Manual

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COLLABORATORS

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Manual

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                                    Easy Money.

            A Home Accounting System for the Amiga Computer.

        Written by Allan Savage © 1995/1998. All Rights Reserved.

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1.2 Introduction.

```
            Introduction.
```

Easy Money is a program designed to keep track of your Bank Accounts, Loans,
Credit Cards, etc., but can be used for practically any type of account, for
example book clubs or Air Miles. It is simple to use (at least I think so)
and at the same time is powerful enough to cope with the most demanding
situations.

It operates using four main types of object. These are

1.

```
            Files
            - A collection of accounts.
```

2.

```
            Accounts
            - A collection of transactions and standing orders.
```

3.

```
            Transactions
            - A  collection  of information telling the program to
   add or subtract an amount of money from the account balance.
```

4.

```
            Standing Orders
            - A  collection  of information telling the program to
   automatically create transactions at regular intervals.
```

1.3 Files.

Files.

A file is simply a group of accounts. Each file can contain an unlimited
number of accounts (unregistered users can only create 2 accounts per file)
which will all be loaded and saved as a single unit.

The entire file can also be password protected to prevent unauthorised
access.

Easy Money data files are stored in an encrypted format, so even a hex dump
of the file will reveal nothing of any importance.

1.4 Accounts.

                Accounts.

An account is (as the name suggests) a representation of an individual bank
account. However, since it is essentially just a list of numbers, it can
also be used to keep running totals of just about any type of account, for
example, air miles, pension payments, credit cards, or home shopping
catalogues.

There are three main elements to an account. The first of these is the

                account properties
                , which is used to store general information about the
account. This information includes the account's name, credit limit, and
starting balance.

The second part is the
                standing order list
                 and the third (and most
important) part is the
                transaction list
                .

1.5 Transactions.

Transactions.

A transaction is simply a collection of information defining an action to
perform on the account.

Each transaction consists of a date, a description, an amount and two flags
indicating special processing for the transaction.

1.6 Standing Orders.

Standing Orders.

A Standing Order is simply a collection of information defining an action

that should be applied to the account at regular intervals.

Each Standing Order consists of an amount, a description, a range of dates and a frequency. The program will then automatically create a transaction for each standing order as and when they become due.

For example, a monthly standing order starting on 01/01/97 and running to 15/03/97 will create three identical transactions on the dates 01/01/97, 01/02/97 and 01/03/97. Each of the transactions will only appear when their date has passed, i.e. on 31/01/97 only the first one will exist, but on 01/02/97 the second one will be created.

This provides a useful way of entering regular transactions like loan repayments.

It can also be used as a primitive prediction tool, by creating standing orders to simulate account incomings and outgoings, and then setting the program date to some time in the future. This will give you a rough idea of what state your account will be in on that date if you continue to spend or save at your current rate.

1.7 Requirements.

Requirements.

Although Easy Money is a very powerful program, you do not require a very powerful machine to run it. It has been written to run under WB2.0 and above, and should run quite happily on a machine with only 1MB of memory and a floppy disk drive. However, it will make use of any additional capabilities of the machine such as more memory, hard disks, etc.

1.8 Features.

Features.

The current registered version supports the following features.

- Unlimited Accounts in the one file.
- Two account types – Current and Credit.
- Unlimited Transactions in each Account.
- Unlimited Standing Orders in each Account.
- Seven frequencies of standing orders – Weekly, Fortnightly, Lunar Monthly, Monthly, Quarterly, Half Yearly and Annually.
- Transfer funds between accounts.
- Optional user defined limits for the number of transactions and standing orders on an account by account basis.
- Optional Password Protection for each file.
- Data files are coded to keep private information private.
- Merge several data files into one.
- Summarise your financial situation by listing all accounts with totals.
- Prints transactions, standing orders or account summary to a preference's printer or to a plain text file.

– Automatic Account Reconciliation.
– Keyboard short-cuts and toolbar buttons for the most common functions.
– Calculator.
– Millennium Compatibility. All dates entered are taken as being in the range 01/01/1990 to 31/12/2089.

The unregistered version has the following limitations.

– Cannot merge data files.
– Cannot load password protected files.
– Cannot save password protected files.
– No more than two accounts.
– No more than 15 transactions per account.
– Only one standing order per account.

1.9   Installation.

Installation.

Easy Money is very easy to install/upgrade using the supplied installer script. If you do not have Commodore's installer utility, or you would just prefer to install it manually, all you have to do is copy the Easy_Money directory from the archive to somewhere on your system (floppy disk, hard disk, ZIP disk, any disk).

You should now be ready to run the unregistered version of Easy Money using the program's default settings.

If you are upgrading from a previous version just replace the old program files (Easy_Money and EM_Calc) with the new ones. Easy Money will continue to use your own settings as set up in the preferences requester. If you had registered the old version, the new version will also be registered. You do not need to recreate your key-file, or resave your preferences, since these files are not distributed with Easy Money, and so will not be replaced.

1.10   Registration Details.

Registering Easy Money.

Easy Money is shareware. The unregistered version has the following limitations.

– Cannot merge data files.
– Cannot load password protected files.
– Cannot save password protected files.
– No more than two accounts.
– No more than 15 transactions per account.
– Only one standing order per account.

To unlock its full potential you will need to register. Once you have registered you will be able to merge files, use password protection, and have unlimited numbers of everything (memory allowing). I will also promise

to answer any questions you may have about the program to the best of my ability (I cannot even guarantee to reply if you have not registered).

To register just complete the
                orderform
                , and send it with £15 sterling (30
US dollars) to:

        Mr. Allan Savage
        2 Navar Drive
        Gransha Road
        Bangor
        N. Ireland
        BT19 7SW

The registration details you supply are linked to the resulting key-codes, so make sure that everything is spelt exactly the way you want it. They are also case sensitive, so you should not randomly change case unless you want them to appear that way on the Registration Screen.

If you cannot print the orderform, just write the required information on a piece of paper, but please ensure that it is easily readable. If I cannot read your writing (sometimes I can't read my own) you might lose your registration fee.

In return you will receive a copy of the registration details used, and the three resulting registration codes (key-codes), which will give you full access to the real power of Easy Money. You will also receive a serial number which will entitle you to free user support for the package. If you have decided to receive your key-codes by e-mail I will also attach a copy of your key-file, so you can simply install it without having to type in your details.

Your serial number plays no part in unlocking Easy Money, but it should be quoted in all correspondence if you want to get a reply.

It is strongly advised that you keep your key-codes safe so that you can recreate your key-file if necessary. I will not re-issue key-codes, unless you can prove, without a doubt, that you have already registered. Likewise, you should keep your serial number safe, since without it I cannot guarantee to answer any of your questions.

The key-codes (and the resulting key-file) will be unique to the registered user, so please do not give them to anyone else, as they can be traced back to you.

Upgrades can be obtained simply by getting the latest version from the Aminet or the Easy Money support site. All future versions will be compatible with the current key-file format.

Registrations, where the shareware fee is paid in cash, can be dealt with very quickly (the day I receive it if you want your key-codes by e-mail, or a few days later by post) . If you pay by cheque it will take about a week longer to validate the payment. If you are sending cash, please make sure that it is well wrapped in the envelope.

1.11 Registration Order Form.

```
To
Mr. Allan Savage
2 Navar Drive
Gransha Road
Bangor
N. Ireland
BT19 7SW


I  want to become a registered user of "Easy Money", and have enclosed
the  registration  fee of £15.00UK / $30.00US (delete as appropriate).
My details are as follows:

Name :      _____

Address :   _____

            _____

            _____

            _____


Country :   _____

Postcode : _____

E-Mail :    _____

Homepage : _____


I want to use the following information as my registration details.

Name :      _____

Street :    _____

Country :   _____

(These  three  fields  can  contain  any information, as long as it is
unique  to  you, but Name and Address is recommended.  Each field must
contain  at  most 30 characters, and must not be empty.  They are also
case sensitive.)

I  would  like  to  receive  my  registration  codes  via (please mark
relevant box)
     ---
    |   |  E-mail (recommended method)
     ---
    |   |  Postal Service
     ---
I  have  read, and agree with, the distribution rules as explained the
manual.  I will install my key-file on only one computer, and will not
```

```
        give either the key-file or the key-codes to anyone else.

        Signature : _____   Date : _____
```

1.12 Definitions.

```
Definitions.

Active account  - Each  file can contain more than one account.  Only one of
                  these  accounts  can  be  viewed or worked on at any time
                  (except when setting up a transfer).  This is known as the
                  active  account.  The  name  of  the  active account will
                  always be displayed in the screen's title bar.

Credit Account  - An account for which you have specified a credit limit.

Current Account - An  account  which does not have a credit limit associated
                  with it.

Overdrawn       - The  account  balance is negative for current accounts, or
                  less than the credit limit for credit accounts.

Checked         - When  a  transaction  appears  on  your  bank statement it
                  should  be  marked  as  checked.  This  will  display the
                  transaction  in  a different colour indicating that it has
                  been processed by your bank and will also tell the program
                  that  this  transaction should take no further part in the
                  automatic reconciliation process.

Deferred        - When  a  transaction  is marked as deferred its value will
                  not be added to the account balance.  This can be used for
                  a  number  of  reasons.  For  example,  you might defer a
                  cancelled  cheque  so  that it is recorded in the account,
                  but not deducted.
                  Deferred transactions will be cleared during the automatic
                  reconciliation  process,  which uses them to highlight the
                  transactions  which  might  not be on your bank statement.
                  If you want to keep a transaction marked as deferred it is
                  best to also mark it as checked.

Still Valid     - A  standing  order  is  "Still  Valid"  if  there  are any
                  outstanding  payments  yet to be made on it, i.e.  its end
                  date has not yet passed.

Completed       - A  standing  order  is  "Completed"  if  there  are no more
                  payments to be made on it.

Quarter         - A period of three months.  There are only four quarters in
                  the  year,  the  first running from April to June, and the
                  rest  running from July to September, October to December,
                  and January to March.

Lunar Month     - A  period  of four weeks.  There are thirteen lunar months
                  in a year.
```

1.13   Starting the Program.

Starting the Program.

The program can be started from either the command line or from the
Workbench.

To start it from the command line you can just enter the name of the program
(Easy_Money). This will start the program in its initial state, i.e. no
file will be loaded. To have Easy Money automatically load a file just add
the filename to the command line. For example, Easy_Money Demo_File.EMNY
will run Easy Money, which will then load the file Demo_File.EMNY. The
specified file does not have to be a data file. It is equally valid to
specify an Easy Money Preferences file. In this case the settings in the
specified file will override the program's default settings.

To start it from the Workbench you need only double click the program's
icon. To automatically load a data or preferences file you can simply
select the appropriate file icon and then shift double click the program
icon. This will behave in exactly the same way as specifying the filenames
on the end of the command line.

If you are using a registered version of the program you can specify more
than one file to be automatically loaded. Easy Money will automatically
load the first data file, and then merge all the others. Any preference
files will completely override any previous program settings. The
unregistered version will also allow you to specify more than one file, but
only the first file will be loaded. The unregistered program will not merge
data files.

1.14   Instructions.

                  Instructions.

The program is divided into three main screens, each of which has its own
subset of the entire menu system. Each screen also has a toolbar which
gives access to the more commonly used functions. Keyboard control is also
supported using keyboard short-cuts for the menu options and some other
special keys. These will all be explained in more detail in the relevant
sections of this manual.

                  Screens and toolbars

                  The Menus

1.15   Screens and toolbars.

                  Screens and toolbars.

Each screen in the system follows the same format. They are all divided

into two important areas, namely a list area and a toolbar. The screens
title bar will display the name and version of the program, and will also
show the name of the active account.

The list area is used to display the relevant information for the current
screen and as such it takes up most of the screen. It consists of a title
bar, a scroll bar and the display area itself. The display area is capable
of displaying its information in different colours, each of which has a
special meaning. The exact meaning depends on which screen is being viewed.

The toolbar is the small area at the bottom of the screen which contains
buttons to access the more commonly used functions. Most of these actions
can be performed using the menu system but there are a few special functions
which can only be accessed via the toolbar.

There are also some key controls common to all the screens.

                    The Key Controls

                    The Account Summary Screen

                    The Transactions Screen

                    The Standing Orders Screen

1.16   The Key Controls.

The Key Controls.

The keys which can be used to control the program are as follows. Keyboard
short-cuts for the menu options will not be listed since these can be looked
up from the menus themselves.

Up Arrow   : Scroll up the display list by one line.

Down Arrow   : Scroll down the display list by on line.

Shift + Up Arrow   : Scroll up the display list by one page.

Shift + Down Arrow   : Scroll down the display list by one page.

Ctrl + Up Arrow   : Display the first page of the display list.

Ctrl + Down Arrow   : Display the last page of the display list.

Right Arrow   : Cycles from one display to the next in the order
                       Transactions -> Standing Orders -> Account Summary.

Left Arrow   : Cycles from one display to the previous in the order
                       Transactions -> Account Summary -> Standing Orders.

Shift + Right Arrow : Cycles through the available accounts. Each press
Ctrl + Right Arrow : selects the next account on the list, or if the last

```
                              account is active it will select the first account.

Shift + Left Arrow  : Cycles  through  the  available  accounts.  Each press
Ctrl + Left Arrow   : selects  the  previous  account on the list, or if the
                      first  account  is  active  it  will  select  the last
                      account.

Help                : Displays  the  about window.  This may change in later
                      versions.

Delete              : Delete the currently selected items.  The exact effect
                      will depend on which screen is visible.

Shift + Delete      : Will delete the active account.

Ctrl + Delete       : Also deletes the active account.
```

1.17 The Account Summary Screen.

```
                    The Account Summary Screen.
```

```
This  screen  is used to view a summary of all the accounts contained within
the  current file.  It lists up to 25 accounts on screen at once, but can be
scrolled if you have more accounts than this.

For each account the information shown consists of
1. The account name.
2. The actual and maximum number of transactions for the account.
3. The actual and maximum number of standing orders for the account.
4. The credit limit for the account.
5. The credit remaining on the account.
6. The current balance of the account.

Each line will be listed in one of two colours.
1. Red means that the account is overdrawn.
2. Black means that the account is not overdrawn.

If  the  maximum  number  of transactions or standing orders is displayed as
"Inf"  this  means  that  there  is no limit set for that account.  "Inf" is
short for Infinite.

If  the  Credit  Left  or Balance fields show "Out of Rng" this simply means
that  the  value  is  too  big  to  display  in  the  available  space.  Any
calculations based on these figures will still be correct.

The  active  account will have its name listed in the screen's title bar and
will also be highlighted by a blue bar.

Clicking  on  an  account  will  select  it  as  the active account.  Double
clicking  on  an  account  will  call  up the
                  Account Attributes
                  requester
allowing that account to be edited.

The toolbar on this screen contains six buttons.  These are as follows
```

1.
                    Transactions
                    – Changes the display to the Transaction Screen.
2.
                    Standing Orders
                    – Changes the display to the Standing Order Screen.
3.
                    Print
                    – Prints the entire Account Summary to a printer or to
                        a file. The exact format of the output can be
                        altered using the
                    Printer Setup
                    requester. If
                        there are no accounts in the current file this
                        button will be disabled.
4.
                    Add
                    – Create a new account.
5.
                    Delete
                    – Delete the active account.
6.
                    Edit Attributes
                    – Displays the Account Attributes requester.

1.18   The Transactions screen.

                    The Transactions screen.

This   screen   is   used   to   control and to view the transaction list for the
active account.

Its   main   display   area lists up to 26 transactions at any one time. This
list can of course be scrolled as necessary if there are more than 26
transactions in the active account.

Each line will display the following information.
1. Date   – The date of the transaction.
2. Description   – A textual description for the transaction.
3. Debit Amount   – If the transaction is a debit this column will show
                          how much. Otherwise it will be empty.
4. Credit Amount   – If the transaction is a credit this column will show
                          how much.   Otherwise it will be empty. Amounts of
                          £0.00 are taken as a credit, no matter how they were
                          specified when creating the transaction.
5. Resulting Balance – The resulting account balance AFTER this transaction
                          has been added.

Each line will be listed in one of five colours.
1. Red means that the resulting balance is overdrawn after adding this
   transaction.
2. Black means that the resulting balance is not overdrawn.
3. Green means that the transaction has been marked as deferred.

4. Yellow means that the transaction has been marked as checked.
5. Blue means that the transaction has been marked as both checked and
   deferred.

Blue, Green and Yellow will all override Red or Black, i.e. If a checked
transaction makes the account overdrawn it will be shown in Yellow, not Red.

Selected transactions will be highlighted by a blue bar. It is possible to
select more than one transaction at a time simply by clicking on them
individually, or by selecting one and then dragging the highlight over the
others. The list will scroll if you attempt to drag the highlight above or
below the display area. To deselect a transaction simply click on it again.

Double clicking on a transaction will call up the
                Edit Transaction
          requester allowing all selected transactions to be edited in ←
             sequence.

The toolbar on this screen contains ten buttons. These are as follows

1.
                Standing Orders
                – Changes the display to the Standing Order Screen.
2.
                Print
                – Prints the transaction list to a printer or to a
                     file. By default all transactions will be printed
                     but this can be altered using the
                Printer Setup
                              requester. The exact format of the ←
                                  output can also
                     be altered using the Printer Setup. If there are
                     no transactions in the active account this button
                     will be disabled.
3.   Check   – Toggles the 'checked' state of the currently
                     selected transactions. If there are no
                     transactions selected this button will be disabled.
4.   Defer   – Toggles the 'deferred' state of the currently
                     selected transactions. If there are no
                     transactions selected this button will be disabled.
5.
                Add
                – Calls up the
                Add Transactions
                requester allowing
                     one or more transactions to be created.
6.
                Delete
                – Deletes all selected transactions, after confirming
                     that this is really what is required. If there are
                     no transactions selected this button will be
                     disabled.
7.
                Edit
                – Calls up the
                Edit Transactions
                  requester

```
                            allowing   all  the  selected  transactions  to  be
                            altered.   If  there  are  no transactions selected
                            this button will be disabled.
8.
                    Transfer
                    - Calls  up  the
                    Transfer Funds
                    requester allowing
                            one  or  more  fund transfers to be created.  There
                            must  be  at least two accounts in the current file
                            for this button to be available.
9.
                    ^
                    - Moves  the  selected  transaction  up  the list one
                            position.  This button will be disabled if there is
                            no  selected  transaction,  there  is more than one
                            selected transaction or the selected transaction is
                            already the first transaction for its date.
10.
                    v
                    - Moves  the  selected  transaction down the list one
                            position.  This button will be disabled if there is
                            no  selected  transaction,  there  is more than one
                            selected transaction or the selected transaction is
                            already the last transaction for its date.
```

1.19 The Transaction Display Sequence.

```
The Transaction Display Sequence.

The  transaction  list  will  always be displayed in date order.  Where more
than  one  transaction has the same date they will be displayed in the order
in which they were created.

However,  it  is  possible  for  you to change the order of the transactions
within  a particular date.  Selecting a single transaction will activate the
arrow  buttons  in  the  bottom  right corner of the screen, but only if the
transaction  can be moved in that direction without altering the date order.
i.e.  if  a transaction is already the last one for its date then it cannot
be  moved  further down the list.  Likewise, if it is the first for its date
then it cannot be moved up the list.

This  can  be useful to avoid the account becoming artificially overdrawn if
you know for sure that two transactions will happen in a certain sequence.

For  example,  imagine  your account has £100.00 in it and you send a cheque
for  £200.00 to your credit card company.  Later the same day you lodge your
£800.00 pay cheque.  This would give the following result;

    Previous Balance                                 100.00
    Pay credit card bill     200.00            -100.00  << Negative Result
    Lodge Pay Cheque                    800.00    700.00

But,  you  know  that  your  pay cheque will get through the bank's clearing
```

system long before your credit card payment simply because of the postal
delays in the card payment getting to the card company. Simply move the pay
cheque up one transaction, or move the card payment down one. This shows
that the account never actually becomes overdrawn, as follows;

```
    Previous Balance                              100.00
    Lodge Pay Cheque                   800.00     900.00  << Positive Result
    Pay credit card bill     200.00               700.00
```

1.20 The Standing Orders Screen.

                    The Standing Orders Screen.

This screen is used to control and to view the standing order list for the
active account.

Its main display area lists up to 26 standing orders at any one time. This
list can of course be scrolled as necessary if there are more than 26
standing orders in the active account.

Each line will display the following information.
1. Start   – The start date for the standing order. This is the date
                  used for the first transaction created by the standing
                  order.
2. End   – The end date for the standing order. This is not
                  necessarily the date of the last transaction created by the
                  standing order.   It is simply an upper limit, after which
                  no transaction will be created by the standing order.
3. Description – A textual description for the standing order. This will be
                  used as the description for each transaction created by the
                  standing order.
4. Type   – This shows the frequency of the standing order, and is used
                  to determine when the individual transactions will be
                  created.
5. Amount   – This is the value of the standing order, and will be used
                  as the value for each transaction created by it.

Each line will be listed in one of three colours.
1. Black means that the standing order is for a positive amount, i.e. a
   credit.
2. Red means that the standing order is for a negative amount, i.e. a
   debit.
3. Yellow means that the standing order is completed, i.e. its end date has
   already passed.

Yellow will override Red or Black, i.e. A completed standing order will
always be shown in yellow, regardless of whether it is a credit or debit.

Selected standing orders will be highlighted by a blue bar. It is possible
to select more than one standing order at a time simply by clicking on them
individually, or by selecting one and then dragging the highlight over the
others.   The list will scroll if you attempt to drag the highlight above or
below the display area.   To deselect a standing order simply click on it
again.

Double clicking on a standing order will call up the
                    Edit Standing Order
              requester allowing all selected standing orders to be edited in ↵
                  sequence.

The toolbar on this screen contains nine buttons. These are as follows

1.
                    Transactions
                    – Changes the display to the Transaction Screen.
2.
                    Print
                    – Prints the standing order list. The exact format of
                       the output can be altered using the
                    Printer Setup
                                   requester. If there are no standing ↵
                                      orders in the
                       active account this button will be disabled.
3.
                    Add
                    – Calls up the
                    Add Standing Orders
                    requester allowing
                       one or more standing orders to be created.
4.
                    Delete
                    – Deletes all selected standing orders, after confirming
                       that this is really what is required. If there are no
                       standing orders selected this button will be disabled.
5.
                    Edit
                    – Calls up the
                    Edit Standing Orders
                    requester allowing
                       all the selected standing orders to be altered. If
                       there are no standing orders selected this button will
                       be disabled.
6.
                    Transfer
                    – Calls up the
                    Transfer Funds
                    requester allowing one
                       or more regular fund transfers to be created. There
                       must be at least two accounts in the current file for
                       this button to be available.
7. Stop Payments – Sets the End Date of all selected standing orders to
                       the current date, but only if the End Date is not
                       filled in, or if the End Date is sometime after the
                       current date, i.e.   it will have no effect on those
                       standing orders which have already terminated. If
                       there are no standing orders selected this button will
                       be disabled.
8.
                    ^
                    – Moves the selected standing order up the list one
                       position.   This button will be disabled if there is no
                       selected   standing order, there is more than one

```
                                 selected standing order, or the selected standing order
                                 is already at the top of the list.
9.
                     v
                   - Moves  the  selected  standing  order down the list one
                      position.  This button will be disabled if there is no
                      selected  standing  order, there  is  more  than  one
                      selected standing order, or the selected standing order
                      is already at the bottom of the list.
```

1.21   The Standing Order Display Sequence.

```
              The Standing Order Display Sequence.
```

The exact sequence in which the standing orders are displayed does not
matter.   For this reason they are just displayed in the order in which they
were created.

It is possible to change this order simply by selecting them one at a time
and moving them to a new position using the arrow buttons at the bottom
right of the screen. When the selected standing order reaches the top or
bottom of the list, the relevant arrow button will become disabled.

Changing the display sequence also alters the processing sequence of the
standing orders. The effect of this is that if two or more standing orders
occur on the same day, the transactions associated with the first one will
be added to the account first. This might lead to problems with artificial
overdrafts on the transaction list. However, this can easily be corrected
either by swapping the standing orders around, or by switching each of the
transactions individually (See
              the transaction display sequence
              for more
details on this).

Another reason for moving the standing orders is simply to group them. For
example, you might have several standing orders set up to pay various
insurance policies. It would make sense to group these together so that you
can see at a glance which policies are being paid.

Note that moving a standing order will not change the order of any
transactions already created by it. It will only affect the order in which
future transaction will be created.

1.22   The Menus.

```
              The Menus.
```

The main menu system.

The following is a summary of the complete menu system for the entire

program. Menus common to all three screens are shown first. These are
followed by the screen specific menus.

    File   Accounts   Displays

                New

                Select ...

                Transactions ...

                Open ...

                Add ...

                Standing Orders ...

                Merge ...

                Delete ...

                Account Summary ...

                Close

                Attributes ...

                Save
                    Printer   Tools

                Save As ...

                    Print Transactions

                Preferences ...

                Password ...

                    Print Standing Orders

                Change Date ...

                Registration ...

                    Print Account Summary

                Calculator ...

                About ...

                    Printer Setup ...

                Quit
            The Transactions screen also has an additional "Reconcile" sub- ←↩
                menu on the
"Accounts" menu, and an additional "Transactions" menu. The Standing Order
screen has an additional "Standing Orders" menu.

       Transactions   Standing Orders   Accounts - Reconcile

                    Add ...

                    Add ...

                        Find Balance ...

                    Delete

                    Delete

                        Check Undeferred

                    Edit ...

                    Edit ...

                        Clear Defers

                    Transfer Funds ...

                    Transfer Funds ...
                    The Preferences menu system.

The following is a summary of the menu system for the preferences requester.

     Preferences

                    Restore

                    Load Default

                    Load Other ...

                    Save Default

                    Save As ...

                    Use Current

                    Cancel

1.23   File - New

                File - "New"

This option will delete all accounts in the current file (if any) and will
display the
                New Account requester.
                If the current file has any unsaved changes, you will be warned ←
                    that these
will be lost if you continue. You will be given the option of continuing

anyway, saving the file first and then continuing or cancelling the entire
operation.

1.24   File - Open ...

                    File - "Open ..."

This option will delete all accounts in the current file (if any) and will
then load a new file from disk.

If the current file has any unsaved changes, you will be warned that these
will be lost if you continue. You will be given the option of continuing
anyway, saving the file first and then continuing or cancelling the entire
operation.

The program will next display a file requester. You may then choose any
valid Easy Money data file (or files using shift selection) and the program
will attempt to load it (or them) into memory. If any selected file is not
an Easy Money data file an error will be displayed and that file will not be
loaded.   The program will continue to try loading any remaining files. If
you select more than one file, the first one will be loaded as normal
(replacing anything currently in memory) and all the others will be

                    merged
                     with this.   (The unregistered version of the program will ←
                        only
allow you to select one file at a time.)

If any file is password protected you will be given three chances to enter
the correct password. Failure to do so means that file will not be opened.
Remember that the passwords are case sensitive, i.e. "PassWord" is not the
same as "password".

Assuming the password is entered correctly (if applicable) the file will now
be loaded. If the file is corrupted or truncated an error will be displayed
and the file will stop loading. In this case anything which has been loaded
successfully will remain in memory, thus reducing the amount of data lost.
The same will happen if the program runs out of memory while loading the
file. The program will still attempt to load any other files which you have
selected.

When each file has been loaded the current display will be updated to show
the new data.   The new active account will be whichever account (in the
first file) was active when the file was last saved. The position you were
at when you last saved the file will also be restored.

During the loading process the accounts will all be updated to reflect the
current situation as instructed by the standing orders. The rules for this
are explained in the
                    Change Date
                    section.

1.25   File - Merge ...

                    File - "Merge ..."

This option will not be available if there is no file currently loaded or if
you are using an unregistered version of the program. When available it
will load a new file (or files) from disk adding it (or them) to the
currently loaded file.

The process involved is the same as that for
                    opening a file.
                        When a file is merged the accounts in the new file are added to ←
                        the account
list of the current file. If one or more of the new accounts have the same
name as one of the existing accounts, the new ones will be renamed. It is
not yet possible to merge two accounts into one.

When merging a file the active account will not change. This means that the
display will not change, unless you are looking at the account summary
screen.

1.26   File - Close

File - "Close"

This option will not be available if there is no file currently in memory.
When available it will delete the current file from memory.

If the current file has any unsaved changes, you will be warned that these
will be lost if you continue. You will be given the option of continuing
anyway, saving the file first and then continuing or cancelling the entire
operation.

1.27   File - Save

                    File - "Save"

This option will not be available if there is no file currently in memory.
When available it will simply save the file to disk using its current name.

The new file will overwrite the old one, but this behaviour can be changed
using the
                    program preferences.
                        The alternative will create a backup copy
of the old file (replacing any previous backups) and will then save the new
file.

It is also possible to automatically create an icon for the file. This can
also be set in the program preferences. If an icon already exists for the
file it will not be replaced. The icon used for this purpose is stored in
the PROGDIR:ICON directory and can be changed to customise your system. If

you   replace   this file you must make sure that the new icon has its default
tool pointing to the Easy Money program file.

If   you   are working on a new file which has not yet been named, this option
will work in the same way as the
                    Save As
                    option.

1.28   File - Save As ...

                    File - "Save As ..."

This   option   will not be available if there is no file currently in memory.
When available it will save the file to disk using a new name.

It   will first display a file requester allowing you to name (or rename) the
file.   If a file with the selected name already exists you will be asked to
confirm that it should be replaced.

It   will   also   check   if   a   password   is required and if necessary it will
display the
                    password selection requester
                    allowing you to enter one.   This
will   not   happen   if you have already entered a password, manually switched
off   the   password, or have set the
                    program preferences
                    so that passwords
are not required for new files.

From here on this option will operate in the same way as
                    Save.

1.29   File - Password ...

                    File - "Password ..."

This option will not be available if there is no file currently loaded or if
you   are   using   an   unregistered version of the program.   When available it
will display the
                    password selection requester
                    allowing you to add, remove
or change the password for the current file.

These password settings are stored in the file when it is saved.   This makes
it   possible   to   place   passwords on some of your files, and not on others.
Each   file may have a different password, and password protection will still
operate correctly if the file is loaded on a different machine.

1.30   The Password Selection Requester.

The Password Selection Requester.

The password selection requester contains a cycle gadget, three text boxes
and an "OK" button.   Together these are used to add, remove or change a
password.

The "OK" button can be used to close the requester at any time unless you
have selected to use a password, but have not yet specified one.

The "Use Password" cycle gadget has two settings, "Yes Please" and "No
Thanks".   Not surprisingly, it is used to select if Easy Money should
password protect the current file.   If a file is saved without password
protection, any password which may have been previously set will be lost
when the file is subsequently reloaded.

Setting the "Use Password" cycle gadget to "Yes Please" will enable you to
create or change the password. If the current file already has a password
the "Enter Old Password" text box will become active and you will have to
enter the current password before you are allowed to change it. After
correctly entering the old password, or if the file does not already have a
password, the "Enter New Password" text box will activate. Just enter your
new password and the "Verify New Password" text box will ask you to repeat
it.   The New password will only be set if you enter exactly the same text in
both the "New Password" boxes.

Note that passwords are case sensitive, i.e. "Password", "password" and
"PASSWORD" will be treated as three different words.

1.31   File - Registration ...

                    File - "Registration ..."

This option will display the
              registration details
              window. It can be used
to view the current details, but its more important function is to accept
new details and create a suitable key-file.

Without a valid key-file the program will only operate in the unregistered
mode.

1.32   The Registration Details Window.

                    The Registration Details Window.

The registration window is very simple to use. When it is first displayed
it will contain the current registration details. To close the window
without trying to create a key-file just click on the Cancel button or press
'C' or 'Escape'.

To create a valid key-file you will first need to
                register with me.
                I
will then send you three numeric codes and a serial number. Just enter the
three lines of text which you have registered, the three numeric codes and
the serial number and click on 'Make Key-File'. The registration details
are case sensitive, so it is important that you enter them exactly as
registered.

If you have entered the details correctly Easy Money will immediately switch
to its registered mode.

The key-file created by this process will be stored in the Easy Money
program directory and will be called Easy_Money.KEY. Do NOT delete this
file unless you can recreate it, otherwise Easy Money will revert to its
unregistered mode.

1.33   File - About ...

File - "About ..."

The Easy Money About box just shows some information about the program, such
as which version it is and when it was compiled.

Most of this information will only change if you get a new version of the
program. However, there are two pieces of information at the bottom which
might change every time you open the requester. These are the number of
accounts in the current file, and the amount of free memory on your system.

1.34   File - Quit

File - "Quit"

This option will close the current file, and will then quit the program.

If the current file has any unsaved changes, you will be warned that these
will be lost if you continue. You will be given the option of continuing
anyway, saving the file first and then continuing or cancelling the entire
operation.

1.35   Accounts - Select ...

                Accounts - "Select ..."

This option will only be available if there are two or more accounts in the
current file.

When available it will display the

                    Account Selection list
                    allowing you to
pick one of the accounts in the current file. Whichever account is chosen
will become the new active account.

1.36   The Account Selection List.

The Account Selection List.

This list will display the names of all accounts in the current file. It
can be scrolled if there are too many accounts to be displayed at once. By
default the active account will be highlighted by a blue bar and will be
visible within the list.

The list will always be in alphabetical order, even if the accounts have
numeric names. This means that "2" will come after "19" and "200" will come
before "21".

The cursor keys can be used to move the blue highlight up and down the list.
The left and up key will both move it up the list, while right and down both
move it down.   The list should scroll automatically to keep the highlight
bar in view. If you attempt to move the bar off the end of the list it will
wrap around to the other end.

To select an account just highlight it with the blue bar, and then press
"Return" or "Enter". You can also use the button on the left underneath the
list by clicking on it with the mouse or pressing the underlined letter.
The text on this button will change depending on the reason the list is
displayed.

You may also select an account by simply double clicking on it.

To cancel the selection process just click on "Cancel" or press "C" or
"Escape".

1.37   Accounts - Add ...

                    Accounts - "Add ..."

This option will only be available if you have already created or loaded a
file.

When available it will open the
                    New Account requester
                    allowing you to
create any number of new accounts, memory permitting. These accounts will
be inserted into the account list of the current file in alphabetical order.

1.38   The New Account requester.

                    The New Account requester.

This requester contains all the fields and buttons necessary to create and
initialise a new account.

Most of these fields contain sensible default values, so you do not have to
change them unless you wish to specify something different. Most of them
can also be changed later using the
                    Account Attributes
                    so it is not a
problem if you forget to change something.

The "Account Name" is used to identify the account. This is the name which
will be displayed on the account summary screen, on the account selection
lists and in the screen's title bar when the account is active. This is a
free format text field which must contain something.   The only other
restriction is that the contents should be unique within the file. i.e. no
two accounts within a single file can have the same name.

The "Starting Balance" is used as a starting point for the calculations on
the account. This is the only thing which cannot be directly changed later.
You can only enter a positive amount with at most 2 decimal places. If you
need to enter a negative value the cycle gadget should be changed to
"Debit". Leaving this empty will use a value of 0.00.

The
                    Maximum Number of Transactions
                    field is used to set an upper limit on
the number of transactions which will be kept for each account. This can be
any number in the range 0-9999 inclusive. If left empty a value of 0 will
be   assumed.   The   default value for this field can be set in the

                    Program Preferences.
                     Setting this value to 0 will disable the limit and
all transactions will be kept.

The
                    Maximum Number of Standing Orders
                    field is used to set an upper limit
on the number of standing orders which will be kept for each account. This
works in the same way as the limit on transactions, the only difference
being that the maximum value is 999. The purpose of these limits is simply
to keep the file size small, thereby keeping the loading and saving times to
a minimum, and also preventing smaller machines from running out of memory.

The "Account Type" selector is used to specify the type of the new account.
Currently the only two options are "Current Account" and "Credit Account".
The only difference between these two is that a "Credit Account" can have a
credit limit.

The "Credit Limit" field will only be available if the account type is set
to "Credit".   It is used to specify the credit limit on the account and can
easily be changed later if your credit limit increases. This will usually

be a negative value and represents how much (of somebody else's) money you
are allowed to spend before the account is considered overdrawn. It can
also be set to a positive value by using the cycle gadget beside it. This
might be useful to set a early warning on your bank account so that Easy
Money will warn you when you are running low on funds.

The "OK" button will create the new account and close the requester. It may
be activated by pressing "O", "Return" or "Enter" when none of the text
fields are active, or simply by clicking on it with the mouse.

The "Next" button will create the new account and clear the requester ready
for another account to be set up. It may be activated by pressing "N" or by
clicking on it.

The "Cancel" button will close the requester without creating the account.
It can be activated by pressing "C" or "Esc" or by clicking on it.

1.39   The Transaction Limit.

Limiting the number of Transactions.

Each account can have an individual limit set on the number of transactions
which will be kept. This function can be switched off simply by setting the
limit to 0 in which case all transactions will be kept.

This function can be used to keep the file small, thereby saving time, disk
space and memory.

When the limit is reached and a new transaction is added the first
transaction on the list will be deleted. Its value will be added to the
account's starting balance so that the overall total will remain unchanged.
In this way the account will maintain the correct total, but will keep only
the most recent transactions. Note that if you add a transaction to the
start of the list when the limit has been reached, the new transaction will
be lost, but its value will be added into the account.

The unregistered version of the program will keep at most 15 transactions,
regardless of the value which this limit is set to.

1.40   The Standing Order Limit.

Limiting the number of Standing Orders.

Each account can have an individual limit set on the number of standing
orders which will be kept. This function can be switched off simply by
setting the limit to 0 in which case all standing orders will be kept.

This function can be used to keep the account tidy by automatically deleting
completed standing orders.

When the limit is reached and a new standing order is added, one of two
things will happen. If you have some completed standing orders you will be
given the option of deleting them all, increasing the limit or cancelling
the operation. If all your standing orders are still valid you will only be
given the option of increasing the limit or cancelling the operation.

Choosing to cancel will abort without adding the new standing order to the
account.

Choosing to delete will remove all completed standing orders making space
for the new one, and will then add the new one as normal.

Choosing to increase the limit will present you with a choice of one, five,
or ten. Just select how much you want to add, and the limit will be
increased. The new standing order will then be added as normal.

The unregistered version of the program will only allow you to create one
standing order on each account, regardless of the value which this limit is
set to. It will not offer any of the options described above if you attempt
to create more than this.

1.41   Accounts - Delete ...

                    Accounts – "Delete ..."

This option will only be available if there are two or more accounts in the
current file.

When available it will display the
                    Account Selection list
                    allowing you to
pick one of the accounts in the current file. Whichever account is chosen
will be deleted.

Before deleting the account, the program will confirm that you really want
to do so. This is your last chance to change your mind so make sure that
you have selected the correct account before clicking on "Yes". If you do
not want to delete the account after all just click on "No" and the
operation will be cancelled leaving your file untouched.

If you have selected to delete the active account, the next account in the
list (or the first account if the active account is already last in the
list) will become active and the screen will be updated accordingly.

The active account will not change if another account is deleted. In this
case the display will only change if you are viewing the account summary.

1.42   Accounts - Attributes ...

                    Accounts – "Attributes ..."

This   option   will only be available if you have already created or loaded a
file.

When available it will open the
                Account Attributes Requester
                allowing you
to edit most of the details for the current set of accounts.

1.43 The Accounts Attributes Requester

                The Accounts Attributes Requester.

This   requester   contains   all the fields and buttons necessary to alter the
way an existing account operates.

When   the   requester   first   opens it will display the details of the active
account.   These values can be edited at any time.

The   "Account Name" field will display the current name of the account.   If
this   value is changed the account will be renamed.   If necessary the whole
account   will   be moved to a new position in the account list to ensure that
the   list   remains   in   alphabetical   order.   Just as when setting up a new
account,   it   is a free format text field which must contain something.   The
only   other   restriction   is   that   the contents should be unique within the
file.   i.e.   no two accounts within a single file can have the same name.

The   "Transactions"   line shows the current number and the maximum number of
transactions.   The
                limit on the number of transactions
                can be changed at
any time   simply by altering   the value in the "Maximum" box.   Just as when
creating   the account, this can be any number in the range 0-9999 inclusive.
If   left   empty   a   value   of 0 will be assumed which will disable the limit
completely.   Setting   this   to   a   value   lower   than the current number of
transactions (except for 0) will display a warning and you will be given the
choice   of   deleting   the   extra   transactions,   setting   the maximum to the
current   number   of   transactions,   or   leaving the limit unchanged. If you
choose   to delete the extra then these will be removed from the start of the
transaction list.

The   "Standing   Orders" line shows the current number and the maximum number
of   standing   orders.   The
                limit on the number of standing orders
                can be
changed at any time simply by altering the value in the "Maximum" box.   Just
as   when   creating   the   account,   this can be any number in the range 0-999
inclusive.   If   left   empty a value of 0 will be assumed which will disable
the limit completely. Setting this to a value lower than the current number
of   standing   orders   (except   for 0) will display a warning and you will be
given   the   choice   of   deleting some completed standing orders, setting the
maximum   to   the   current   number   of   standing orders, or leaving the limit
unchanged.   If you choose to delete the completed standing orders, then only
enough   will be removed to reach your new limit.   If there are not enough to

reach the new limit they will all be deleted and the limit will be set to the number of standing orders left. Note that it is impossible to reduce the limit below the current number of active standing orders. To do so would involve deleting some active information which could be dangerous. If you still wish to decrease the limit you will have to manually delete some active standing orders first.

The "Account Type" selector is used to change the type of the account. Currently the only two options are "Current Account" and "Credit Account". The only difference between these two is that a "Credit Account" can have a credit limit.

The "Current Balance" is a display only field which shows how much money is currently available in the account. For current accounts this will usually (hopefully always) be a positive value indicating how much you have saved. For credit accounts it will usually be a negative value indicating how much you currently owe.

The "Credit Limit" field will only be available if the account type is set to "Credit". It is used to specify the credit limit on the account and can easily be changed at any time. It will usually be a negative value (Debit) and represents how much (of somebody else's) money you are allowed to spend before the account is considered overdrawn. It can also be set to a positive value (Credit) by using the cycle gadget beside it. This might be useful to set a early warning on your bank account so that Easy Money will warn you when you are running low on funds.

The "Credit Remaining" field is also display only. It shows how much you can spend from the account before it will be overdrawn. For current accounts this will be the same as the current balance. For credit accounts it will show the difference between the current balance and the credit limit.

The "OK" button will accept the changes you have made and close the requester. It may be activated by pressing "O", "Return" or "Enter" when none of the text fields are active, or simply by clicking on it with the mouse.

The "Next" button will accept the changes you have made and display the details for the next account in the list. If have just altered the last account the first account will be displayed. The next account will be determined after the current account is changed. This means that if you change the account name the next account will depend on where the current account ends up in the list, not on where it began. The button may be activated by pressing "N" or by clicking on it. If you only have one account in the current file this button will not be available.

The "Cancel" button will close the requester without changing the account. It can be activated by pressing "C" or "Esc" or by clicking on it.

1.44 Accounts - Reconcile - Find Balance ...

                    Accounts – Reconcile – "Find Balance ..."

This option will only be available if you have one or more transactions in
the active account.   When available, it will display the
                 Find Balance

                 requester
                 allowing you to enter a target balance or cancel the operation.

If you enter a balance and proceed the program will then attempt to find a
set of transactions which together produce the balance you have requested.
All other transactions will be deferred.

The objective of this function is to make it easier to mark those
transactions which are on your latest bank statement. In theory you just
enter the balance on your bank statement and the program will defer any
transactions which are not on the statement. In practise it might defer the
wrong transactions, for example if you have several transactions for the
same amount, so it is always worth checking its selection by hand. For this
reason I prefer not to use this function at all and just check everything by
hand.

If you find this function useful please tell me about it, otherwise I might
drop it from future versions of the program.

This function will only search unchecked transactions since anything which
is checked has already been accounted for on previous bank statements. It
will defer or undefer any unchecked transactions necessary to give the
account balance you have requested. This means that if you have deferred
any transactions manually, for example cancelled cheques, and you want these
to remain deferred, you should also mark them as checked. If it cannot find
the target balance it will leave the transaction list unchanged.

Warning : This operation can take a long time to complete and once started
it cannot be stopped. It will search the most recent transactions first,
since these are the most likely the be missing from your statement, but if
you have entered the wrong balance, or have not kept your account up to
date, it will search every possible combination before deciding that your
target value cannot be achieved. The actual time taken will depend on the
speed of your machine, and also on the number of unchecked transactions in
the account.   In general, if it does not finish within the first few
seconds, it probably will not find the target balance.

1.45   The Find Balance Requester

The Find Balance Requester.

This requester allows you to enter a target balance for the automatic
reconciliation function. You just enter the value in the "Required Balance"
field and select whether this is a positive or negative value using the
"Credit/Debit" cycle gadget. Leaving this field empty will use a value of
0.00 in which case the Credit/Debit setting is not important.

Selecting "Cancel" will abort the search. This may be done by clicking on

the button with the mouse or pressing "C" or "Esc" when the value field is
not active.

Selecting "OK" (by clicking on it or pressing "O", "Return" or "Enter") will
display a warning that the search might take a long time. This is your last
chance to cancel the search.   Select "Yes" and the search will proceed,
select "No" and it will be cancelled.

1.46   Accounts - Reconcile - Check Undeferred

                    Accounts - Reconcile - "Check Undeferred"

This option will only be available if you have one or more transactions in
the   active   account.   When available, it will mark all undeferred
transactions in the active account as checked.

Before doing anything it will ask for confirmation. This will be your last
chance to cancel.

This function does not have any practical use except as part of the
automatic reconciliation process.   In this context it should be used
immediately after completing the
                Find Balance
                search, and before using
the
                Clear Defers
                 option. i.e. Defer all transactions which are not on
your bank statement, check everything else, and undefer those transactions
again.

1.47   Accounts - Reconcile - Clear Defers

                    Accounts - Reconcile - "Clear Defers"

This option will only be available if you have one or more transactions in
the   active   account. When available, it will undefer all unchecked
transactions in the active account.

Before doing anything it will ask for confirmation. This will be your last
chance to cancel.

This function does not have any practical use except as part of the
automatic reconciliation process.   In this context it should be used after
completing both the
                Find Balance
                 search, and the
                Check Undeferred
                function. i.e. Defer all transactions which are not on ←
                  your bank
statement, check everything else, and undefer those transactions again.

1.48   Accounts - Printer - Print Transactions

                    Accounts – Printer – "Print Transactions"

This option will not be available if there are no transactions in the active
account.   When available it will   print the current transaction list to
either the printer or to a text file. The exact format of the list will
depend on the current settings in the
                    printer setup
                    and will be described
in more detail there.

Each line of information printed will be similar to the layout of the
information on the transaction screen. However, as it is not possible to
use colour (at least not for everyone), checked transactions will be marked
with a star in the extreme right hand column and will also be printed in
italic, if your printer supports this. Deferred transactions will have
their total balance replaced by the word "Deferred". As they are not added
to the total, the balance will be the same as on the previous transaction.

This function may be cancelled at any time simply be clicking on the
"Cancel" button below the progress bar, or by pressing "Esc" or "C". Note
that this will only stop Easy Money from printing any more information. If
your printer has a large buffer (most do) if will continue to print until
the buffer is empty.

1.49   Accounts - Printer - Print Standing Orders

                    Accounts – Printer – "Print Standing Orders"

This option will not be available if there are no standing orders in the
active account. When available it will print the current standing order
list to either the printer or to a text file. The exact format of the list
will depend on the current settings in the
                    printer setup
                    and will be
described in more detail there.

Each line of information printed will be similar to the layout of the
information on the standing order screen. However, as it is not possible to
use colour (at least not for everyone), completed standing orders will be
marked with a star in the extreme right hand column and will also be printed
in italic, if your printer supports this.

This function may be cancelled at any time simply be clicking on the
"Cancel" button below the progress bar, or by pressing "Esc" or "C". Note
that this will only stop Easy Money from printing any more information. If
your printer has a large buffer (most do) if will continue to print until
the buffer is empty.

1.50   Accounts - Printer - Print Account Summary

                    Accounts – Printer – "Print Account Summary"

This option will only be available if you have already created or loaded a
file.   When available it will print the current account summary to either
the printer or to a text file. The exact format of the list will depend on
the current settings in the
                    printer setup
                    and will be described in more
detail there.

Each line of information printed will be similar to the layout of the
information on the account summary screen. However, as it is not possible
to use colour (at least not for everyone), overdrawn accounts (the credit
left is less than zero) will be marked with a star in the extreme right hand
column and will also be printed in italic, if your printer supports this.

This function may be cancelled at any time simply be clicking on the
"Cancel" button below the progress bar, or by pressing "Esc" or "C". Note
that this will only stop Easy Money from printing any more information. If
your printer has a large buffer (most do) if will continue to print until
the buffer is empty.

1.51   Accounts - Printer - Printer Setup ...

                    Accounts – Printer – "Printer Setup ..."

This option is available at all times and simply calls up the
                    Print Setup
                    requester.

1.52   The Print Setup Requester

                    The Print Setup Requester.

This requester contains seven settings which combine to control the output
from the print functions. The default values for these come from various
sources but once initialised they will not change unless you change them.

Lines Per Page   – This setting is initialised from the system's printer
                          preferences. Changing it will only affect Easy
                          Money's printing routines and will have no effect on
                          the system preferences. It simply controls how many
                          lines will be printed before the program starts a new
                          page. Setting this to too low a value will result in
                          wasted space at the bottom of each page. Too high a
                          value will result in the printer ejecting the page
                          before it is finished.

Paged Output   – This setting is initialised from the value stored in
                          the
                 program preferences.
                  It controls whether the
                      print commands will produce a simple list or will
                      format the output into individual pages, each with
                      its own titles and page numbers.
                      If it is checked then the printed output will be
                      separated into individual pages. At the top of each
                      page there will be a header line showing the account
                      name, the print mode (Transactions/Standing Orders)
                      and the date. The next few lines will show the
                      column headers which appear at the top of the screen.
                      The page number will appear at the bottom of each
                      page, in the format "Page 1 of 2". Since each page
                      will be filled the "Eject Last Page" setting will be
                      switched on and disabled.
                      If it is unchecked then only the selected information
                      will be printed.   There will be no headers, page
                      numbers or page breaks, and the "Eject Last Page"
                      setting will be enabled.

Eject Last Page   – This setting is initialised from the value stored in
                          the
                 program preferences.
                  It controls whether the
                      print commands will cause the printer to eject the
                      last page of the printout.
                      If it is checked the last page of each printout will
                      be ejected from the printer.
                      If it is left unchecked the last page of each
                      printout should remain in the printer.   This is
                      useful to save paper, since more than one small list
                      may be printed on a single page. However, this will
                      not work for every case. If the last line of the
                      printout happens to be on the last line of the page
                      most printers will automatically eject the page.
                      Some printers (laser printers for example) will
                      always eject the last page, and some third party
                      utilities (PrintManager for example) can be set to
                      eject the last page of every print.
                      If "Paged Output" or "Print to File" are switched on
                      this setting will be disabled.   If only "Paged
                      Output" is on, it will be switched on, while "Print
                      to File" will always switch it off.

Stop after each Page – This setting will also take its initial value from
                          the
                 program preferences.
                  It controls whether the
                      print commands will pause at the end of each page.
                      This is only of use to allow time to load a new page
                      into the printer. However, since most printers now
                      have automatic sheet feeders it is unlikely that this
                      will ever be needed. When you have loaded a new page
                      just click on the "Continue" button.
                      If "Print to File" is switched on, this option will

                         automatically be switched off and disabled.
                         Note: this option may be removed in future versions
                         of the program to make space for new options. If you
                         find it useful please let me know so that I will know
                         not to delete it.

Print to File   – This option will always be switched off when the
                         program is started.   It is used to redirect the
                         output of the printer functions to a plain text file.
                         When it is switched on both "Eject Last Page" and
                         "Stop after each Page" will be automatically switched
                         off and disabled. Also, any special printer control
                         codes (such as bold, italics and form feeds) will not
                         be printed.
                         When it is switched on the print functions will
                         display a standard file requester, allowing you to
                         select where the output file should be stored.
                         Simply select an output file, and the function will
                         continue as normal, but all its output will be stored
                         in the file. If the selected file already exists you
                         will be prompted to confirm that it should be
                         overwritten.

Start Date   – Initially this setting will be empty. It only works
                         for the
                    Print Transactions
                    function and specifies
                         the first date for which any information will be
                         printed.
                         If it contains a date then all transactions on or
                         after that date will be printed. If it is empty then
                         all transactions from the start of the active account
                         will be printed.

End Date   – This works in much the same way as "Start Date" but
                         it specifies the last date for which any information
                         will be printed. Initially it will be empty.
                         If it contains a date then all transactions on or
                         before that date will be printed. If it is empty
                         then all transactions from the start date to the end
                         of the active account will be printed.

1.53 Transactions - Add ...

                    Transactions – "Add ..."

This option will only be available if you have already created or loaded a
file.

When available it will simply call up the
                    Add Transactions
                    requester
allowing you to add one or more transactions to the active account.

1.54 The Add/Edit Transactions Requester

                    The Add/Edit Transactions Requester

This requester provides one of several ways to add information to the
transaction list of the active account, the others being
                  fund transfers
                and
                 standing orders.
                    It also provides the only way to edit any of the
existing information.   It contains three text boxes, two check boxes and a
set of radio buttons for entering or changing the information. It also
contains two or three buttons (depending on the exact circumstances) to
control the actions of the requester.

Adding Transactions.

When adding a new transaction the "Description" field will always start off
empty.   It should be used to enter a text description for the new
transaction.   It can contain any text, the only limitations being that it
cannot be left empty and it cannot contain more than 35 characters.

The "Date" field will contain the date of the last transaction added (or
edited) to the active account.   If you have not added or edited a
transaction for the active account since loading the file, the date field
will contain the current date.

The "Amount" field will always start empty.   It should be used in
conjunction with the "Debit/Credit" radio buttons to specify the amount of
the new transaction. The number field can only be used to enter a positive
value with 2 decimal places at most. If this field is left empty, a value
of 0.00 will be used.

The "Debit/Credit" radio buttons are used, together with the "Amount" field,
to specify the value of the transaction. The default value will be debit
(unfortunately most accounts have more withdrawals than lodgements) so you
will only need to change this when you are creating a lodgement.

The "Checked" check box is used to mark a transaction as being
                  checked.
                  If
the box contains a tick the transaction will be checked.

The "Deferred" check box is used to mark a transaction as being
                  deferred.
                    If the box contains a tick the transaction will be deferred.

Editing Transactions.

When editing an existing transaction all the above fields will contain the
relevant information from that transaction. All of them can be changed as

required, the only restrictions being the same as for adding the
transaction. i.e. the description field cannot be empty or more than 35
characters, the date must be valid, and the amount can have no more than 2
decimal places.

In either mode the "OK" button is used to accept the changes made and to
store the new (or amended) transaction in the account list. It will
perform the final validation on the transaction details before closing the
requester and storing the details. If any of the fields fails the
validation (e.g. the date is not valid or the description is empty) the
requester will remain open and you will be told what is wrong and given the
opportunity to fix it.

The "Next" button behaves slightly differently in each of the two operating
modes. While adding transactions it will always be available, and will
perform all the same actions as the "OK" button. However, instead of
closing the requester it will just clear the description and amount fields,
ready for a new transaction to be added.

While editing transactions the "Next" button may or may not be available.
If only one transaction was selected when the edit function was selected,
then the button will not be displayed. If two or more transactions were
selected, the button will be displayed, but it will be disabled when you are
editing the last selected transaction. Again it will perform the same
functions as the "OK" button, but this time instead of closing the requester
it will display the details of the next selected transaction. Transactions
are edited in chronological order, i.e. from the top of the account list
down.

In either mode the "Cancel" button is used to close the requester without
storing any changes to the current transaction. Note that this will only
cancel the changes currently in the requester. If you have already stored
one or more transactions with the "Next" button these will still be stored.

1.55 Transactions - Delete

Transactions – "Delete ..."

This option will only be available if you have selected one or more
transactions in the active account.

When available it will confirm that you really want to delete the selected
transactions. Selecting "No" will abort the operation without making any
changes to the account. Selecting "Yes" will delete the selected
transactions, recalculate the account, and redisplay the transaction list.

1.56 Transactions - Edit ...

```
                      Transactions – "Edit ..."
```

This option will only be available if you have selected one or more
transactions in the active account.

When available it will simply call up the
                   Edit Transactions
                   requester
allowing you to edit the selected transactions.

1.57   Transactions - Transfer Funds ...

```
                  Transactions – "Transfer Funds ..."
```

This option will only be available if you have already created or loaded a
file with at least two accounts.

When available it will simply call up the
                   Transfer Funds
                   requester
allowing one or more fund transfers to be created.

1.58   The Transfer Funds Requester

```
               The Transfer Funds Requester
```

This requester provides a simple way to transfer money from one account to
another. All it does is add a new transaction to each of the selected
accounts. One is a debit and the other is a credit. Both will be for the
same amount and occur on the same date, but each may have its own
description.

The first section of the requester is used to enter the information which
may be different on each of the two transactions. The second section is
used to enter the information which must be the same for each transaction.

The "Source/Destination" cycle gadget is used to select which transaction
the displayed information is for. Clicking on it will redisplay the top
section of the requester to show the information already entered for the
other transaction. The "Source" transaction will be a debit, the
"Destination" will be a credit.

The account list is used to select the account which the money is to be
transferred from (Source) or to (Destination). Just click on the
desired account and it will be highlighted with a blue bar. You must select
a different account for the source and destination transactions, but neither
of these needs to be the active account.

The "Checked" check box is used to mark a transaction as being

                    checked.
                    If
the box contains a tick the transaction will be checked.

The "Deferred" check box is used to mark a transaction as being
                    deferred.
                    If the box contains a tick the transaction will be deferred.

The "Description" field is used to enter the textual description for the
transactions in just the same way as in the
                    Add Transaction Requester.
                    It   is   possible   to enter a different description for   ←
                    each of the
transactions, simply by filling in this field for each. If you fill this
field for only one (it doesn't matter which one), the same description
will be used for both.

The "Date" field is used to enter the date for both transactions. It will
not change when the "Source/Destination" button is selected.

Likewise, the "Amount" field applies to both transactions and will not
change when the "Source/Destination" is selected. It can only be used to
enter a positive value with 2 decimal places at most. However this value
will be treated as negative (a debit) for the source account. If this
field is left empty, a value of 0.00 will be used.

The "OK" button is used to accept the changes made and to store the new
transactions in each of the selected accounts. It will perform the final
validation on the entered details before closing the requester and storing
the information. If any of the fields fails the validation (e.g. the date
is not valid or both selected accounts are the same) the requester will
remain open and you will be told what is wrong and given the opportunity to
fix it.

The "Next" button will perform all the same actions as the "OK" button.
However, instead of closing the requester it will just clear the fields,
ready for a new funds transfer to be added.

The "Cancel" button is used to close the requester without storing any of
the changes.   Note that this will only cancel the changes currently in the
requester. If you have already stored one or more fund transfers with the
"Next" button these will still be stored.

1.59   Standing Orders - Add ...

                    Standing Orders - "Add ..."

This option will only be available if you have already created or loaded a
file.

When available it will simply call up the
                    Add Standing Orders

                        requester
allowing you to add one or more standing orders to the active account.

1.60   The Add/Edit Standing Order Requester

                    The Add/Edit Standing Order Requester

This requester provides one of two ways to add information to the standing
order list of the active account, the other being a
                    fund transfer.
                    It
also provides the only way to edit any of the existing information. It
contains four text boxes, and several other gadgets for entering or changing
the information.   It also contains two or three buttons (depending on the
exact circumstances) to control the actions of the requester.

Adding Standing Orders.

When adding a new standing order the "Description" field will always start
off empty.   It should be used to enter a textual description for the new
standing order.   This description will be copied to any transactions
automatically created by the standing order. It can contain any text, the
only limitations being that it cannot be left empty and it cannot contain
more than 35 characters.

The "Start Date" field will contain the start date of the last standing
order added (or edited) to the active account. If you have not added or
edited a standing order for the active account since loading the file, the
start date field will contain the current date. This field must always
contain a valid date. This date will be the date of the first transaction
to be created by the standing order. The dates of subsequent transactions
will be calculated using this value and the frequency of the standing order.

The "End Date" field will contain the end date of the last standing order
added (or edited) to the active account. If you have not added or edited a
standing order for the active account since loading the file, the end date
field will be empty. If this field is left empty the standing order will
not have an end date and will run forever. If it is filled in (it must
contain a valid date which cannot be before the start date) no transactions
will be created after this date. If a transaction is due on the end date it
will be created.

The "Amount" field will always start empty.   It should be used in
conjunction with the "Debit/Credit" radio buttons to specify the amount of
the new standing order.   The number field can only be used to enter a
positive value with 2 decimal places at most. If this field is left empty,
a value of 0.00 will be used. This value will be used for each transaction
created by the standing order.

The "Debit/Credit" radio buttons are used, together with the "Amount" field,
to specify the value of the standing order, and therefore the value of any
transactions created by it. The default value will be debit (unfortunately
most accounts have more withdrawals than lodgements) so you will only need

to change this when you are creating a lodgement.

The Frequency cycle gadget is used to select how often the standing order will occur. It will default to a value of Monthly, but there are seven values to choose from. These are Weekly (every 7 days), Fortnightly (every 14 days), Lunar Monthly (every 28 days), Monthly (on the same date every month), Quarterly (on the same date every 3 months), Half Yearly (on the same date every 6 months) and Annually (on the same date every year).

Note that in some cases it will not be possible to keep all monthly standing orders on the same day, for example those with a start date on January 31st. In cases like this Easy Money will add the transactions on the last day of the month. This would result in the sequence 31/01, 28/02 (29/02 in a leap year), 31/03, 30/04, 31/05, etc.

Editing Transactions.

When editing an existing standing order all the above fields will contain the relevant information from that standing order. All of them can be changed as required, the only restrictions being the same as for creating the standing order. i.e. the description field cannot be empty or more than 35 characters, the dates must be valid, and the amount can have no more than 2 decimal places.

Every time you edit a standing order Easy Money will automatically update the transaction list to reflect the changes. In most cases it will do this by deleting all the transactions already created for the standing order and creating a completely new set. Unfortunately this will mean that the checked/deferred status of the deleted transactions will be lost. This could be annoying if you have not changed anything important, so in limited situations the existing transactions will just be altered. This is possible if only the "End Date" or "Description" fields have been changed.

In both modes the "Terminate" button may be used as an easy way of ending a standing order immediately. It will simply place the current date into the "End Date" field, but only if the standing order is still valid. It will have no effect on already complete standing orders.

The "Still Valid / Completed" display serves no function, other than to give a visual indication of whether a standing order has expired or not.

In either mode the "OK" button is used to accept the changes made and to store the new (or amended) standing order in the account list. It will perform the final validation on the standing order details before closing the requester, storing the details and creating any transactions which are overdue. If any of the fields fails the validation (e.g. a date is not valid or the description is empty) the requester will remain open and you will be told what is wrong and given the opportunity to fix it.

The "Next" button behaves slightly differently in each of the two operating modes. While adding standing orders it will always be available, and will perform all the same actions as the "OK" button. However, instead of closing the requester it will just clear the description and amount fields and reset the frequency to monthly, ready for a new standing order to be

added.

While editing standing orders the "Next" button may or may not be available.
If only one standing order was selected when the edit function was selected,
then the button will not be displayed. If two or more standing orders were
selected, the button will be displayed, but it will be disabled when you are
editing the last selected standing order. Again it will perform the same
functions as the "OK" button, but this time instead of closing the requester
it will display the details of the next selected standing order. Standing
orders are edited in order, from the top of the account list down.

In either mode the "Cancel" button is used to close the requester without
storing any changes to the current standing order. Note that this will only
cancel the changes currently in the requester. If you have already stored
one or more standing orders with the "Next" button these will still be
stored.

1.61 Standing Orders - Delete

                    Standing Orders - "Delete"

This option will only be available if you have selected one or more standing
orders in the active account.

When available it will confirm that you really want to delete the selected
standing orders. Selecting "No" will abort the operation without making any
changes to the account. Selecting "Yes" will delete the selected standing
orders (and possibly the transactions created by them) and redisplay the
standing order list.

If a standing order is
                completed
                then only the standing order will be
deleted. However, if the standing order is
                still valid
                it will be
displayed and you will be asked if its transactions should also be deleted.
If you select "No" then only the standing order will be deleted. If you
select "Yes" then all transactions already created by the standing order
will also be deleted, and the account will be recalculated. This process
will be repeated for each selected standing order.

1.62 Standing Orders - Edit ...

                    Standing Orders - "Edit ..."

This option will only be available if you have selected one or more standing
orders in the active account.

When available it will simply call up the

```
                    Edit Standing Order
                    requester
allowing you to edit the selected standing orders.
```

1.63   Standing Orders - Transfer Funds ...

```
              Standing Orders - "Transfer Funds ..."
```

This option will only be available if you have already created or loaded a
file with at least two accounts.

When available it will simply call up the
                    Transfer Funds
                    requester
allowing one or more recurring fund transfers to be created.

1.64   The Transfer Funds Requester

```
            The Transfer Funds Requester
```

This requester provides a simple way to transfer money from one account to
another on a regular basis. All it does is add a new standing order to each
of the selected accounts. One is a debit and the other is a credit. Both
will be for the same amount, start and end on the same dates and occur at
the same frequency, but each may have its own description.

The "Source/Destination" cycle gadget is used to select which standing order
the displayed information is for. Clicking on it will redisplay the top
section of the requester to show the information already entered for the
other transaction. The "Source" will be a debit, the "Destination" will be
a credit.

The account list is used to select the account which the money is to be
transferred from (Source) or to (Destination). Just click on the
desired account and it will be highlighted with a blue bar. You must select
a different account for the source and destination standing orders, but
neither of these needs to be the active account.

The "Description" field is used to enter the textual description for the
standing orders (and their transactions) in just the same way as in the

```
              Add Standing Order Requester.
                 It  is  possible  to  enter  a  different
```
description for each of the standing orders, simply by filling in this field
for each. If you fill this field for only one (it doesn't matter which
one), the same description will be used for both.

The "Start Date" and "End Date" fields are used to enter the date range for
both standing orders. Just like adding a single standing order, the start

date must be supplied and the end date is optional. If the end date is
supplied it must not be before the start date. These fields will not change
when the "Source/Destination" button is selected.

Likewise, the "Amount" field applies to both standing orders and will not
change when the "Source/Destination" is selected. It can only be used to
enter a positive value with 2 decimal places at most. However this value
will be treated as negative (a debit) for the source account. If this
field is left empty, a value of 0.00 will be used.

The "Frequency" cycle gadget also applies to both standing orders and will
not change when the "Source/Destination" is selected. It provides the same
seven frequencies as in the
                Add Standing Order Requester.
                The "OK" button is used to accept the changes made and to ←
                store the new
standing orders in each of the selected accounts. It will perform the final
validation on the entered details before closing the requester, storing the
information and creating any overdue transactions. If any of the fields
fails the validation (e.g. the date is not valid or both selected accounts
are the same) the requester will remain open and you will be told what is
wrong and given the opportunity to fix it.

The "Next" button will perform all the same actions as the "OK" button.
However, instead of closing the requester it will just clear the fields,
ready for a new funds transfer to be added.

The "Cancel" button is used to close the requester without storing any of
the changes.   Note that this will only cancel the changes currently in the
requester.   If you have already stored one or more fund transfers with the
"Next" button these will still be stored.

1.65   Displays - Transactions ...

                Displays – "Transactions ..."

This option is used to change the display to the
                Transactions Screen.
                It
will only be available if the transaction screen is not currently displayed.

1.66   Displays - Standing Orders ...

                Displays – "Standing Orders ..."

This option is used to change the display to the
                Standing Orders Screen.
                It will only be available if the standing order screen is not ←
                currently
displayed.

1.67   Displays - Account Summary ...

```
                Displays – "Account Summary ..."
```

This option is used to change the display to the
                Account Summary Screen.
                It will only be available if the account summary screen is not ←
                  currently
displayed.

1.68   Tools - Preferences ...

```
                Tools – "Preferences ..."
```

This requester is always available and is used to alter the way the program
behaves. It is divided into three sections, namely
                Miscellaneous,

                File Settings
                and
                Printer Setup.
                 It also has a
                menu system
                allowing
you to save more than one setup to disk.

Miscellaneous.

This section contains four settings.

The "Default Maximum Transactions" and "Default Maximum Standing Orders"
values are used when creating a new account. They are simply used as the
starting values for the Maximum Transactions and Standing Order fields.
Changing the values in these fields will not affect any accounts which have
already been created. Changes to these values will take effect immediately.

The "Confirm Date" check box only has an effect when starting the program.
If it is checked the
                Change Date Requester
                will be displayed every time
the program is started. This is really only of use if your machine does not
have a real-time clock.   In this case the default value will be wrong
(probably 01/01/70) and you will have the option to correct it. If you do
have a real-time clock the default value should be the correct current date,
and you will probably want to switch this function off.

The "Use Password" check box is used to determine if new files should be
password protected.   It does not affect any existing files. If it is

checked you will be prompted for a password the first time you try to save a
new file, unless you have already supplied one or switched off the password
for the current file using the
                    Password Selection Requester.
                  File Settings.

This section contains three settings all of which affect the way the program
will save files.

The "Save Directory" field is used to select a default directory to use for
loading and saving files. You can enter relative or absolute pathnames or
you can use button on the right to select a path using a file requester.
Relative pathnames will be taken from the directory in which Easy Money is
installed. Leaving the field blank will use the current program directory.
This value is used only as a default directory for saving or loading new
files. You can still load files from anywhere and they will always be saved
back to the same place.

The "Make Backups" check box is used to tell Easy Money to backup the old
version of a file before a new one is saved. If it is checked the previous
backup file (if any) will be deleted, the previous version of the current
file will be renamed to the backup (.BAK will be added), and the new
version will be saved. If it is not checked the new file will simply be
saved over the previous copy.

The "Save Icons" check box tells Easy Money to save an icon with every
datafile if one does not already exist. Double clicking on these icons will
load Easy Money which will then automatically load the data file. If an
icon already exists for a file it will not be replaced. The imagery for the
new icon is taken from the file EM_Def_Icon.info in the PROGDIR:Icon/
directory. If you want to change the imagery for new icons, just replace
this file.

Printer Setup.

This section contains three settings all of which affect the default values
used in the
                    printer setup requester.
                     These values are only used when the
program is started, so you will have to save the preferences before they
will make any difference.

The Menu.

Restore   - This will reset the requester to display the values
                  currently being used by the program.

Load Default   - This will reload the programs default preferences and
                  display them. Note that the loaded settings will take
                  effect even if you cancel the requester.

Load Other ... - This will display a file requester allowing you to select a
                  preferences file to load. Once you have selected a file it
                  will be loaded and displayed. The new settings will take
                  effect even if you cancel the requester.

```
Save Default    - This  will  take  the  details  currently  displayed in the
                  requester  and  save  them  as  the  program's  default
                  preferences.

Save As ...     - This will display a file requester allowing you to select a
                  new  filename.   The  details  currently  displayed  in  the
                  requester will then be saved to the selected file.

Use Current     - This is used to transfer the currently displayed details to
                  the  programs  preferences.   The  new  settings  will  take
                  effect but will not be saved to disk.

Cancel          - This  will  just  close  the  requester  without making any
                  changes.
```

The requester also has three buttons at the bottom.

The "Save" button is used to save the programs default settings. It
performs the same function as the "Save Default" menu option, except that it
will also close the requester.

The "Use" button is used to alter the programs behaviour without saving the
preferences to disk.   It performs the same function as the "Use Current"
menu option, except that it will also close the requester.

The "Cancel" button will just close the requester without making any
changes.

1.69   Tools - Change Date ...

```
              Tools - "Change Date ..."
```

This option is used to change the current date and will always be available.
It has no effect on your machine's actual clock. It simply alters the date
which Easy Money thinks is today, and updates all the accounts accordingly.

Simply enter a valid date and click on "OK" to make the change. Selecting
"Cancel" will abort the operation, making no changes to the loaded file.

This same option is used to check the current date when starting the
program, if you have the
              Confirm Date
              option switched on. In this case
there will be no cancel button.

1.70   Tools - Calculator ...

```
Tools - "Calculator ..."
```

This option will always be available assuming that Easy Money has been able
to run the calculator program. If it is disabled then the calculator did
not start for some reason. A possible reason would be lack of memory, but
it is much more likely that the calculator has not been installed, or at
least not installed correctly.

When available it will either display or hide the calculator. When the
calculator is visible (even if it is minimized) there will be a tick beside
the menu entry.

You can continue to use Easy Money when the calculator is displayed. If you
quit Easy Money when the calculator is open, the calculator will
automatically close.

When the calculator window is active you can control it using the keyboard.
* is used for multiplication, / for division, + for addition, - for
subtraction, and = or Enter to complete the calculation.

The usual operator precedence applies so all multiplication and division
will take effect before addition and subtraction.

1.71 Program History.

The Program's History.

V1.00 01/01/98 - Initial Release.

1.72 Possible ideas for future versions.

Possible ideas for the future.

- Full search facilities for transactions and standing orders.
- Hot keys for the most used accounts.
- Automatic saving at regular (user definable) intervals.
- Copy functions for accounts, transactions and standing orders.
- Merge two or more accounts within a single file.
- Keyboard control for warning requesters.
- Context sensitive help in AmigaGuide format.
- Localisation.
- Improved integration of the calculator.
- User definable toolbars.
- A resizable interface (possibly using MUI).
- Option to abort the "Reconcile - Find Balance" function. I might just
  remove the reconcile functions completely because I do not find them very
  useful. If you use them please tell me about it so that I will know not
  to delete them.

Future versions may have more limitations placed on unregistered users.

1.73   Updates.

Updates.

Major updates to Easy Money (new features added, or serious bug fixes) will
be released on the Aminet (biz/misc) and also on the Easy Money support site
(accessed from my homepage at "www.bitsmart.com/asavage").

Minor updates and bug fixes will only be released via the support site.

Most good Public Domain libraries should be able to get these for you if you
do not have access to the Internet.

Alternatively, you can order the latest version direct from me, free of
charge, simply by sending a stamped self addressed padded envelope and a
blank disk to the address shown below. Just include a short note to say
that you want the latest version of Easy Money. Please ensure that you have
included sufficient postage for the disk to be mailed back to you. I will
not be held responsible for disks lost or damaged in the post.

Registered users will not need a new key-file or a special version of the
program.   All existing key-files will continue to operate with future
versions of the program. i.e.   If you register for one version of Easy
Money, you automatically register for them all.

                         Mr. Allan Savage
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1.74   Legal Stuff.

                          Easy Money is Copyright © Allan Savage 1995/1998.
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providing that no commercial gain is made from its distribution, and no
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                  if the full
registered version is required for such a collection.

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1.75   Acknowledgements

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My thanks also go to :
   - my father for his help in testing Easy Money ever since it became usable.
   - my mother for suggesting a couple of minor improvements in the operation of the program.

1.76   How to contact me

Feedback.

If you have any questions about using the program, please check the F.A.Q. on the support site (accessed from my homepage at the address given below) before contacting me. If your question is not answered there, or you do not have access to it, then please feel free to contact me directly. I cannot guarantee to respond to every question, but I will at least try to respond to all registered users who are having difficulties.

If you have a bug to report, please send details to me at one of the

addresses below.   Please include details of your hardware configuration, a
list of any other software you were running, and a full description of what
you did and what actually happened. Also please indicate if the problem was
repeatable, i.e. if you did the same thing again did the same problem occur?

Any other feedback is always welcome, negative as well as positive. I am
constantly looking for new ways to improve Easy Money.

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