rem./Reference			
Project /PI			
CntrParty res		Show 🗌	sel
Payment Status 0	Transfer To:		

Then we have an **input area** where we can enter data manually. A **yellow background** indicates that **input is required** for that field. Behind some of these input fields, there is also a search button. If pressed, an overview is shown in the smaller grid behind it. E.g. if the button behind 'My Account Name' is pressed, an overview of accounts is shown. A search is also launched when something is typed into the input field. In that case, the overview is limited to records that contain the string in the input field. This is often the fastest way to find something.

Search of	My Account Name	Select line	Clear
MyAccount_Alias	IBAN	BankAccount_Name	
ArgCA	BE54979100000001	ARGENTA (EUR) CUF	RENT ACC
ArgMC	5256111122223333	ARGENTA (EUR) CRE	DIT CARD
ArgSA	BE3597911111111	ARGENTA (EUR) SAV	INGS ACCO
Cash		DUMMY BANK (EUR)	WALLET
<			>

Search operations are mostly shown in the small grid to the right of the input area. The **title** indicates what we are looking for. In the example e.g. we see a search of 'My Account Names'.

When a line is clicked in this grid, the choice is copied automatically to the corresponding input field.

Note: the **Clear** button just empties the grid. Nothing is actually removed. This clear operation also occurs automatically in a number of cases.

Current Selections:	9/09/2019 - 9/1	10/2019							
Transactions	9/09/2019 💷 🔻		Rem 🗌 PS	Refresh					0
Select for Add	9/10/2019 🗐 🖛	🗆 BI 🗌 🗌	PI 🗌 CP		ASC	Reset	Auto-Size(Displ.Cells $ \smallsetminus $	Export	Print Grid

Next we have the lower part of the screen, a larger grid where records are shown (transactions, accounts, and so on.) and above that area, zero, one or more lines to limit that overview. In the case of the Transactions screen, this limiting part is quite extensive. I'll explain this later on.

As there are still no transactions, let's first look to the same area in the My Accounts screen. In that case (see below) the grid has the option to only show accounts for a certain Account Type.

All S	hown Accounts TO	TAL Balance:		0.00 E	CASH Bala		0.00 0.00	4
Over	view My Accounts				Clear	Unhidden shown	\sim Auto-Size(Displ.Cells \sim Export	Print Grid
	MyAccount_Alias	IBAN	Currency	Cash_Balance	Portf_Balance	Total_Balance	BankAccount_Name	
•	ArgMC	5256111122223333	EUR	0.00	0.00	0.00	ARGENTA (EUR) CREDIT CARD/P	SNL LOAI
	Cash		EUR	0.00	0.00	0.00	DUMMY BANK (EUR) WALLET	
	ArgCA	BE5497910000001	EUR	0.00	0.00	0.00	ARGENTA (EUR) CURRENT ACCO	DUNT
	ArgSA	BE3597911111111	EUR	0.00	0.00	0.00	ARGENTA (EUR) SAVINGS ACCOU	JNT

There is also the option to show e.g. only active, only inactive or all accounts. (Note: This kind of 'Active', 'Inactive' or 'All' option is only available for configuration information but not for transactional information).

Finally, each grid has also 3 extra buttons, of which the **Print** option to print (optionally a part of) the grid is the most important.

Define MANUAL TRANSACTIONS

Set the opening balance for the newly created accounts

The 4 accounts that we have created still show a zero cash balance. We are going to set the initial balances at e.g. the last day of previous month. We do that by entering manual transactions in the Transactions screen.

🖳 My Accour	nts												<u>~</u>		×
Rekeningen	Transacties	Portfolio	Budget	Bank	Intresten	Munten	Andere	Database	NL Nederlands	•	Help				
EUR	REKEN	INGEN				Toev	oegen		en Wijzigen		Schrappen	Plak	< >	Einde	

If you are not yet in the Transactions screen, do the following:

Click in the menu bar on the item 'Transactions'.

We can of course set the balance of accounts at any date, but the farther we go into the past, the more transactions we have to enter to get the current situation.

As I want to keep things easy for now, I choose as start balance date, the last day of previous month, being in my case 31/08/2019. The account balances at that day should be easily available, using the account statements from the bank. For our wallet we might estimate the amount at that date or we just use the amount we currently have in the pocket. Let's say we have following balances at 31/08.

Current account: 1875.01 EUR Savings account: 7850.25 EUR Credit Card: -45.80 EUR (situation after my last refueling) Wallet: 35.22 EUR.

🖳 Transactions	5													-		×
MyAccounts	Transactions	Portfolio	Budget	Bank Inter	ests Cu	irrencies	Other	Database	PE P	rogram Eng	lis 🔹	Help				
EUR	TRANS	ACTIONS	Cle	anup		Insert		Reset Input	t	Update		Delete	Paste	e < >	End	
My Accour Value Date		9/09	/2019 🗸 🔽		9/09/2			CARD	BF	Paym	ients	SP		IE GC	Fx Clea	? r
Amount						0.00										
Budget Iter	m 📃															
Rem./Refe	erence															
Project/PI																
CntrParty	res				Show		sel									
Payment S	Status	0	Transfer	To:												
Current Selec	tions: 9/0	9/2019 -	9/10/2019				_				_					

The input area shows 4 yellow fields. **These are mandatory**: an account, a date, an amount and a budget item (category). Notes about the format:

Enter dates in the format as defined at Windows regional settings level.

Also decimal amounts need to be entered according the decimal delimiter as specified at the Windows regional settings level. For Belgium and The Netherlands, this is normally a comma, but in this English manual, I use the more international point as decimal separator.

A budget item or category allows for further categorizing Income and Expenses, such as e.g. **Wages**, **Food**, **Taxes and Insurances.** (Note: these standard budget items can be replaced by your own set if you want). There are also a few special budget items, such as **Initialization Account**, which is what we are going to use in this case.

Input fields can be entered directly, but for some fields it's easier to use the search function if available. Also the date can be entered using a little calendar.

E.g. the account field can be entered in 3 ways: a) just type the account name directly in the account input field (which is interesting in case of a very short account name) b) Search the account using the search button and select the account in the little search window c) Start a search by entering a few characters in the input field. A limited view is now shown in the little search windows with only accounts containing the typed characters. Again, select the account in the little screen. The account is then automatically copied into the input field.

We are now going to set the balance of the current account to 1875.01 EUR at 31/01/2018.

- Press the button behind the Account field (The program shows in the little screen an overview of the earlier defined accounts).
- Click in the search screen on the line with the current account (the name of the account ('ArgCA') is now automatically copied into the input field)
- > Enter the last day of previous month into the date field (31/08/2019 in my case.)
- > Type 1875.01 in the amount field
- Type 'ini' in the budget item field (The program shows in the little search screen an overview of budget items, containing the characters 'ini').

🖳 Transactions				- 🗆 X
MyAccounts Transactions Portfolio Budget Bank	Interests Currencie	es Other Database	PE Program Englis 🝷 Help	
EUR TRANSACTIONS Cleanup	Inse	ert Reset Input	Update Delete	Paste < > End
My Account Name 0.00 EUR	ArgCA	CA R D	B P Payments SP	SU IE GC Fx ?
Value Date: 10/09/2019 ~ ->	31/08/2019	Search of	Budget Item	Select line Clear
Amount	1875.01	Budget_Item_A	Vias	Budget_Type
Budget Item ini		INITIALIZATI	ION ACCOUNT	01. INITIALIZATIONS
Rem./Reference		ENTERTAIN	IMENT (+ bar/restaurant/dining) out) 03. EXPENSES
Project /Pl				
CntrParty res	Show	sel		
Payment Status 0 Transfer To:				
Current Selections: 10/09/2019 - 10/10/2019				

Click in the search screen on the line with budget item 'INITIALIZATION ACCOUNT' (The budget item is now automatically copied into the corresponding input field.)

🖳 Transactions														_		×
MyAccounts	Transacti	ions P	ortfolio	Budget	Bank	Interests	Currencies	Othe	r Database	PE Prog	am Englis	Help				
EUR	TRAN	ISAC	TIONS	C	eanup		Insert		Reset Input	U	odate		Paste	< >	End	
My Account	t Name			0.00	EUR	ArgCA			CA R D	BP	Payments	SP	SU	GC	Fx	?
Value Date:	c .		10/09/	2019 ~	->	31	/08/2019	S	earch of	Budge	et Item		Sele	ct line	Clea	r
Amount							1875.01									
Budget Item	n [INITIALI	ZATION	ACCOUN	١T											
Rem./Refer	rence															
Project /PI	[
CntrParty	res					S	how 🗌	sel								
Payment St	tatus	0		Transf	er To:											
Current Selecti	ions:	10/09/2	019 . 1	0/10/2019												

Klick on the button 'Insert'

🛃 Transactions	-	
MyAccounts Transactions Portfolio Budget Bank Interests Currencies Other Database PE Program Englis • Help		
EUR TRANSACTIONS Cleanup Insert Reset Input Update Delete Paste	< >	End
The RECORD has been ADDED		
My Account Name CA R D B P Payments SP SU IE	GC	Fx ?
Value Date: 10/09/2019 > 10/09/2019 Search of Select in	ne	Clear
Amount 0.00		
Budget Item		
Rem./Reference		
Project /PI		
CntrParty res Show Show sel		
Payment Status 0 Transfer To:		
Current Selections: 10/09/2019 - 10/10/2019		
Transactions 10/09/2019 T Acc. Rem PS Refresh		0
Select for Add 10/10/2019 🕞 BI PI CP ASC Reset Auto-Size(Displ.Cells V	Export	Print Grid
MyAccount_Alias Value_Date Amount Currency Budget_Item_Alias Rem_Reference Project/Portfolio-Item PP_Name	PS	Bank Accou

The program confirms in the information line, in green color, (information message): 'The RECORD has been ADDED'. However, we don't see that line in the grid below!

Current Selections:	10/09/2019 - 10	/10/2019				
Transactions	10/09/ <mark>2019</mark> 🗐 🔻	Acc. 🗌 F	Rem 🗌 PS	Refresh		
Select for Add	10/10/2019 🗐 🖛	🗆 BI 🗆 F	PI 🗌 CP		ASC	Reset
MyAccount_A	lias Value_Date	Amount	Currency	Budget_Item_Alias	Rem_Reference	Project/Portf

Standard only transactions from today up to one month in the future are shown. (See blue fields).

To show the entered transaction, we have to advance the starting date. We can do that by **altering the upper date selection field** and then press the **Refresh button**. We could set this new date to e.g. the exact start date that we want, being 31/08/2019, but personally I prefer to set my cursor on the year part and lower the year by pressing the down \bullet button. As recent transactions are shown at the top, I don't care that my start date has been set too far in the past.

- Set the cursor on the year part of the upper date field (=new start date)
- Press the down v button to lower the year
- Press the Refresh button

Project /PI		Confirm operation	×	
CntrParty res				
Payment Status	0 Trans	Press OK to activate following new selections		
		FROM/TO Date 10/09/2018 - 10/10/2019		
Current Selections:	10/09/2019 - 10/10/201	9		
Transactions	10/09/2018 🗐 🗖 A	OK Cancel		
Select for Add	10/10/2019 💷 🗆 B		ASC	Reset
MyAccount_A	lias Value_Date Am	ount Currency Budget_Item_Alias F	Rem_Reference	Project/Portf

> Press the OK button in the message box to activate the new selection.

Curr	rent Selections:	10/09	/2018 - 10/1	0/2019				
Tra	ansactions	10/09	/2018 🔲 🔻	🗌 Acc. 🔲 F	Rem 🗌 PS	Refresh		
	Select for Add	10/10	/2019 🔲 🔻	🗌 BI 🗌 F	PI 🗌 CP			Reset
	MyAccount_A	ias	Value_Date	Amount	Currency	Budget_Item_Alias	Rem_Refere	ence
•	ArgCA		31/08/2019	1875.01	EUR	INITIALIZATION ACCOUNT		

The earlier entered transaction is now shown in the lower grid. Also the new selection range is shown in blue.

We are now going to set the opening balance of the savings account: 7850.25 EUR at 31/01/2018. I do it slightly different compared to the previous account.

- Type in the account field the character 's'. (An overview of accounts is shown in the search screen with accounts containing a character s).
- > We enter an additional character 'a' (The overview is further limited)
- Click in the search screen on the line with the savings account. (The name of the savings account 'ArgSA' is copied in the input field).

					_		
💀 Transactions							
MyAccounts	Transactions	Portfolio E	Budget	Bank	Interests	Currencie	s Otł
EUR	TRANSAG	CTIONS	Cl	eanup		Inser	t
My Accoun	t Name		0.00	EUR	ArgSA		
Value Date	c.	10/09/20)19 🗸	->	1(0/09/2019	
Amount		4 si	eptembe	r 2019	+	0.00	
Budget Iten	n 🗌	ma di	wo do	vr za	zo		
Rem./Refe	rence	26 27	28 29 4 5	30 <u>31</u> 6 7	8		
Project /PI		9 10	11 12 18 19	13 14 20 21	15		
CntrParty	res	23 24	25 26	27 28	29	Show 🗌	sel
Payment S	tatus 0	30 1	2 3 Today: 1	4 5 10/09/20	6 – 19		

- Select from the date calendar the last day of previous month (31/08/2019 in my case). We see that the selected date is copied in the date input field.
- Enter 7850.25 in the amount field
- Type 'ini' in the budget item field. (The program shows in the little search screen an overview of budget items, containing the characters 'ini').
- Click in the search screen on the line with budget item 'INITIALIZATION ACCOUNT' (The budget item is now automatically copied to the corresponding input field.)

🖳 Transactions				-	
MyAccounts Transactions Portfolio Budget Bank	Interests Currencies	Other Database	PE Program Englis 🝷 Help		
EUR TRANSACTIONS Cleanup	Insert	ResetInput	Update Delete	Paste < >	End
My Account Name 0.00 EUR	ArgSA	CA R D	B P Payments SP	SU IE GC	Fx ?
Value Date: 31/08/2019 ~ ->	31/08/2019	Search of	Budget Item	Select line	Clear
Amount	7850.25				
Budget Item INITIALIZATION ACCOUNT					
Rem./Reference					
Project /PI					
CntrParty res	Show 🗖	sel			
Payment Status 0 Transfer To:					
Current Selections: 10/09/2018 - 10/10/2019					

Press the 'Insert' button

🖷 Transactions — 🗆 🗙
MyAccounts Transactions Portfolio Budget Bank Interests Currencies Other Database PE Program Englis - Help
EUR TRANSACTIONS Cleanup Insert Reset Input Update Delete Paste > End
The RECORD has been ADDED
My Account Name CARDBP Payments SP SU IE GC Fx ?
Value Date: 31/08/2019 > 10/09/2019 Search of Select line Clear
Amount 0.00
Budget Item
Rem./Reference
Project/PI
CntrParty res Show Show sel
Payment Status 0 Transfer To:
Current Selections: 10/09/2018 - 10/10/2019
Transactions 10/09/2018 Acc. Rem PS Refresh 2
Select for Add 10/10/2019 🕞 BI PI CP ASC Reset Auto-Size(Displ.Cells V Export Print Grid
MyAccount_Alias Value_Date Amount Currency Budget_Item_Alias Rem_Reference Project/Portfolio-Item PP_Name PS
▶ ArgSA 31/08/2019 7850.25 EUR INITIALIZATION ACCOUNT 0 4
ArgCA 31/08/2019 1875.01 EUR INITIALIZATION ACCOUNT 0 A

We see that the added record is shown in the grid. As it is slightly more recent, it replaces previous record from the top.

Now we set the initial balance of the credit card to -45.80 EUR at 31/01/2018. (Note: something is again a bit different.)

- Type 'mc' in the account field. An overview of accounts is shown in the search screen with accounts containing 'mc').
- Click in the search screen on the line with the credit card account. (The name of the account (ArgMC) is copied into the input field)

💀 Transactions							
MyAccounts	Transactions	Portfolio	Budget	Bank	Interes	ts Currenci	es Of
EUR	TRANSA	CTIONS	CI	eanup		Inse	ert
My Account	t Name		0.00	EUR	ArgM	IC	
Value Date	:	31/08/	2019 🗸	->		10/09/2019	
Amount		4	augustus	; 2019	+	0.00	
Budget Item	n 📃	ma d	li wo do	vr za	zo		
Rem./Refer	rence		0311 678	2 3 9 10	4		
Project /PI			3 14 15 0 21 22	16 17 23 24	18		
CntrParty	res	26 2	0 21 22 7 28 29 3 4 5		25	Show 🗌	sel
Payment St	tatus 0	Ĺ		10/09/20			

We see that the program has set the date in the input field to today (10/09/2019). This is normal program behavior. But the date in the calendar is still pointing to 31/08/2019, which is exactly the date that we want to select. If we now click in the calendar on day 31, the calendar is closed BUT NO NEW DATE IS COPIED to the date input field! You have to click on the '->' button to copy an already good date in the calendar to the date input field!

- > Click the '->' button to copy the already correct date in the calendar to the date input field.
- > Enter the negative amount -45.80 in the amount field
- Type 'ini' in the budget item field. (The program shows in the little search screen an overview of budget items, containing the characters 'ini').
- Click in the search screen on the line with budget item 'INITIALIZATION ACCOUNT' (The budget item is now automatically copied to the corresponding input field.)

💀 Transactions	5												-		×
MyAccounts	Transactions	Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Program	n Englis 🔹	Help				
EUR	TRANSA	CTIONS	Cl	eanup		Insert		Reset Input	Upd	ate		Paste	< >	End	
My Accoun	nt Name		0.00	EUR	ArgMC		(CA R D	BP	Payments	SP	SU IE	GC	Fx	2
Value Date	e:	31/08/	2019 ~	->	31,	/08/2019		earch of	Budget	ltem		Selec	t line	Clear	
Amount						-45.80									
Budget Iter	m INITI	ALIZATION	ACCOUN	IT											
Rem./Refe	rence														
Project/PI															
CntrParty	res				S	how 🗌	sel								
Payment S	itatus 0		Transfe	er To:											
Current Select	tions: 10/0	9/2018 - 1	0/10/2019												

Press the 'Insert' button

											_
Transa	actions								_		>
/lyAcco	unts Transac	tions	Portfolio	Budget Bank	Interests	Currencies Other Databas	e PE Program Engli	s 🝷 Help			
EUR	TRA	NSA	CTIONS	Cleanup		Insert Reset Inp	ut Update	Delete Paste	• < >	End	
The R	ECORD has	been A	DDED								
My A	ccount Name					CA R E	B P Payme	ents SP SU	IE GC	Fx	?
Value	e Date:		31/08/2	019 ~ ->	10/	09/2019 Search of		Sei	lect line	Clear	
Amou	unt					0.00					
Budg	et Item				L						
Rem.	/Reference										
Proje	ct/PI										
CntrP	arty res				SI	now Sel					
Paym	nent Status	0		Transfer To:							
Current	t Selections:	10/09	/2018 - 10	/10/2019							
Tran	sactions	10/09	/2018 🔍 🔻	🗌 🗌 Acc. 🔲 I	Rem 🗌 PS	Refresh					3
Se	elect for Add	10/10	/2019 🔍 🔻	BI □ I	PI 🗌 CP		ASC Rese	t Auto-Size(Displ.Cells ~	Export	Print Gri	id
	MyAccount_A	lias	Value_Date	Amount	Currency	Budget_Item_Alias	Rem_Reference	Project/Portfolio-Item	PP_Name	PS	
•	ArgMC		31/08/20			INITIALIZATION ACCOUNT				0	_
	ArgSA		31/08/20	19 7850.25	EUR	INITIALIZATION ACCOUNT				0	
	ArgCA		31/08/20	19 1875.01	EUR	INITIALIZATION ACCOUNT				0	

The added record is shown in the grid. Positive amounts are shown in green and negative amounts in red.

Finally, we set the balance of our wallet to 35.22 EUR at 31/08/2019. (Note: I do again something different)

- Enter directly the complete name of wallet account, being 'Cash' (Attention: the account field is case sensitive!)
- Press the '->' button to copy an already correct date from the calendar into the date input field.
- Enter 35.22 in the amount field
- Type 'ini' in the budget item field. (The program shows in the little search screen an overview of budget items, containing the characters 'ini').
- Click in the search screen on the line with budget item 'INITIALIZATION ACCOUNT' (The budget item is now automatically copied to the corresponding input field.)

🖳 Transactions				-	
MyAccounts Transactions Portfolio Bud	dget Bank Interests Currencies	Other Database	PE Program Englis 🝷 Help		
EUR TRANSACTIONS	Cleanup	ResetInput	Update Delete	Paste < >	End
My Account Name	Cash	CA R D	B P Payments SP	SU IE GC	Fx ?
Value Date: 31/08/2019	9 ~ -> 31/08/2019	Search of	Budget Item	Select line	Clear
Amount	35.22				
Budget Item INITIALIZATION ACC	COUNT				
Rem./Reference					
Project /PI					
CntrParty res	Show 🗌	sel			
Payment Status 0 Tr	ransfer To:				
Current Selections: 10/09/2018 - 10/10.)/2019				

There is a little difference when we look to the left of the account: no currency and also no account balance are shown, as was the case if an account is selected via the search box.

Press the 'Insert' button

🖳 Transactions							_		×
MyAccounts Transact	tions Portfolio Bu	dget Bank Intere	sts Currencies Othe	er Database	PE Program Englis	✓ Help			
EUR TRA	NSACTIONS	Cleanup	Insert	Reset Input	Update	Delete Paste	< >	End	-
The RECORD has b	been ADDED								
My Account Name				CA R D E	B P Paymer	Its SP SU I	E GC I	Fx ?	
Value Date:	31/08/201	9 ~ ->	10/09/2019 S	Search of		Sele	ect line	Clear	
Amount			0.00						
Budget Item									
Rem./Reference									
Project /PI									
CntrParty res			Show Sel						
Payment Status	0 T	ransfer To:							
Current Selections:	10/09/2018 - 10/10)/2019							
Transactions	10/09/2018 🔲 🔻 🛛	Acc. 🗌 Rem 🗌	PS Refresh					4	
Select for Add	10/10/2019 🔲 🔻 [🗆 BI 🗌 PI 🔤	CP		ASC Reset	Auto-Size(Displ.Cells $ \smallsetminus $	Export	Print Grid	1
MyAccount_A	lias Value_Date	Amount Currence	y Budget_Item_Alias	R	Rem_Reference	Project/Portfolio-Item	PP_Name	PS	_
Cash	31/08/2019		INITIALIZATION	ACCOUNT				0	q
ArgMC	31/08/2019		INITIALIZATION	ACCOUNT				0	A
ArgSA	31/08/2019	7850.25 EUR	INITIALIZATION	ACCOUNT				0	A
ArgCA	31/08/2019	1875.01 EUR	INITIALIZATION	ACCOUNT				0	A

The latest transaction is shown at the top of the grid.

Let's have a look at the My Accounts screen. (Click on 'MyAccounts' in the menu bar)

All S	hown Accounts TOT	AL Balance:		9,714.68 E	CASH Bala		9,714.68 0.00
Over	view My Accounts				Clear	Unhidden shown	✓ Auto-Size(Displ.Cells
	MyAccount_Alias	IBAN	Currency	Cash_Balance	Portf_Balance	Total_Balance	BankAccount_Name
•	ArgMC	5256111122223333	EUR	-45.80	0.00	-45.80	ARGENTA (EUR) CF
	Cash		EUR	35.22	0.00	35.22	DUMMY BANK (EUR)
	ArgCA	BE5497910000001	EUR	1875.01	0.00	1875.01	ARGENTA (EUR) CL
	ArgSA	BE3597911111111	EUR	7850.25	0.00	7850.25	ARGENTA (EUR) SA

The cash balance of the accounts now shows the intended initial values.

Screencast: Create a new database and define new accounts

Manual input of transactions (Insert, Update, Delete, Insert same as)

The account balances have been set according the situation at the last day of previous month.

We still have to enter the transactions of this month. Most transactions normally occur on the current account, unless you like to pay with your wallet. Using a debit card makes it much easier to get a clear budget overview as all details are available using the bank statements. Most banks also offer this information in CSV or Excel file format and with Hot-Accounts you can easily import these files.

On the other hand, if there are only a few transactions, it's often easier to enter these manually.

We used already manual transactions to set the initial balance of the accounts. Beside **Insert operations**, records can also be changed (=updated) or deleted in the Transactions screen. And via 'same as' we can also insert transactions based on existing transactions. It is also possible to transfer money from one own account to another own account in one operation.

Of course, transactions are only allowed if the new balance is within the earlier specified limits and if the date is within the Start/End date range.

Beside the earlier specified fields such as **Account, Date, Amount and Budget Item category,** there are still a few other fields, such as the **Remark/Reference** field. With this field we can add up to 35 characters of extra information.

As example, we are going to enter the transactions in the following table. Also we make some mistakes (on purpose), in order to correct these transactions.

Beside normal **Income** (Wages) and **Expenses** (Food, Insurances, Fuel) we also enter a few special transactions, such as withdrawing cash from an ATM or the deduction on our current account in order to set the credit card balance again to zero (credit card billing).

Account	Date	Amount	Category	Remark
Current Account	2/09/2019	1950.00	Wages	
Current Account	3/09/2019	-75.25	Food	Colruyt
Current Account	9/09/2019	-150.66	Insurance	DVV
Current Account	10/09/2019	-53.66	Food	Colruyt
Current Account	13/09/2019	-45.80		credit card billing
Current Account	16/09/2019	-55.01	Food	Colruyt
Current Account	26/09/2019	-50.00		Cash from ATM
Cash	26/09/2019	50.00		Cash from ATM
Credit Card	13/09/2019	45.80		credit card billing
Credit Card	19/09/2019	-43.10	Refueling	Esso

Restart the program and return to the Transactions screen

At 2/09/2019 we receive our wage (1950.00 EUR on the current account).

- > Type 'ca' in the account field and select the 'ArgCA' current account from the search screen.
- Select 2/9/2019 from the calendar. This date is copied into the date input field.
- > Enter the amount 1950 in the amount field.
- > Type 'wa' in the Budget Item field

🖳 Transactions		– o x
MyAccounts Transactions Portfolio Budget Bank	Interests Currencie	ncies Other Database PE Program Englis - Help
EUR TRANSACTIONS Cleanup	Inse	isert Reset Input Update Delete Paste < > End
My Account Name 1,875.01 EUR	ArgCA	CARDBP Payments SP SU IE GC Fx ?
Value Date: 2/09/2019 ~ ->	2/09/2019	9 Search of Budget Item Select line Clear
Amount	1950	0 Budget_Item_Alias Budget_Type
Budget Item wa		WAGES (+ bonuses) 02. INCOME
Rem./Reference		CHILD ALLOWANCE 02. INCOME
		CHILDCARE (school/daycare, alimony, allowance) 03. EXPENSES
Project /PI		UTILITIES (gas, electricity, water) 03. EXPENSES
CntrParty res	Show	sel PUBLIC TRANSPORT (train, tram, bus, Subway, Taxi) 03. EXPENSES
Payment Status 0 Transfer To:		
Current Selections: 11/09/2019 - 11/10/2019		

The program now shows in the search screen all budget items containing the character 'wa'. We click on the line 'WAGES (+bonuses)'. The budget item is being copied into the budget item input field.

Press the Insert button (we see a confirmation message that the record has been added)

Current Selections:	11/0	9/20)19	- 1	11/10)/20	19						
Transactions	1/0	9/20	019		- [Acc.		Rem 🗌 PS	Refresh			
Select for Add	4	s	epte	mbe	r 201	9	Þ	þ	PI 🗌 CP			ASC	Reset
MyAccount_Alia	ma	di	wo	do	vr	za	zo		Currency	Budget_Item_Alias	Rem_Reference	æ	Project/Portf
	26	27	28	29	30	31	1						
	2	3	4	5	6	7	8						
	9	10	11	12	13	14	15						
	16	17	18	19	20	21	22						
	23	24	25	26	27	28	29						
	30	1	2	3	4	5	6						
) Too	lay: 1	11/09	9/20	19						

In order to see the added record in the lower grid change the start date in the calendar to the first day of the month and PRESS the REFRESH button and press OK in the confirmation message box.

Current	t Selections:	1/09/2019 - 11	/10/2019							
Tran	sactions	1/09/2019 🔲 🔻	Acc.	Rem 🗌 PS	Refresh					1
🗌 Se	elect for Add	11/10/2019 🔲 🖛	BI	PI 🗌 CP		ASC	Reset Auto-Size(Dis	pl.Cells ~	Export	Print Grid
	MyAccount_Alia	as Value_Date	Amount	Currency	Budget_Item_Alias	Rem_Reference	Project/Portfolio-Item	PP_Name	PS	BankAco
•	ArgCA	2/09/20	19 1950.00	EUR	WAGES (+ bonuses)				0	ARGEN

Now we see indeed the added record as well as the new selection range in blue color.

Overview standard budget items (categories)

Before entering the other transactions, let's first have a look which budget items or categories the program has standard provided. These are created at database creation time and are generated in the language that is selected at that moment. If you don't like these, you can easily define your own set of budget items or even define your own set of budget types instead of 'Income' or 'Expenses'.

💀 Transactions	;										-		×
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Click in the menu bar on 'Budget' and then on 'Budget/Portfolio Items'. The Budget / Portfolio items screen is shown.

Budget Items						- 🗆
lyAccounts Transactions	Portfolio Budget B	ank Interests Curren	cies Other Databa	ese PE Program Englis	✓ Help	
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The budget items are shown per budget type such as Income, Expenses, ... and then in alphabetical order.

Note: If you start a budget items search in the **Transaction**s screen, records are however shown according the Sorting Number field. You can see this alternative ordering if you click in the grid on the title 'BI_Sorting_Number'. **Note: you can click in any grid on the title of any column to get and alternative ordering.**

The standard categories for the budget type INCOME are:

ALIMONY received CHILD ALLOWANCE DIVIDENDS received INCOME from RENTAL INTEREST received OTHER INCOME TAX REFUND WAGES (+ bonuses)

The standard categories for the budget type EXPENSES are: -

ADDICTIONS (Coffee, smoking, drinking) ASSISTANCE (to family) **BODYCARE/FITNESS** CAR (taxes, insurances, loan, leasing) CAR USAGE (fuel, tires/maintenance, parking, toll) CHILDCARE (school/daycare, alimony, allowance) **CLOTHING/SHOES COMMUNITY CONTRIBUTION Costs** EDUCATION, Culture, Recreation ENTERTAINMENT (+ bar/restaurant/dining out) FOOD and SUNDRIES (groceries) FURNITURE/HOUSEHOLD APPL./OTHER (immediate cost) GIFTS, DONATIONS, Charitable contributions HEALTH CARE (insurance, pharmacy, doctor, dental) HELP AT HOME (babysit, cleaning, assistance) HOME IMPROVEMENTS/MAINTENANCE/REPAIR costs HOSPITALIZATION (costs, insurance) INSURANCES(Home, civil liability) INTERNET, (CELL)PHONE, Cable TV LEISURE/SPORT/Club membership MEALS MORTGAGE LOAN (Only INTEREST paid) MORTGAGE LOAN/ RENT (full amount paid) OTHER FEES (Banking, Lawyer) OTHER LOAN PAYMENTS PETS (feeding, care, vet) PUBLIC TRANSPORT (train, tram, bus, Subway, Taxi) SUBSCRIPTIONS (magazines, newspaper) TAXES (State, Province, Community, Municipality) TRAVEL and HOLIDAYS UTILITIES (gas, electricity, water)

The main category INITIALIZATIONS has (standard) one budget item:

INITIALIZATION ACCOUNT

It is used to set the opening balance of an account. It's not an Income neither an Expense in strictly sense, so it's put in its own main category.

The same can be said from the separate main category **TRANSFERS** with following budget items:

TRANSFER between own accounts MORTGAGE LOAN (only CAPITAL paid)

A few examples when the 'Transfer between own accounts' can be used:

- A cash withdrawal on an ATM machine (e.g. -50 EUR from the current account and +50 EUR in the wallet)
- A deposit on a savings account (e.g. -1000 EUR from the current account and +1000 EUR on the savings account)
- The monthly discharge of the credit card (e.g. 45.50 EUR from the current account and +45,50 EUR on the credit card account)

The program also provides a number of budget items for other main categories. These are used in the **portfolio management** module.

We now continue to enter the remaining transactions in the Transactions screen.

Account	Date	Amount	Category	Remark
Current Account	2/09/2019	1950.00	Wages	
Current Account	3/09/2019	-75.25	Food	Colruyt
Current Account	9/09/2019	-150.66	Insurance	DVV
Current Account	10/09/2019	-53.66	Food	Colruyt
Current Account	13/09/2019	-45.80		credit card billing
Current Account	16/09/2019	-55.01	Food	Colruyt
Current Account	26/09/2019	-50.00		Cash from ATM
Cash	26/09/2019	50.00		Cash from ATM
Credit Card	13/09/2019	45.80		credit card billing

> Press on the menu item 'Transactions' to go back to the Transactions screen.

At 3/9/2019 we paid with our current account 75.25 EUR in the Colruyt food store. We use for this the existing budget item 'FOOD and SUNDRIES (groceries)'.

- > Type 'ca' in the account input field and select the current account from the search screen.
- Select 3/9/2019 from the calendar in order to copy that date into the date input field. (As a new date is selected from the calendar, the date is also copied to the input field)
- > Type -75.25 in the amount field. (Negative in case of expense!)
- Type 'Fo' in the Budget Item field and click in the search screen on the line 'FOOD and SUNDRIES (groceries)'.

🖷 Transactions	– 🗆 X
MyAccounts Transactions Portfolio Budget Bank Interests Currencies Other Database PE Prog	am Englis 👻 Help
EUR TRANSACTIONS Cleanup Insert Reset Input U	odate Delete Paste < > End
My Account Name 3.825.01 EUR ArgCA CA R D B P	Payments SP SU IE GC Fx ?
Value Date: 3/09/2019 -> 3/09/2019 Search of Budg	t Item Select line Clear
Amount -75.25	
Budget Item FOOD and SUNDRIES (groceries)	
Rem./Reference Colruy	
Project/PI	
CntrParty res Show Show sel	
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Current Selections: 1/09/2019 - 14/10/2019	
Transactions 1/09/2019 🗐 🖝 🗋 Acc. 🗌 Rem 🗌 PS Refresh	1
□ Selectfor Add 14/10/2019 □▼ □ BI □ PI □ CP □ □ ASC	Reset Auto-Size(Displ.Cells V Export Print Grid
MyAccount_Alias Value_Date Amount Currency Budget_Item_Alias Rem_Reference	Project/Portfolio-Item PP_Name PS BankAcc
ArgCA 2/09/2019 1950.00 EUR WAGES (+ bonuses)	0 ARGEN

> Type 'Colruyt' in the Rem/Reference field as extra information.

Press Insert to add the transaction.

On 9/9/2019 we paid the fire insurance (DVV) with our current account:

- > Type 'ca' in the account field and select the current account from the search screen
- Select 9/9/2019 in the calendar (That date is copied into the date field).
- > Type in the amount field <u>an incorrect amount</u> -15.66 (instead of the correct -150.66)
- > Type 'ins' in the Budget Item field and klick on the 'INSURANCES(Home, civil liability)' line in the search screen.
- > In the Rem/Reference field we type 'DVV as additional information.

🖳 Transac	ctions												_		×
MyAccou	ints Transac	tions	Portfolio Bu	idget Bank	Interests	Currencies	Other	Database	PE P	Program Englis	• Help				
EUR	TRA	NSA	CTIONS	Cleanup		Insert		Reset Input		Update		Paste	< >	End	•
My Ac	count Name		3,74	9.76 EUR	ArgCA		(CARD	BF	P Payments	SP	SUIE	GC	Fx	?
Value	Date:		9/09/201	9 ~ ->	9/	09/2019	Se	earch of	Bu	udget Item		Selec	t line	Clea	r -
Amour	nt					-15.66									
Budge	et Item	INSU	RANCES(Hon	ne, civil liabil	ity)										
Rem./	Reference	DVV					_								
Projec	:t/PI														
CntrPa	arty res				s		el								
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•	ArgCA		3/09/2019	-75.25	EUR	FOOD and	SUND	RIES (groce	ries)	Colruyt					0
	ArgCA		2/09/2019	1950.00	EUR	WAGES (+ I	bonuse	es)							0

Press on Insert to create the transactions. (This new transaction with wrong amount is shown at the top of the grid, see next image)

How can we correct this mistake?

How to correct a transaction?

Click in the grid on the row that we want to change. We see that the information is copied into the input fields. The Insert button isn't available anymore, but now the Update and Delete buttons have become available. We can now change any field in the input area, except the My Account name.

In Hot-Accounts (besides a few exceptions), data CANNOT be modified directly in the grid. You have to click the row, modify the info in the input fields and then press the Update button!

Click in the grid on the row that we want to change. (The information in the record is copied to the input fields)

- Transactions														_		×
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Budget Iten	n	INSUF	ANCES	Home	, civil liabil	ity)										
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Select fo	or Add	16/10/	/2019	-) BI 🗌 I	PI 🗌 C	P				SC Reset	Auto-Size(Displ.Cells $ \smallsetminus $	Export	Print G	rid
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Arg(CA		9/09/2	2019	-15.66	EUR	INSUR	ANCES(Home, civil lia	bility)	DVV					C
Arg	CA		3/09/2	2019	-75.25	EUR	FOOD a	and SUN	NDRIES (groce	eries)	Colruyt					(
Arg	^^		2/09/2	0010	1950.00	EUD.	WAGES									0

- Correct the amount field to -150.66
- Press the Update button.

Transacti	ions														-		×
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The RE(CORD has b	een N	ODIFIED														
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Value D)ate:		9/09/2	2019 ~	->	16/	/09/2019		Search	n of				Sele	ct line	Clea	ar
Amount							0.00										
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CntrPart	ty res					S	how 🗌	sel									
Paymer	nt Status	0		Tran	sfer To:												
							,										
Current Se	elections:	1/09/	2019 - 16	6/10/20	19												
Transa	ctions	1/09)/2019 🔲 🔻] 🗆 /	Acc. 🔲 I	Rem 🗌 PS	Refres	h									3
Selec	ct for Add	16/10)/2019 🔲 🔻	E	BI 🗌 🛛	PI 🗌 CP					ASC	C Reset	Auto-Size(Displ.Cells $ \smallsetminus $	Export	Print C	Grid
	MyAccount_Alia	as	Value_Date		nount	Currency	Budget_It	em_Alias				Rem_Reference	Proje	ct/Portfolio-Ite	em P	P_Name	F
	ArgCA		9/09/20		-150.66			,	•	civil liabili	**	DVV					0
	ArgCA		3/09/20		-75.25		-			(grocerie	es) (Colruyt					0
	ArgCA		2/09/20	119	1950.00	EUR	WAGES	(+ boni	uses)	_						_	0

In the grid, we see that the amount has been corrected. Also an informational message 'The RECORD has been MODIFIED' is shown.

Define a 'Same As' transaction (copy)

At 10/09/2019 we have again purchased food at the Colruyt store. (-53.66 EUR)

This transaction is nearly the same as our earlier purchase at Colruyt: only the date and amount are different. We use the 'Same As' method to do the input. **First check** the checkbox 'Select for Add' above the grid on the left. Then **click the row** in the grid that we want to copy.

- Check the checkbox 'Select for Add'
- > Click in the grid on the row that we want to copy (Note that the Insert button remains active)

💀 Transactions									-		×
MyAccounts Transa	ctions Po	rtfolio Bu	dget Bank	Interests	Currencies Other	Database PE	Program Englis 🝷	Help			
EUR TRA	NSACT	IONS	Cleanup		Insert	Reset Input	Update	Delete Paste	< >	End	
My Account Name Value Date:		3,599	9.10 EUR 9 ~ ->	ArgCA 16/	C 09/2019 Se	A R D B	P Payments	SP SU IE		Fx ? Clear	_
Amount					-75.25						
Budget Item	FOOD an	d SUNDRI	ES (grocerie	s)							
Rem./Reference	Colruyt										
Project /PI											
CntrParty res				S	how 🔲 sel						
Payment Status	0	Т	ransfer To:								
Current Selections:	1/09/2019	9 - 16/10	/2019						_	_	
Transactions	1/09/20	19 💷 🛛	Acc. 🗌 F	Rem 🗌 PS	Refresh						3
Select for Add	16/10/20	_	BIF	РІ □ СР			SC Reset	Auto-Size(Displ.Cells 🗸	Export	Print Grid	d
MyAccount_	Alias Va	alue_Date	Amount	Currency	Budget_Item_Alias		Rem_Reference	Project/Portfolio-Iter	n PP_	Name	F
ArgCA		9/09/2019	-150.66	EUR	INSURANCES(Hor	me, civil liability	DVV				0
ArgCA		3/09/2019	-75.25	EUR	FOOD and SUNDF	RIES (groceries)	Colruyt				0
ArgCA		2/09/2019	1950.00	EUR	WAGES (+ bonuse	s)					0

Important note: when using the 'Select for Add' method, the information of the selected row is copied to the input but the date is set to the date of today!

- Change the date field in the input to 10/09/2019
- Change the amount in the input to -53.66
- Press Insert (as all other fields are already correct)

🖶 Transactions									-		×
MyAccounts Transac	tions Portfolio B	udget Bank	Interests	Currencies Ot	her Database	PE Pr	ogram Englis	- Help			
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The RECORD has	been ADDED										
My Account Name					CA R D	BP	Payments	SP SU IE	GC	Fx ?	
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Amount				0.00							
Budget Item											
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Project /PI											
CntrParty res			Sł	now 🗌 sel							
Payment Status	0	Transfer To:									
Current Selections:	1/09/2019 - 16/	10/2019									_
Transactions	1/09/2019 🗐 🔻	Acc. 🗌 F	Rem 🗌 PS	Refresh							4
Select for Add	16/10/2019 🔲 🔻	🗆 BI 🗌 F	PI 🗌 CP		[AS	C Reset	Auto-Size(Displ.Cells $ \smallsetminus $	Export	Print Grid	d
MyAccount_A	lias Value_Date	Amount	Currency	Budget_Item_Alias	3		Rem_Reference	Project/Portfolio-Iten	n PP	Name	F
ArgCA	10/09/201			FOOD and SUI			Colruyt				0
ArgCA	9/09/201			INSURANCES			DVV				0
ArgCA	3/09/201			FOOD and SUI		ries)	Colruyt				0
ArgCA	2/09/201	9 1950.00	EUR	WAGES (+ bon	uses)						0

The new transaction is shown at the top of the grid. **Note that the checkbox is again unchecked!** So before each new 'Select for Add' operation, the checkbox has to be checked again.

Transfer between own accounts in one operation.

On 13/09/2019 an amount of 45.80 EUR was withheld from the current account in order to bring the credit card balance from -45.80 back to zero.

This is what we have earlier indicated as a **Transfer between own accounts**. This is not an expense. (The real expense has occurred at the moment that we bought something with our credit card). The money is taken from the current account but also our debts (=credit card balance) is decreased.

Normally, we have to define such transactions in two steps: a decrease on one account and an increase on another own account. It's however possible to do this in one operation. In that case, all fields, except the account and amount are the same for the two transactions. If that is not the case, then the two transactions still have to be defined separately.

We are now going to define a transfer of 45.80 EUR from the current account to the credit card account in one operation, at the date of 13/09/2019.

- > Type 'ca' in the current account field and select the current account from the search screen
- > Enter 13/9/2019 in the input date field
- Type -45.80 in the input amount field. (The amount is indeed deducted from the current account)

- > Type in the Budget Item field the characters 'tran' and click on the 'TRANSFER between own accounts' row in the search screen.
- > Type in het Rem/Reference field 'credit card billing' as additional information

🖳 Transactions												-		×
MyAccounts Trans	sactions Po	ortfolio Bi	udget Bank	Interests	Currencies	Other	r Database	PE Prog	am Englis 🔹	Help				
EUR TR	ANSACT	IONS	Cleanu		Insert		Reset Input	U	odate	Delete	Paste	< >	End	
My Account Nan	пе	3,54	45.44 EUR	ArgCA		(CA R D	BP	Payments	SP	SU	E GC	Fx ?	
Value Date:		9/09/20	19 ~ ->	13	/09/2019	S	earch of	Trans	fer To:		Sele	ect line	Clear	
Amount					-45,80		MyAccount_Alia	as IB/	AN	Ba	ankAccount_N	lame		
Budget Item	TRANSF	ER betwe	en own acco	unts		/	ArgMC	52	56111122223	3333 AF	RGENTA (E	UR) CRE	DIT CARI	D/I
Rem./Reference	credit ca	rd billing												
Project /PI														
CntrParty	s			S	how	sel								
Payment Status	0	-	Transfer To:	mc										
							c							>
Current Selections:	1/09/201	9 . 16/1	10/2019											

- Type the characters 'mc' in the 'Transfer To' input field. (The search screen now shows accounts with 'mc' in their name. Note that the title of the search screen indicates that it's a search for the 'Transfer To' account field.)
- Click on the credit card row. (The selected account name is copied to the 'Transfer To' field).
- > Press Insert.

🖳 Trans	actions						-	- 🗆 X
MyAcco	ounts Transacti	ions Portfolio	Budget Bank	Interests	Currencies Other Database PE P	rogram Englis 🝷 H	elp	
EUR	TRAM	ISACTIONS	Cleanup		Insert Reset Input	Update De	elete Paste <	> End
The F	RECORD has b	een ADDED						
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Amo	unt				0.00			
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Payr	nent Status	0	Transfer To:					
	_							
Curren	t Selections:	1/09/2019 - 16	/10/2019					
Tran	sactions	1/09/2019 💷 🔻	Acc. 🔲	Rem 🗌 PS	Refresh			6
Se	elect for Add	16/10/2019 🔲 🔻	BI 🔲		AS		-Size(Displ.Cells ~ Expo	
	MyAccount_Ali		Amount	Currency	Budget_Item_Alias	Rem_Reference	Project/Portfolio-Item	PP_Name
•	ArgMC	13/09/20			TRANSFER between own accounts	credit card billing		¶
	ArgCA	13/09/20			TRANSFER between own accounts			q
	ArgCA ArgCA	10/09/20 9/09/20			FOOD and SUNDRIES (groceries) INSURANCES(Home, civil liability)	Colruyt DVV		
	ArgCA	3/09/20			FOOD and SUNDRIES (groceries)	Colruvt		】
	ArgCA	2/09/20			WAGES (+ bonuses)	oonaye		2
				1	N 7	1	1	

At the top of the grid we see the two rows that are generated by one operation.

The Reset Input button (to reactivate the Insert button)

If you click somewhere in the grid, information of the clicked row is copied to the input fields. Also the **Insert button is deactivated.** In order to reactivate the Insert button, you need to press the **Reset Input** button. Pressing this reset button will also blank all input fields, except the date which is set to the date of today.

- Click somewhere in the grid. (The information of the clicked row is copied to the input fields. The Insert button is deactivated).
- Click the Reset Input button. (All input fields except the date are set to blank. Also the Insert button becomes again available).

💀 Transactions													_		×
MyAccounts	Transactions	Portfolio	Budget	Bank	Interests	Currencies	Othe	er Database	PE Pr	ogram Englis	Help				
EUR	TRANSA	CTIONS	Cl			Insert		Reset Input		Update		Paste	< >	End	-
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Value Date	e	27/09/	/2019 ~	->	27	/09/2019	5	Search of				Seler	ct line	Clear	
Amount						0.00									
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Project /PI															
CntrParty	res				S	how 🗌	sel								
Payment S	tatus 0]	Transfe	er To:											
Current Select	ions: 1/09	/2019 - 2	27/10/2019				-								

On 16/9/2019 we went again to Colruyt and bought food for an amount of 55.01 EUR.

Exercise: Use the 'Select for Add' (same as) method to create this transaction.

🖳 Transactions						-	- 🗆 X
MyAccounts Transacti	ons Portfolio Bud	lget Bank	Interests	Currencies Other Database PE Pr	ogram Englis 🝷 He	elp	
EUR TRAN	ISACTIONS	Cleanup		Insert Reset Input	Update De	elete Paste <	> End
The RECORD has b	een ADDED						
My Account Name				CA R D B P	Payments	SP SU IE G	iC Fx ?
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Budget Item							
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Project /PI							
CntrParty res			S	now sel			
Payment Status	0 T	ansfer To:					
L							
Current Selections:	1/09/2019 - 27/10	/2019					
Transactions	1/09/2019 🗐 🕇 🛛	Acc. 🗌 I	Rem 🗌 PS	Refresh			7
Select for Add	27/10/2019 💷 🛛	BI DI	PI 🗌 CP		C Reset Auto-	Size(Displ.Cells ~ Exp	ort Print Grid
MyAccount_Alia	as Value_Date	Amount	Currency	Budget_Item_Alias	Rem_Reference	Project/Portfolio-Item	PP_Name
ArgCA	16/09/2019	-55.01	EUR	FOOD and SUNDRIES (groceries)	Colruyt		(
ArgMC	13/09/2019	45.80	EUR	TRANSFER between own accounts	credit card billing		d
ArgCA	13/09/2019	-45.80	EUR	TRANSFER between own accounts	credit card billing		¢
ArgCA	10/09/2019	-53.66	EUR	FOOD and SUNDRIES (groceries)	Colruyt		d
ArgCA	9/09/2019	-150.66	EUR	INSURANCES(Home, civil liability)	DVV		(
ArgCA	3/09/2019	-75.25	EUR	FOOD and SUNDRIES (groceries)	Colruyt		C
ArgCA	2/09/2019	1950.00	EUR	WAGES (+ bonuses)			C

On 26/09/2019 we go to an ATM machine and withdraw 50 EUR using our current account card.

Exercise: Use the 'Transfer To'-field in order to generate these 2 transactions (-50 EUR from the current account ArgCA and +50 EUR to our wallet account 'Cash') in one single operation. Give as Remark e.g. 'Cash Withdrawal'.

💀 Transa	ctions								-		×
MyAccou	unts Transact	ions	Portfolio	Budget Ban	Interests	Currencies Other Database PE Pr	ogram Englis 🝷 H	elp			
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The R	ECORD has b	oeen A	DDED								
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Amou	nt					0.00					
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CntrPa	arty res				S	now sel					
Pavm	ent Status	0		Transfer To:							
Current	Selections:	1/09/2	2019 - 27	/10/2019					_		
Trans	actions	1/09	/2019 🔍 🔻	Acc.	Rem 🗌 PS	Refresh				ş	9
Sel	lect for Add	<u> </u>	/2019 🔍 🗸] — ВІ —	PI □ CP		C Reset Auto	-Size(Displ.Cells ∨	Export	Print Grid	4
	MyAccount_A	ias	Value_Date	Amount	Currency	Budget_Item_Alias	Rem_Reference	Project/Portfolio-Iten	n PP	_Name	
•	Cash		26/09/20	19 50.00	EUR	TRANSFER between own accounts	Cash withdrawal				(
	ArgCA		26/09/20	19 -50.00	EUR	TRANSFER between own accounts	Cash withdrawal				(
	ArgCA		16/09/20	19 -55.01	EUR	FOOD and SUNDRIES (groceries)	Colruyt				(
	ArgMC		13/09/20		EUR	TRANSFER between own accounts	credit card billing				(
	ArgCA		13/09/20		EUR	TRANSFER between own accounts					(
	ArgCA		10/09/20		EUR	FOOD and SUNDRIES (groceries)	Colruyt				(
	ArgCA		9/09/20			INSURANCES(Home, civil liability)	DVV				4
	ArgCA		3/09/20		EUR	FOOD and SUNDRIES (groceries)	Colruyt				4
	ArgCA		2/09/20	19 1950.00	EUR	WAGES (+ bonuses)					9

Delete a transaction

On 19/09/2019 we refueled our car for an amount of 43.10 EUR using our credit card.

Exercise: define an expense at the date of 19/09/2019 for an amount of -43.10 EUR on the (on purpose incorrect!) <u>current account</u>, with reference 'Esso refuel'. Use as budget item 'CAR USAGE (fuel, tires/maintenance, parking, toll)'.

Tran	sactions 1/09)/2019 🔲 🕇 🛛	Acc. 🗌 F	Rem 🗌 PS	Refresh			1
Se	elect for Add 27/10)/2019 🔲 🗕 🗌	BI F	PI 🗌 CP	ASC Reset	Auto-Size(Displ.Cells ∨	Export Print	t Gric
	MyAccount_Alias	Value_Date	Amount	Currency	Budget_Item_Alias	Rem_Reference	Project/Portfolio-Iter	m
•	Cash	26/09/2019	50.00	EUR	TRANSFER between own accounts	Cash withdrawal		
	ArgCA	26/09/2019	-50.00	EUR	TRANSFER between own accounts	Cash withdrawal		
	ArgCA	19/09/2019	-43.10	EUR	CAR USAGE (fuel, tires/maintenance, parking, toll)	Esso refueling		
	ArgCA	16/09/2019	-55.01	EUR	FOOD and SUNDRIES (groceries)	Colruyt		
	ArgMC	13/09/2019	45.80	EUR	TRANSFER between own accounts	credit card billing		
	ArgCA	13/09/2019	-45.80	EUR	TRANSFER between own accounts	credit card billing		
	ArgCA	10/09/2019	-53.66	EUR	FOOD and SUNDRIES (groceries)	Colruyt		
	ArgCA	9/09/2019	-150.66	EUR	INSURANCES(Home, civil liability)	DVV		
	ArgCA	3/09/2019	-75.25	EUR	FOOD and SUNDRIES (groceries)	Colruyt		
	AraCA	2/09/2019	1950.00	EUR	WAGES (+ bonuses)			_

Note: We see the added transaction in the grid, at the third row, as the earlier entered cash withdrawal transfer actually occurred on a later date and so it is shown higher in the overview.

So we made a mistake. The account should have been the credit card account instead of the current account. How can we correct this?

If we click on the third row, in order to correct the information, we see that the account field can't be modified. Note that also the corresponding search button is inactive.

A straightforward method to correct this situation is just to delete the transaction (Click on the row and press the Delete button) and then recreate the transaction with the correct account. There are however still two other methods to do the corrections.

The first alternative way is actually a variation of the straightforward method: before deleting the row, we first copy the row information into the clipboard. Then we delete the row. Then we paste the information back into the input fields and correct the account and then press the Insert button. I'll explain in a moment how this copying into and from the clipboard can be done.

The second alternative way is to directly change the account, using the **special CA button**. I'll explain in a moment how this button can be activated.

As both alternative methods use **multi-row selections**, I'll first explain that concept.

Multi-row selections and operations

When you click somewhere in the middle of a row you are in single row selection mode.

When you click in the empty first column of some row you are in multi-row selection mode. You can see in this case that the number of the selected rows is shown just above the 'Delete' button. Also the total amount of all selected rows is shown. You can extend the range of selected rows by first clicking in front of a row and then hold down the Ctrl keyboard button and then click other rows. Or you can click in the left upper corner of the grid to select all rows of the grid.

🖳 Transactions	- 🗆 X
MyAccounts Transactions Portfolio Budget Bank Interests Currencies Other Database PE Program Englis - Help	
EUR TRANSACTIONS Cleanup 15 Insert Reset Input Update Delete	6.90 Paste < > End
My Account Name 3,351.53 EUR ArgCA CA R D B P Payments SP SU	IE GC Fx ?
Value Date: 19/09/2019 V -> 19/09/2019 Search of CA	Select line Clear
Amount -43.10	
Budget Item CAR USAGE (fuel, tires/maintenance, parking, toll)	
Rem./Reference Esso refueling	
Project /PI	
CntrParty res Show Show sel	
Payment Status 0 27/09/2019 12:31:30	
Current Selections: 1/09/2019 - 27/10/2019	
Transactions 1/09/2019 Acc. Rem PS Refresh	10
Select for Add 27/10/2019 🖉 BI PI CP ASC Reset Auto-Size(Displ.Ce	ells 🗸 Export Print Grid
MyAccount_Alias Value_Date Amount Currency Budget_Item_Alias Rem_Reference	
Cash 26/09/2019 50.00 EUR TRANSFER between own accounts Cash withdraw	
ArgCA 26/09/2019 -50.00 EUR TRANSFER between own accounts Cash withdraw	
▶ ArgCA 19/09/2019 -43.10 EUR CAR USAGE (fuel, tires/maintenance, parking, toll) Esso refueling	

- Click at the front of the first row
- > Hold down the Ctrl keyboard button and click at the front of e.g. the third row.

The selection counter located above the Delete button indicates 2. The total of the amounts of the selected rows is 6.90.

We could now execute a number of multi-row operations, such as the delete of several rows in one operation or also do a number of other functions (via the buttons CA, R, D, B, and P). The CA button allows to directly change the account in one or more selected transactions. Pay attention when using this function.

Ctrl+C to the clipboard and the Paste, <, > buttons

The transactions screen, (as well as most other Hot-Accounts screens) **allow to copy one or more rows into the clipboard and paste them back into the input fields**, using the '**Paste**', '>' (next) and '<' (previous) buttons.

Now, we are going to copy the two selected rows into the Windows clipboard.

- Press Ctrl + C (The normal Windows way to copy information into the clipboard) (The information of the selected rows is copied into the Windows clipboard)
- Press the Reset Input button in order to activate the Paste, > and < buttons.</p>
- Press the Paste button (Information concerning the first selected row is now taken from the clipboard and used to refill the input fields. Nothing else is happening. If we would press the Insert button now, we would of course create a duplicate of the first row.
- Press now the '>' button (Information concerning the next selected row (so the 3rd row) is pasted to the input fields. Again nothing else is happening.
- Press again the '>' button. We now get a message that no next (previous) record was found in the clipboard to fill the input fields.
- Now press the '<' button (Information of the second selected row (so row 3) is being pasted into the input fields. Again, nothing else is happening.)
- Press again on the '<' button (Information concerning the first selected row is copied from the clipboard and pasted into the input fields. Nothing else is happening.
- Play a little with the 'Paste', '< ' and '>' buttons and see what information is being pasted. (Note: the clipboard remains the same as long as we do no new Ctrl+C action)
- > Now click in the left upper corner of the grid. (All rows are selected now!)
- > Pres Ctrl+C to copy the information into the clipboard.
- Play a bit with the 'Paste', '>' and '<' buttons. (Besides the paste to the input fields, nothing else is happening)</p>

Now that we know how to use the 'Paste', '< 'and '>' buttons, we return to previous task to correct the account in the transaction concerning the Esso refueling.

Before deleting the erroneous transactions, we first click this row in multi-row modus (= <u>click in</u> <u>front</u> of the row) and copy the information into the clipboard by pressing Ctrl+C on the keyboard. Then, we delete the row using the Delete button. Then, via the Paste button, the information of the meanwhile deleted row is pasted back from the clipboard into the input fields. We correct the account field and then press Insert.

Click in front of the third row (The Esso refuel transactions). Make sure that you are in multirow selection mode (The selection counter above the Delete button should indicate a 1)

- > Press Ctrl+C in order to copy the row info to the Windows clipboard.
- Press the Delete button (Note: with only 1 record selected, the record is deleted immediately. If multiple records are selected for delete, a message is displayed and you have to confirm the delete)
- Press the 'Paste' button (The information of the meanwhile deleted record is again placed in the input fields)
- > Correct the account (credit card account instead of the current account)

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Transactio														-		
lyAccounts	s Transact	tions	Portfolio	Budge	t Bank	Interests	Currencies	Other	Database	PE Pro	ogram Englis	• He	lp			
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Rem./Re	eference	Esso	refueling													
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CntrParty	res					9	how	 sel								
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> Press insert

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	MyAccount_Alias	Value_Date	Amount	Currency	Budget_Item_Alias	Rem_Reference	Project/Portfolio-Item
•	Cash	26/09/2019	50.00	EUR	TRANSFER between own accounts	Cash withdrawal	
	ArgCA	26/09/2019	-50.00	EUR	TRANSFER between own accounts	Cash withdrawal	
	ArgMC	19/09/2019	-43.10	EUR	CAR USAGE (fuel, tires/maintenance, parking, toll)	Esso refueling	
	ArgCA	16/09/2019	-55.01	EUR	FOOD and SUNDRIES (groceries)	Colruyt	
	ArgMC	13/09/2019	45.80	EUR	TRANSFER between own accounts	credit card billing	
	ArgCA	13/09/2019	-45.80	EUR	TRANSFER between own accounts	credit card billing	
	ArgCA	10/09/2019	-53.66	EUR	FOOD and SUNDRIES (groceries)	Colruyt	
	ArgCA	9/09/2019	-150.66	EUR	INSURANCES(Home, civil liability)	DVV	
	ArgCA	3/09/2019	-75.25	EUR	FOOD and SUNDRIES (groceries)	Colruyt	
	AraCA	2/09/2019	1950.00	EUR	WAGES (+ bonuses)		

The earlier deleted record has been recreated with the correct master card account (see 3rd row).

Overview transactions of 1 account (with account balance as extra column)

By default, transactions in the Transactions screen are shown for all accounts together, in an ordering just based on transaction date, with most recent transactions shown at the top.

It's however possible to request an overview for only one account. In that case, an extra column is shown, holding the balance of the account after each transaction.

To request such a reduced overview, first make sure to **check the little 'Acc.' checkbox**. The account for which we want to see the transactions is entered in the 'My Account' input field.

	Transac	tions										
N	/lyAccou	nts Tran	sactions	Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Progr	am Englis
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	Trans	actions	1/0	9/2019 💷 🗖	A 🖸	cc. 🗌 I	Rem 🗌 PS	Refresh	1			
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		MyAccoun	t_Alias	Value_Date	Am	ount	Currency	Budget_Iter	m_Alias			
	•	Cash		26/09/2	019	50.00	EUR	TRANSF	ER betwe	en own aco	ounts	
		ArgCA		26/09/2	019	-50.00	EUR	TRANSF	ER betwe	en own aco	ounts	
		AraMC		19/09/2	019	-43 10	FUR	CAR USA	GF (fuel	tires/mainte	enance p	arkina toll

- > Check the little 'Acc.' checkbox (keep the starting date at the first day of the month)
- Select in the input field 'My Account Name' e.g. the current account (ArgCA).
- Press the Refresh button
- > A message box asks confirmation for this new overview setting.

Confirm operation	×
Press OK to activate following new selections	
FROM/TO Date 1/09/2019 - 27/10/2019 My Account Name ArgCA	
Column 5 will show the account balance after each transaction	
OK Cancel	

Accept the choice and press OK

ArgCA 26/09/2019 -50.00 EUR 3394.63 TRANS ArgCA 16/09/2019 -55.01 EUR 3444.63 FOOD at 3499.64 TRANS ArgCA 13/09/2019 -45.80 EUR 3499.64 TRANS ArgCA 10/09/2019 -53.66 EUR 3545.44 FOOD at 3545.44 ArgCA 9/09/2019 -150.66 EUR 3599.10 INSURV	Item_Alias Rem_Reference Project/Portfolio-Item
ArgCA 13/09/2019 -45.80 EUR 3499.64 TRANS ArgCA 10/09/2019 -53.66 EUR 3545.44 FOOD a ArgCA 9/09/2019 -150.66 EUR 3599.10 INSUR/	FER between own accounts Cash withdrawal
ArgCA 10/09/2019 -53.66 EUR 3545.44 FOOD a ArgCA 9/09/2019 -150.66 EUR 3599.10 INSUR/	and SUNDRIES (groceries) Colruyt
ArgCA 9/09/2019 -150.66 EUR 3599.10 INSUR/	FER between own accounts credit card billing
	and SUNDRIES (groceries) Colruyt
	ANCES(Home, civil liability) DVV
ArgCA 3/09/2019 -75.25 EUR 3749.76 FOOD a	and SUNDRIES (groceries) Colruyt
ArgCA 2/09/2019 1950.00 EUR 3825.01 WAGES	δ (+ bonuses)

Only transactions for the selected account are now shown as of the indicated start date.

The 5th column shows the cash balance of the account after each transaction.

The bleu fields indicate the active settings of the current selection: the 'from / to' dates as well as the selected active account.

> We repeat this for the credit card account

Huidig	ge Selecties:	1/02/2018 -	27/03/2018)	ArgMC		
Tran	sacties	1/02/2018	🗕 🗹 Rel	k. 🗌 Opr	n 🗆 BS 🛛 Vi	euw	2
Ze	elfde <mark>Als T</mark> oev.	27/03/2018	→ □ BI	🗌 Pl	П ТР	ASC Reset Afknotting mogelijk V Export Print	it Grid
	Rekening	Valutadatum	Bedrag	Munt	Kas.Saldo	Budget.ltem Opm/Referentie	Pro
	ArgMC	19/02/2018	-43,10	EUR	-43,10	AUTOGEBRUIK (brandstof,banden/onderhparking,tol) Esso tankbeurt	
	ArgMC	13/02/2018	45,80	EUR	0.00	TRANSFER tussen eigen rekeningen Aanzuivering kredietkaa	rt

By unchecking the 'Acc.' Checkbox and pressing the Refresh button, we get again an overview for all accounts, but without the Cash Balance column:

ran	sactions 1/0	9/2019 🗐 🕇 🛛		Rem 🗌 PS				1
] Se	elect for Add 27/1	0/2019 🔍 🗌	BI DI	PI 🗌 CP	ASC Reset	Auto-Size(Displ.Cells ~	Export Print	t Gri
	MyAccount_Alias	Value_Date	Amount	Currency	Budget_Item_Alias	Rem_Reference	Project/Portfolio-Iter	m
•	Cash	26/09/2019	50.00	EUR	TRANSFER between own accounts	Cash withdrawal		
	ArgCA	26/09/2019	-50.00	EUR	TRANSFER between own accounts	Cash withdrawal		
	ArgMC	19/09/2019	-43.10	EUR	CAR USAGE (fuel, tires/maintenance, parking, toll)	Esso refueling		
	ArgCA	16/09/2019	-55.01	EUR	FOOD and SUNDRIES (groceries)	Colruyt		
	ArgMC	13/09/2019	45.80	EUR	TRANSFER between own accounts	credit card billing		
	ArgCA	13/09/2019	-45.80	EUR	TRANSFER between own accounts	credit card billing		
	ArgCA	10/09/2019	-53.66	EUR	FOOD and SUNDRIES (groceries)	Colruyt		
	ArgCA ArgCA	9/09/2019	-150.66	EUR	INSURANCES(Home, civil liability)	DVV		
	ArgCA	3/09/2019	-75.25	EUR	FOOD and SUNDRIES (groceries)	Colruyt		
	AraCA	2/09/2019	1950.00	EUR	WAGES (+ bonuses)			

C:\Users\Edward\Documents\Hot-Accounts Databases\Manuals\HAv1_Test.sdf

Note: by checking the **'ASC'** checkbox and pressing the Fresh button, all transactions are again shown (in the requested time frame), but now **with eldest transactions on top**.

The **Reset button** restores the standard settings for the overview but you still need to press the Refresh button in order to activate it. (Remember: the bleu fields indicate current active settings!)

BUDGET Overviews (Actuals)

The **Budget Overview** is one of most important screens in the Hot-Accounts program.

The name is a bit misleading as we are **not** looking at a real budget, but at a **categorized view** of **actual transactions in a certain period**.

The name 'budget' refers here to budget items (categories) and budget types (main categories). The program can also manage real budgets, but that is handled in the 'Define and Check Budget' screen.

Click in the menu bar on 'Budget' and then choose the menu item 'Budget Overview'

-	t Overview										-		
lyAccou	unts Transactions	Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Program Englis	✓ Help			
EUR	BUDGET O	/ERVIEW	(ACTUAL	S)		Activ	vate New		?			End	
						*ALL			1/09/2019	- 30/09/2019	Budget Ty	ne leve	el
Select		9/2019	28/09/2		Month	n v	Show at		Budget Type	 Budget Item 	○ Project/Po	ortfolio Ite	en 3
	100% 1.950.00	Total 1.572.32	o 80	% .63			Avg.Month 1,572.32		Keen Current Sel	Auto-Size(Displ.Cell	s ∽ Export	Print Gri	_
	Budget_Type	EUR	Percentage		Month		1,572.52	•	heep callent oci.	The off off off off off	Export	Think Can	
•	02. INCOME	1950.00	100.		1950.00								
-	03. EXPENSES	-377.68	-19.3		-377.68								
	04. TRANSFERS	0.00	0.0		0.00								
											Show .	All	
						Cast	h:		Portf.		Export	Print Gr	rid
	Edward\Documents\Hot)atabasso Mar		1 Tost off								

The Budget Overview screen is shown with **standard settings**, being the **current month as period** and with **Budget Type (or main category) level**.

The current active settings are shown in blue. (See the row below the '?' button). The word '***ALL'** indicates that all transactions for the selected period are taken into account. If some **sub-selection** is active, we'll see in that area something that indicates the nature of the sub-selection.

The overview shows the total Income, Total Expenses and Total Transfers for current month.

At the **top of the grid**, some **period totals** are shown. All positive amounts as well as all negative amounts in the grid are separately totalized. The largest amount in absolute terms is taken as the 100% amount.

Also **the sum of all amounts** is shown: **this is the result for the period**. In the example we see a positive result of 1572.32. This is in **EUR** because at the left top, we see that the EUR is selected as consolidation currency. (Note: foreign currency transactions are first converted to the consolidation currency, based on exchange rates that are available in the system).

Also a % field indicates the relative result, compared to the earlier calculated 100% amount.

Also an **Average per Month Result** is shown. Of course, this gives only extra information if the chosen period differs from one month.

In the grid, totals (in main currency) are shown per main category, with also a percentage and an average per month. The percentage field has an embedded horizontal bar graph in green or red

When a row is clicked we can see in the second grid the individual actual transactions that make up the total of that row:

	t Overview										-		
lyAccou	ints Transactions	Portfolio	Budget	Bank Interests	Currencies Other	Database	PE Program E	nglis 🝷	Help				
EUR	BUDGET 0	VERVIEW	(ACTUAL	5)	Activate New		?]				End	I
					*ALL		1/09/201	9 -	30/09/2019	Bud	lget Ty	pe lev	el
Select	t Period: 28/0	9/2019	28/09/2	019 🔍 Montl	h 🗸 Show a	t level:	Budget 1	ype O	Budget Item	n O Pr	oject/Po	ortfolio It	
	100% 1,950.00	Total 1,572.32	2 80	% 63	Avg.Mont 1,572.3		Keep Current	Sel. V Au	to-Size(Displ.Ce	ells 🗸	Export	Print Gr	rid
	Budget_Type	EUR	Percentage	Avg.Month									
	02. INCOME	1950.00	100.0	1950.00									
•	03. EXPENSES	-377.68	-19.3	-377.68									
	04. TRANSFERS	0.00	0.0	0.00									
03. EX	KPENSES] Show	All	
03. E)	(PENSES				Cash:	-377.	68 Portf.		0.00 E	_] Show	All Print G	
	KPENSES t_Item_Alias			MyAccount_A		-377. Amount	68 Portf: Currency	EUR	0.00 E Rem_Referer	UR	-	Print G	iric
Budge		(groceries)		MyAccount_A ArgCA		Amount	Currency	EUR -75.25		UR	Export	Print G	iric
Budge	t_ltem_Alias		, 		lias Value_Date	Amount -75.25	Currency EUR		Rem_Referen	UR	Export	Print G	iric
Budge FOOD	et_Item_Alias	ivil liability)	ArgCA	lias Value_Date 3/09/2019	Amount -75.25 -150.66	Currency EUR EUR	-75.25 -150.66	Rem_Referer Colruyt	UR	Export	Print G	iric
Budge FOOD INSUR FOOD	t_Item_Alias D and SUNDRIES RANCES(Home, c	ivil liability (groceries))	ArgCA ArgCA	lias Value_Date 3/09/2019 9/09/2019	Amount -75.25 -150.66 -53.66	Currency EUR EUR	-75.25 -150.66	Rem_Referen Colruyt DVV Colruyt	UR	Export	Print G	

In this case, we see for the main category **EXPENSES** the transactions in the current period.

Beside the Budget Item (or category), also account, date, the amount in original currency and the converted amount in consolidation currency are shown.

The total of the TRANSFERS is normally always zero. In next screenshot, we see the details if we click in the upper grid on the '04. TRANSFERS' row:

Hot-Accounts Manual

04. TRANSFERS								Shov	v All 4
			Cash:		0.00 Por	tf.	0.00 EUR	Export	Print Grid
Budget_Item_Alias	MyAccount_Alias	Value_Date	Amount	Currency	EUR	Rem_Reference	Project/Portf	olio-ltem	Portfolio_Acc
TRANSFER between own accounts	ArgCA	13/09/2019	-45.80	EUR	-45.80	credit card billing			ArgCA
TRANSFER between own accounts	ArgMC	13/09/2019	45.80	EUR	45.80	credit card billing			ArgMC
TRANSFER between own accounts	ArgCA	26/09/2019	-50.00	EUR	-50.00	Cash withdrawal			ArgCA
TRANSFER between own accounts	Cash	26/09/2019	50.00	EUR	50.00	Cash withdrawal			Cash

We see here the transactions for the **cash withdrawal** (-50 from the current account and +50 to the wallet account) and also the **credit card billing** with the deduction of -45.80 from our current account and +45.80 to set the negative balance of the credit card account back to zero.

The TRANSFERS budget type can only be non-zero in following case: the plus and min sides occur in different time periods. But if taken over all time periods, the total of all TRANSFERS between own accounts must of course be zero! This should be a standard checking!

Change of the period

🖁 Budget Ov	verview										-		×
MyAccounts	Transactions	Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Program Englis	Help			
EUR	BUDGET O	VERVIEW	(ACTUAL	.S)		Act	ivate New		s ?			End	
						*ALL			1/09/2019	- 30/09/2019	Budget 1	ype leve	el
Select Pe	eriod: 30/0 100% 1.950.00	9/2019 Total 1,572.32		2019 🗐 % 0. 63	Month Month Month	^	Show a Avg.Month	h	Budget Type Keep Current Sel.	e O Budget Item		Portfolio It	3
02	udget_Type 2. INCOME 3. EXPENSES 4. TRANSFERS	EUR 1950.00 -377.68	Percentage 100 -19	.00	YTM Year 19! Month -3 Mnth-1 YTM.Y Year-1 QTR1	.Yr-1 ⁄r-1							
					QTR2 QTR3 QTR4 QTR1 QTR2 QTR3 QTR3	Yr-1 Yr-1 Yr-1							
04. TRAI	NSFERS			1	QTR4 Year+ Year+ All Manua	1 2	b:		0.00 Portf.	0.00 EU	Show	w All Print G	4

Click the period dropdown box. We can choose from a number of preset period options. With the option 'manual' we can manually define the start and end dates. With 'All' the period is set from 1/1/1900 to 31/12/2099. All transactions are included, but the 'Avg.Month' totals will of course not have much meaning in that case.

> We choose Month-1 and press the 'Activate New Selections' button.

🚽 Budget O	verview												-	-		>
MyAccount	s Transact	ions Po	rtfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Program Englis	• He	elp				
EUR	BUDG	ET OVER	VIEW (ACTUAL	S)		Acti	ivate New	Selections	?				[End	
							*ALL			1/08/2019	- 31	1/08/2019	Budget	t Typ	e leve	ł
Select P		30/09/20		30/09/2		Month	·1 v	Show a		Budget Type	ОВ	udget Item	O Projec	t/Po	rtfolio Ite	em 1
	100% 9,714.68		Total 714.68	100	% 0.00			Avg.Montl 9,714.68		Keep Current Sel. V	Auto	-Size(Displ.Cell	s ~ Expo	ort	Print Grid	1
E	Budget_Type		EUR	Percent	age	Avg.Month										
	1. INITIALIZ	ATIONS	9714 68	3	100.00	9714.6	8									

The blue fields now indicate previous month.

In the upper grid we see the INITIALIZATIONS row. When we click on this row, we see in the second grid the corresponding initialization transactions that we performed at the last day of previous month to set the initial balance of the accounts.

)1. INITIALIZATIONS			Cas	sh:	9,714.6	68 Portf.	0.00 EUR	Show All 4 Export Print Grid
Budget_Item_Alias	MyAccount_Alias	Value_Date	Amount	Currency	EUR	Rem_Reference	Project/Portfolio-Item	Portfolio_Account
INITIALIZATION ACCOUNT	ArgCA	31/08/2019	1875.01	EUR	1875.01			ArgCA
INITIALIZATION ACCOUNT	ArgSA	31/08/2019	7850.25	EUR	7850.25			ArgSA
INITIALIZATION ACCOUNT	ArgMC	31/08/2019	-45.80	EUR	-45.80			ArgMC
INITIALIZATION ACCOUNT	Cash	31/08/2019	35.22	EUR	35.22			Cash

If we had set the initial balance at e.g. the first of current month, the overview of current month would have been completely disturbed by these initialization transactions.

Change of the overview Level

We now activate a new selection, again for **current month** combined with the (more detailed) **budget Item** overview level.

Select again 'Month' as period

Select Period: 30/09/2019 30/09/2019 Month Show at level: O Budget Type Budget Item O Project/Portfolio Item

- Select the 'Budget Item' radio button.
- Press 'Activate New Selections'

Budge	et Overview												-		×
MyAcco	unts Transacti	ons	Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Pr	ogram Englis	 Help 			
EUR	BUDGE		ERVIEW	(ACTUA	LS)		Activ	vate New S			?			End	
							*ALL			1/	09/2019	- 30/09/2019	Budget Ite	m leve	d -
Selec	ct Period:	30/09/	2019	30/09/	2019	Mont	h ~	Show at I	evel:	ОВ	ludget Type	Budget Item	O Project/P	ortfolio It	
	100%		Total		%			Avg.Month							5
	1,950.00		1,572.32	8	0.63			1,572.32	+ N	Кеер	Current Sel. ~	Auto-Size(Displ.Cell	ε ∽ Export	Print G	rid
	Budget_Type		Budget_Item	n_Alias				EUR	Percentage	e	Avg.Month				
•	02. INCOME	١	WAGES (+	bonuse	s)			1950.00	10	0.00	1950.00				
	03. EXPENS	ES (CAR USA	GE (fuel,	tires/ma	aintenance,	parking, toll)	-43.10		2.21	-43.10				
	03. EXPENSI	ES F	FOOD and	SUNDF	RIES (gr	oceries)		-183.92	-	9.43	-183.92				
03. EXPENSES INSURANCES(Home, civil liability)							-150.66	-	7.73	-150.66					

A more detailed overview is shown for current month, namely per budget type (main category) and then within that group, per budget item (categories). The blue fields have changed accordingly.

If we click on a row, we see again the transactions that make up the total of that row.

E.g. if we click on the 'FOOD and SUNDRIES (groceries)' row in the upper grid, we see our 3 shopping visits at Colruyt:

Budge	et Overview												-		
yAcco	unts Transactio	ons Portfolio	Budget	Bank Int	erests C	urrencies	Other	Database	PE Prog	ram Englis	 Help 				
EUR	BUDGE	T OVERVIEV	V (ACTUA	LS)		Activ	ate New S	Selections		?				End	
						ALL			1/09	9/2019	- 30/09/20	19 Bi	udget Ite	m leve	r
Seleo	ct Period:	30/09/2019	30/09	/2019 🔍 🗸	Month	~	Show at I	evel:	O Buc	lget Type	Budget Ite	em O	Project/P	ortfolio It	er
	100%	Total		%		· · · · · ·	Avg.Month			• •					5
	1,950.00	1,572.3	2 8	0.63		1	,572.32	+ N	Keep C	urrent Sel. 🗸	Auto-Size(Disp	.Cells \sim	Export	Print Gri	id
	Budget_Type	Budget_I	tem_Alias				EUR	Percentag	e Av	vg.Month					
	02. INCOME	WAGES	6 (+ bonuse	s)			1950.00	10	0.00	1950.00					
	03. EXPENSE	S CAR US	AGE (fuel,	tires/mainter	ance, pa	rking, toll)	-43.10	-	2.21	-43.10					
•	03. EXPENSE	S FOOD a	and SUNDF	RIES (groceri	es)		-183.92	-	9.43	-183.92					
	03. EXPENSE	S INSURA	ANCES(Ho	me, civil liabi	lity)		-150.66	-	7.73	-150.66					
	04. TRANSFE	RS TRANS	FER betwe	en own acco	unts		0.00		0.00	0.00					
03. E	XPENSES				F	00D and	ISUNDI	RIES (gro	oceries)			Show	All	:
						Cash		-183	92 Poi	tf.	0.00	EUR	Export	Print Gr	rid
MyAc	count_Alias	/alue_Date	Amount	Currency	EUR	Rem_Refe	rence	Project/Po	tfolio-ltem	Portfolio	_Account	Portfolio_/	Amount	Portfolio	c
	A	3/09/2019	-75.25	EUR	-75.25	Colruyt				ArgCA			0.00	EUR	
ArgC					50.00	<u>.</u>				A O A			0.00	EUR	
ArgC ArgC	A	10/09/2019	-53.66	EUR	-53.66	Colruyt				ArgCA			0.00	EUR	

There is still a third option that we can select, namely 'Project/Portfolio Item'.

This option, as well as the possibility of **sub-selections** will be explained in the **Portfolio Management** manual.

Note: check the **'Show All' checkbox** to see in the second grid all transactions for the selected period, limited to the sub-selection if this is the case.

PRINTING (e.g. an Accounts Overview)

In Hot-Accounts, you don't find a 'Print' option as a menu item. Instead, you can print any information that is shown in any grid, using the Print Grid buttons.

As an example, we will print an overview of our accounts.

If you are not already in the My Accounts screen, click in the menu bar on 'MyAccounts'.

All Sł	nown Accounts TOT	AL Balance:		11,287.00	CASH Bala		11,287.00 0.00	4
Overv	iew My Accounts				Clear	Unhidden shown	\sim Auto-Size(Displ.Cells \sim	Export Print Grid
	MyAccount_Alias	IBAN	Currency	Cash_Balance	Portf_Balance	Total_Balance	BankAccount_Name	
Þ	ArgMC	5256111122223333	EUR	-43.10	0.00	-43.10	ARGENTA (EUR) CRED	IT CARD/PSNL LOAI
	Cash		EUR	85.22	2 0.00	85.22	DUMMY BANK (EUR) W	ALLET
	ArgCA	BE5497910000001	EUR	3394.63	3 0.00	3394.63	ARGENTA (EUR) CURF	RENT ACCOUNT
	ArgSA	BE3597911111111	EUR	7850.25	0.00	7850.25	ARGENTA (EUR) SAVIN	IGS ACCOUNT
<								>
Jsers	Edward\Documents\Ho	ot-Accounts Databases\Mar	nuals\HAv1_Te	st.sdf				

We get an overview of our accounts.

Note: if you are setting up your own situation, it's perhaps a good moment to check if account balances correspond to these at the bank or in your wallet.

First an **important prior comment**: grids can sometimes hold thousands of records, especially if you are in the Transactions screen. If printed, this means dozens or even hundreds of pages. **Therefore, always check the number of records in the grid before printing it. The number of records is shown above the 'Print Grid' button.** In case of the My Accounts screen, there is no problem, as we have only defined 4 accounts up to now.

There are a number of options to control the printing process. We can **select columns** as well as **select rows**. As there are often a lot of columns available for selection, this might result in reports that are not readable anymore or might have unacceptable disturbances. I'll discuss here a number of methods to still get an acceptable print result.

Change Landscape (default) to Portrait

By default reports are printed in **landscape** as a maximum of columns can be printed this way. However, we can quickly switch to Portrait in case of reports with only a few columns.

🖶 My Accoun	ts									-		×
MyAccounts	Transactions	Portfolio	Budget	Bank	Interests	Currencies	r Database PE Program Englis 🔻	Help				
EUR	MY ACC	OUNTS				Insert	Account Setup Wizard Import Transactions	Delete	Paste	< >	End	
Account Type	:						Print in Portrait Show Page Setup Dialog				P	?

- > Click on 'Other' in the menu bar and then check the menu item 'Print in Portrait'
- > In the My Accounts screen, press the 'Print Grid' button on top of the lower grid.

Print Options		×
Columns to print		Powe to print
MyAccount_Alias	~	Rows to print
IBAN		All Oselected
Currency		
Cash_Balance		Fit to page width 🖂
Portf_Balance		
Total_Balance		Title of print
BankAccount_Name		Overview Accounts Unhidden
Account_Type		shown Total
BIC_Code		Balance: 11,287.00 EUR
UH		
Login_ld		
🗌 Info		
Cash_EUR		
Portf_EUR		
TOT_EUR		
Start_Date	\checkmark	OK Cancel Help

A print Options screen is shown where we can select the columns that we want to print.

The program has generated a title with some meaningful information, but you can manually change that if you want. It's recommended to keep the 'Fit to page width' checked. Currently, all rows are selected. I'll explain in a moment how to limit rows.

- Check the columns 1, 2,3 and 6
- > Press OK

In a little screen is shown how the print will look. Enlarge it.

Close			
Overview Accounts	Unhidden shown Total Ba	lance: 11,287.00 EUR	30/09/2019 13:46
MyAccount_Alias	IBAN	Currency	Total_Balance
ArgMC	5256111122223333	EUR	-43.10
Cash		EUR	85.22
ArgCA	BE5497910000001	EUR	3394.63
	BE3597911111111	EUR	7850.25

In this case, the program has generated as title: 'Overview Accounts' with an indication that only active accounts are shown (=unhidden shown), the total balance of these accounts and the date and time that the print was requested.

In the footer, following information is printed: the **page number**, the **total of pages** and the path and name of the **Hot-Accounts database** from where the information is taken.

```
HA_v1 C:\Users\Edward\Documents\Hot-Accounts Databases\Manuals\HAv1_Test.sdf p. 1 / 1
```

Click on the printer icon at the left top corner in order to actually print the report <u>to the printer</u> <u>that was set as default Windows printer at the start of the Hot-Accounts program</u>.

> Click the Printer icon in order to print the report

Which columns are preselected? The first time that a report for a grid is requested, the first 6 columns are preselected. The next time however, the previous column selection is shown. This choice remains valid, even after program closure and even after another database has been requested. This columns setup is remembered for each grid separately.

We repeat the operations, but now slightly different:

- Click the 'Print Grid' button in the My Accounts screen (we get again a little screen to select the columns that we want to print.)
- > We check the first 6 columns as well as column 8 (Account Type)
- Keep the other options and Press OK

The (enlarged) print preview show the following:

C) verview Accou	unts Unhidde	en shown	Total B	alance: 11,2	87.00 EUR	30/09/2019 14:3
	MyAccount_ Alias	IBAN		_	_	Total_Bala nce	Account_Type
A	ArgMC	23333	EUR	-43.10	0.00	-43.10	CARD/PSNLLOAN
C	Cash		EUR	85.22	0.00	85.22	20. WALLET
A	ArgCA	00001	EUR	3394.63	0.00	3394.63	ACCOUNT
A	ArgSA	11111	EUR	7850.25	0.00	7850.25	ACCOUNT

There is apparently not enough width available to get a normal report.

However, if we uncheck the earlier 'Portrait' option (via 'Other ' in the menu bar), we get following normal print:

💶 📟 🔛 🔛 Close						Pa
Overview Accounts	Unhidden shown	Total Balance:	11,287.00 EUR			30/09/2019
MyAccount_Alias	IBAN	Currency	Cash_Balance	Portf_Balance	Total_Balance	Account_Type
ArgMC	5256111122223333	EUR	-43.10	0.00	-43.10	11. CREDIT CARD/PSNL LOAN
Cash		EUR	85.22	0.00	85.22	20. WALLET
ArgCA	BE5497910000001	EUR	3394.63	0.00	3394.63	30. CURRENT ACCOUNT
ArgSA	BE35979111111111	EUR	7850.25	0.00	7850.25	40. SAVINGS ACCOUNT

But if we also select column 7 (bank account) even in Landscape the output is not acceptable:

	P ▼ 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1											
Overview	Accounts I	Unhidden sh	wn	Total Balance:	11,287.00 EUF	2		30/09/2019 14:45				
MyAccou as	IBAN		Currency	Cash_Balanc	Portf_Balanc	i otal_Balanc	BankAccount_Name	Account_Type				
ArgMC	333	TTZZZZ	EUR	-43.10	0.00	-43.10	CARD/PSNLLOAN	I OAN				
Cash			EUR	85.22	0.00		DUMMY BANK (EUR) WALLET	20. WALLET				
ArgCA	001		EUR	3394.63	0.00	3394.63	ARGENTA (EUR) CURRENT	30. CURRENT ACCOUNT				
ArgSA	111	/911111	EUR	7850.25	0.00	7850.25	AKGENTA (EUK) SAVINGS ACCOUNT	40. SAVINGS ACCOUNT				

The solution in this case is to **select an A3-printer**. Most people don't have such A3 printer. However, it's possible to use a pdf printer that can do this, e.g. the **Microsoft Print to PDF printer**. Personally, I prefer to use the free **FOXIT READER PDF printer** because it allows me to avoid an annoying extra step when printing.

Procedure in case of a pdf printer

First, make sure that **at the start** of the Hot-Accounts program, **the pdf printer is set as default printer in Windows.** (Control panel, Devices and Printers, right click the desired printer, set as default printer).

We (re)start the Hot-Accounts program and first activate the option 'Show Page Setup Dialog'. When requesting a print, we will get now an additional screen, where we can select the A3 paper format.

💀 My Accoun	ts							_		×
MyAccounts	Transactions	Portfolio	Budget	Bank	Interests	Currencies	Database PE Program Englis 🔻 Help			
EUR	MY ACC	OUNTS				Insert	Account Setup Wizard Delete Paste	< >	End	
							ranslations			
Account Type							rint in Portrait		P ?	
My Accourt							how Page Setup Dialog Select li	ie	Clear	_

- Press in the menu bar on 'Other'' and then check the menu item option 'Show Page Setup Dialog'
- Click in the My Accounts screen on the 'Print Grid' button. (We get again the little screen to indicate the columns we want to print)
- > We check the first 9 columns, as well as column 16 (=start date).

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Print Options	
Columns to print MyAccount_Alias ^ IBAN	Rows to print All Selected
Currency Cash_Balance Portf_Balance Total_Balance	Fit to page width 🗹
BankAccount_Name Account_Type BIC_Code Url	Overview Accounts Unhidden shown Total Balance: 11,287.00 EUR
Login_ld	~
Portf_EUR TOT_EUR ✓ Start_Date	OK Cancel Help

> Keep the other settings and press OK

We get a new screen. If the default printer supports A3, it's now possible to select A3.

Page Setup		×
	The model wind filling We are Pyres 10 are Pyres 11 are Pyres 12 are Pyres 13 are Pyres 14 are Pyres 15 are Pyres 15 are Pyres 16 are Pyres 17 are Pyres 18 are Pyres 19 are Pyres 10 are Pyres 11 are Pyres 12 are Pyres 13 are Pyres 14 are Pyres 15 are Pyres 16 are Pyres 17 are Pyres 18 are Pyres 19 are Pyres 10 are Pyres 11 are Pyres	
Paper		
Size:	A4 ~	
Source:	2L A 3.5x5in. 4x6in. 4x6in. (tab)	
Orientation	5x7in.	
O Portrait	6 3/4 Envelope 8x10in. 9×11	
Landscape	92 x 92 92x92 A0] 5
	A1 A10	
	A2	
	A3 A3 Extra A3 Extra Transverse A3 Rotated A3 Transverse A4	

> Change the Size from A4 to A3 and press OK

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📾 🔎 🔻 🛄 🛄 📰 📰 🔛 Close

B 🔎 🗝 🗰 🚥	Close									Page 1
1										
	Overview Accounts	Unhidden shown	Total Balance:	11,287.00 EUR						30/09/2019 15:06
	MyAccount_Alias	IBAN	Currency	Cash_Balance	Portf_Balance	Total_Balance	BankAccount_Name	Account_Type	BIC_Code	Start_Date
	ArgMC	5256111122223333	EUR	-43.10	0.00	-43.10	ARGENTA (EUR) CREDIT CARD/PSNL LOAN	11. CREDIT CARD/PSNL LOAN	ARSPBE22	31/08/2019
	Cash		EUR	85.22	0.00	85.22	DUMMY BANK (EUR) WALLET	20. WALLET	-	31/08/2019
	ArgCA	BE5497910000001	EUR	3394.63	0.00	3394.63	ARGENTA (EUR) CURRENT ACCOUNT	30. CURRENT ACCOUNT	ARSPBE22	31/08/2019
	ArgSA	BE35979111111111	EUR	7850.25	0.00	7850.25	ARGENTA (EUR) SAVINGS ACCOUNT	40. SAVINGS ACCOUNT	ARSPBE22	31/08/2019

We now get a normal overview, without any disturbances.

We still have to print this to a real printer:

- Click on the Printer icon at the left top (As a pdf printer is selected instead of a normal printer, the windows system will first create a pdf file and ask where to place it.)
- Select e.g. the 'Download' folder as location, with e.g. 'document.pdf' as name and Press Save.
- If there is already an earlier document.pdf in this folder, just answer 'Yes' on the question to replace the file. (In case of Foxit Reader Pdf printer, this pdf is now automatically opened, with the interesting option to print it to a real printer)
- > In the pdf file, choose the option to Print and change the printer to a real printer and select Landscape as orientation and press Print. (The overview is now printed in compressed way on A4)

Note: if still more columns have to be selected, even the A3 format might not be enough to show all information in a correct way. We could go further and select the A2 format, which is twice as large as A3. Of course, as the final result is printed on an A4 sheet, the compression is higher. You'll need almost a magnifying glass in order to read the report.

In order to get an acceptable report, of course only select those columns that you are really interested in.

There is still another remark. Sometime, the report is not acceptable, though there seems to be enough room. E.g. in next screenshot (in A4) column width seems to be 'wasted' as the column width for Currency and the three next columns is larger than necessary.

Overview Accounts	Unhidden s	shown Total	Balance: 11,287.00	EUR			30/09/2019 16:01
MyAccount_Alias	IBAN	Currency	Cash_Balar	nce	Portf_Balance	Total_Balance	BankAccount_Name
ArgMC	52501 1112	EUR		-43.10	0.00	-43.10	ARGENTA (EUR) CREDIT CARD/PSNI
Cash		EUR		85.22	0.00		WALLET
ArgCA	7910 DE339			3394.63	0.00	3394.63	CURRENTA (EUR)
ArgSA	7911	EUR		7850.25	0.00	7850.25	SAVINGS ACCOUNT

I have produced this unacceptable report by first requesting an overview, with the option to manually set the column width and then changed the column width for the IBAN and Bank Account Name columns.

By default, the display setting is Auto size (Displ.Cells), which is the fastest option to show grids. However, in case of printing, it's sometime preferable to use the third option Auto-Size All (+Hdr).

Using that option, the print would look again normal:

Overview Accounts	Unhidden shown	Total Bala	nce: 11,287.00 EU	IR		30/09/2019 16:15
MyAccount_Alias	IBAN	Currency	Cash_Balance	Portf_Balance	Total_Balance	BankAccount_Name
ArgMC	5256111122223333	EUR	-43.10	0.00	-43.10	ARGENTA (EUR) CREDIT CARD/PSNL LOAN
Cash		EUR	85.22	0.00	85.22	DUMMY BANK (EUR) WALLET
ArgCA	BE5497910000001	EUR	3394.63	0.00	3394.63	ARGENTA (EUR) CURRENT ACCOUNT
ArgSA	BE3597911111111	EUR	7850.25	0.00	7850.25	ARGENTA (EUR) SAVINGS ACCOUNT

Note: with the option **Auto-Size All (-Hdr)** you might even get more columns on A4, but this happens at the expense of the title column that might be distorted.

Overview A	ccounts Unhidden shown	т	otal Balance:		7.00 EUR		30/09/2019 16:19
MyAccou nt Alias	IBAN		Cash_Bal ance	Portf_ Bala	Total_Bala nce	BankAccount_Name	BIC_Code
ArgMC	5256111122223333	EUR	-43.10	0.00	-43.10	ARGENTA (EUR) CREDIT CARD/PSNL LOAN	ARSPBE22
Cash		EUR	85.22	0.00	85.22	DUMMY BANK (EUR) WALLET	-
ArgCA	BE54979100000001	EUR	3394.63	0.00	3394.63	ARGENTA (EUR) CURRENT ACCOUNT	ARSPBE22
ArgSA	BE3597911111111	EUR	7850.25	0.00	7850.25	ARGENTA (EUR) SAVINGS ACCOUNT	ARSPBE22

The print now shows in A4 even an additional column, but titles are not ok.

Print only selected rows of a grid.

Important remark: before printing a report with selected rows, FIRST SELECT the ROWS before pressing the 'Print Grid' button!

It's also important to **select rows in multi-row selection mode**, as we have seen earlier in the Transactions screen. You have to click at the front of the row, in the empty column. In most screens, there is no selection counter, but in this mode, it's clear which rows are selected. And with the CTRL keyboard button pressed, you can also select separate rows.

With Ctrl keyboard key pressed, select e.g. the first and third row in the main grid of the MyAccounts screen

Over	zicht Rekeni	ngen				Wissen	Toon Zichtbaar V Afknotting mogelijk V Expo	rt Print Grid		
	Rekening IBAN Munt Kas.Saldo I				Portf.Saldo	Totaal.Saldo	Bankrekening	RekeningType		
•	ArgMC	5256111122223333	EUR	-43.10	0.00	-43.10	ARGENTA (EUR) KREDIETKAART/P.LENING	11. KREDIET		
	Cash		EUR	85,22	0.00	85,22	DUMMY BANK (EUR) PORTEMONNEE	20. PORTEMO		
	ArgZr	BE5497910000001	EUR	3394,63	0.00	3394,63	ARGENTA (EUR) ZICHTREKENING	30. ZICHTRE		
	ArgSR	BE35979111111111	EUR	7850,25	0,00	7850,25	ARGENTA (EUR) SPAARREKENING	40. SPAARRE		

Press the 'Print Grid' button

In the same screen where we can select columns, we see at the right side 'Rows to be selected', with the options 'All' and 'Selected'. We use the 'Selected' option in this case.

Print Options		
Columns to print		D
BAN	~	Rows to print
		○ All
Cash Balance		
Portf Balance		F
Total_Balance		Fit to page width 🗹
BankAccount_Name		Title of print
Account_Type		· · ·
BIC Code		Overview Accounts Unhidden 🔥
		shown Total
Login_ld		Balance: 11,287.00 EUR
		×
Portf_EUR		
Start Date		
	5	OK Cancel Help
✓ End_Date	~	our cancer neip

- Check the first 8 columns as well as TOT_EUR, the start and end dates (you need to use the slider in order to check the end date)
- At the right, select the option 'Selected'
- Keep the other settings
- o Press OK

Page Setup	×
	1 Compared Para 1 Head compared Para <
Paper	
Size:	A3 ~
Source:	Virtual Bin 🗸
Orientation	Margins (millimeters)
○ Portrait	Left: 25.4 Right: 25.4
Landscape	Top: 25.4 Bottom: 25.4
	OK Cancel

Select Landscape and A3 format in the extra screen and press OK

💴 🔛 🔛 🖂 Close]									
Overview Accounts	Unhidden shown	Total Bala	ance: 11,287.00 El	UR (selected overvi	ew)				:	30/09/2
	Unhidden shown				,	BankAccount_Name	Account_Type	TOT_EUR		30/09/2 End_[
	IBAN			Portf_Balance	Total_Balance	BankAccount_Name ARGENTA (EUR) CREDIT CARD/PSNLLOAN	Account_Type 11. CREDIT CARD/PSNL LOAN	TOT_EUR -43.10	Start_Date	End_[

The overview shows the selected columns for the two selected rows.

Note: In the title '(**selected overview**)' is added to indicate that the overview is limited by some user selection. (You might manually adapt the title, to indicate what kind of selection was performed).

Press on the printer icon to first create a pdf file and then print the report to a normal printer.

Cash books reporting

Recently, a new tool has been developed to analyze and report transactions from a Hot-Accounts database, namely the Hot-Accounts Cash Books.

This VBA program in Microsoft Excel allows to select a Hot-Accounts database and to read all transactions into the Excel. After that, a report is created in 'cash book' format.

In this format, transactions are shown in chronological order and totalized in two parts: at the left, we have an 'account point of view', while at the right side, the same transactions are shown in 'budget type or main category point of view'.

As the report is created with pivot tables and slicers, a lot of analyzation is possible. Also the 'right side' can be replaced with other information, such as e.g. ROI (return on investment).

Currency (Ccy)	Ccy	РТур	10	BI (Budget Item Category	1)					(AII)			
Portfolio Type (0 -> 4) Income/Expenses (I/O)	EUR	0		CAR USAGE (fuel, tires/maintenance, parking, toll)						(AII) (AII)			
income/expenses (i/ o /			0	FOOD and SUNDRIES (gr	oceries)					100/			
Total a mounts			Accounts					Main Categories					
Row labels					ArgCA	ArgMC	ArgSA	Cash	TOTAL	01. INITIALIZATIONS	02. INCOME	03. EXPENSES	04. TRANSFER
2019													
(P08)-Aug19					1,875.01	(45.80)	7,850.25	35.22	9,714.68	9,714.68			
(P09)-Sep19													
02-09-2019													
Nr. 006 WAGE	S (+ bonuses)	0			1,950.00				1,950.00		1,950.00		
03-09-2019													
Nr. 007 F0 0D	and SUNDRIES	6 (groceries) (Colruyt)		(75.25)				(75.25)			(75.25)	
09-09-2019													
Nr. 008 INSUR	ANCES(Home,	civil liability)	(DVV)		(150.66)				(150.66)			(150.66)	
10-09-2019													
Nr. 009 F0 0D	and SUNDRIE	6 (groceries) (Colruyt)		(53.66)				(53.66)			(53.66)	
13-09-2019													
Nr. 010 TRANS					(45.80)				(45.80)				(45.8
Nr. 011 TRANS	FER between	own accounts	(credit car	d billing)		45.80			45.80				45.8
16-09-2019													
Nr. 012 F0 0D	and SUNDRIES	6 (groceries) (Colruyt)		(55.01)				(55.01)			(55.01)	
19-09-2019													
	SAGE (fuel, tir	es/maintenan	ce, parking,	toll) (Esso refueling)		(43.10)			(43.10)			(43.10)	
26-09-2019													
Nr. 013 TRANS					(50.00)				(50.00)				(50.00
Nr. 014 TRANS	FER between	own accounts	(Cash with	drawal)				50.00	50.00				50.00
(P09)-Sep19 Total					1,519.62	2.70		50.00	1,572.32		1,950.00	(377.68)	-
2019 Total					3,394.63				11,287.00	9,714.68	1,950.00	(377.68)	-
TOTAL					3,394,63	(43.10)	7.850.25	85.22	11,287.00	9.714.68	1.950.00	(377.68)	-

We see here a basic Cash Book report, based on the information that we entered into the Test DB.

A lot of options are available. **Please have a look at the Hot-Accounts website for further information or the Cash Books manual** (English version will soon be available) for further information how to use this powerful tool.

It's 100% free but you need Microsoft Excel, version 2010 or later, as pivot table slicers are used.

Screencast: Printing

Tooltips HELP

A lot of detailed information is available in the program via the Tooltips help.

Tooltips help is always active in the SETUP screen. For other screens it needs to be activated manually.

The reason is **performance:** each time that a screen is activated the first time, there is a delay because hundreds of tooltips help records need to be loaded for the selected language.

How to Activate and Deactivate Tooltips Help?

You can activate tooltips help in 2 ways:

a) Press the question mark '?' button.

				-		×
PE Program Englis	•	Help				
Update		Delete	Paste	< >	End	
			Selec	t line	P Clea	? r

In most screens, this button is located at the top right.

b) Activate tooltips help **via het menu bar**. Click the Help menu item, and check the 'Enable Tooltips Help'.



To deactivating tooltips help uncheck the Tooltips help option in the menu bar.

General Help about the main functions of a specific screen

In order to get information concerning the main functions of a specific screen, activate tooltips help if it is not yet active and place the cursor on the '?' button.

🖳 AccountWiz	ard											-)
MyAccounts	Transactions	Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Program Engli	s 🝷 Help				
EUR A	CCOUNT	SETUP	WIZAI	RD		Create	F	Reset Input					End	
ToolTips H	elp is activate	d. Hover ov	ver the ?-b	outton to	get FORM	I-RELATED i	nfo or ov	er buttons a	and fields for SPE	CIFIC info				
Short Acco	unt Name			IvAcct (1	?
Account Ty	/pe		lt au	utomatica	Illy perform	s tasks in the l	backgroui	nd that you v	igned to easily crea vould otherwise hav	ve to do manually	y, such as:			
Currency C	ode								count records, mya account accounts					
Start Date	Internal accounts have no bankaccount number and hence no Owner (Paver/Paver) information attached. Example: a wallet													
End Date		1/10	/2019 If yo	ou are livi	ng in SEPA	(Single Europe	an Payme	ent Area), pre	eferably select IBAN	(offical format a	s of februari 2	014)		
									S for accounts with ment methods in t		dula			
									em e.g. if you have			for diffe	erent owr	ners

Here an example of the Tooltips help for the Account Setup Wizard screen.

Help information concerning the use of a field or button

🖳 AccountWiz	zard											-		×
MyAccounts	Transactions	Portfolio	Budget	Bank	Interests	Currencies	Other	Database	PE Program	Englis 🝷 Hel	р			
EUR ,	ACCOUNT	SETUP	WIZAF	R D		Create	F	Reset Input					End	
Please spe	ecify a SHORT	ACCOUNT	NAME +	SELEC	T an ACC	OUNT TYPE	[] + Cl	RRENCY -	+ specify ST	ART/END date	e allowed trans	actions		
Short Acco	ount Name		N	lyAcct_(005		Se	arch of	Account	Туре	Selec	t line	Clear	? r
Account T	ype													
Currency (Code		E	UR Euro	Shows	in a sub-scree	n an ove	view of (unh	nidden) ACCO	UNT TYPES for s	election into the	correspon	ding input	t field
Start Date		1/10	/2019 ~	->	1/10/201	9								
End Date		1/10	/2019 ~	->	31/12/209	9								

In order to get help concerning a field or button just hover the cursor above it.

Here a tooltips help example for the Account Type search button.

Note: tooltips help can only be requested for active fields and buttons. So time times, the field or button needs to be activated first.

Note: In the Setup screen, the 'Application Info' field gives an overview of the main program functions.

Screencast: Budget items, Import transactions, Accounts and Budget Overview.

Note: the import of transactions will be explained in Part 2 of the manual.