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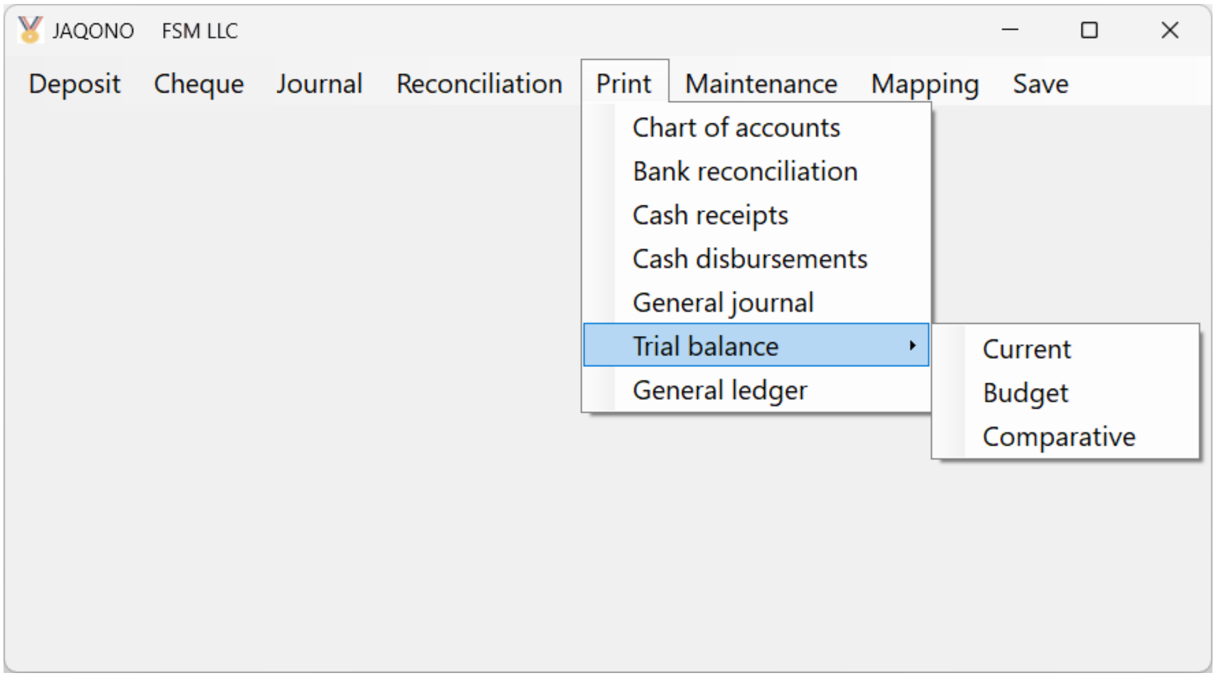
I Introduction



This Cash Receipts / Disbursements General Ledger software:

- imports a trial balance to set the Chart of Accounts and generate the opening balances journal entry
- imports bank transactions
- manages several bank accounts and credit cards
- makes it easier to reconcile bank statements
- posts all transactions in the general ledger automatically
- produces a trial balance and a general ledger with an unlimited number of transactions and accounts
- allows to drill down from the trial balance to the accounts detail and to the transactions detail
- exports reports to Excel
- preview print reports

Simple, flexible, easy to learn, and easy to use, it makes computerized bookkeeping accessible to anyone!

- Easy access and understanding thanks to the menu bar
- Minimal text typing required
- No preset periods. Operates by date ranges
- Allows charging a transaction to more than one account
- Records and process postdated checks (to ensure numerical sequence)
- Budget feature (14 budgets: 12 months or 13x4 weeks periods, plus 1 annual)
- Transaction archiving procedure
- Can handle accounts receivable and accounts payable

The perfect tool for:

Accountants for the “shoebox” cases

Medium and large-size businesses wishing to simplify the administration of specific accounts, special funds such as employees social fund, and so on.

Home workers and **Small businesses** wishing to computerize their bookkeeping.

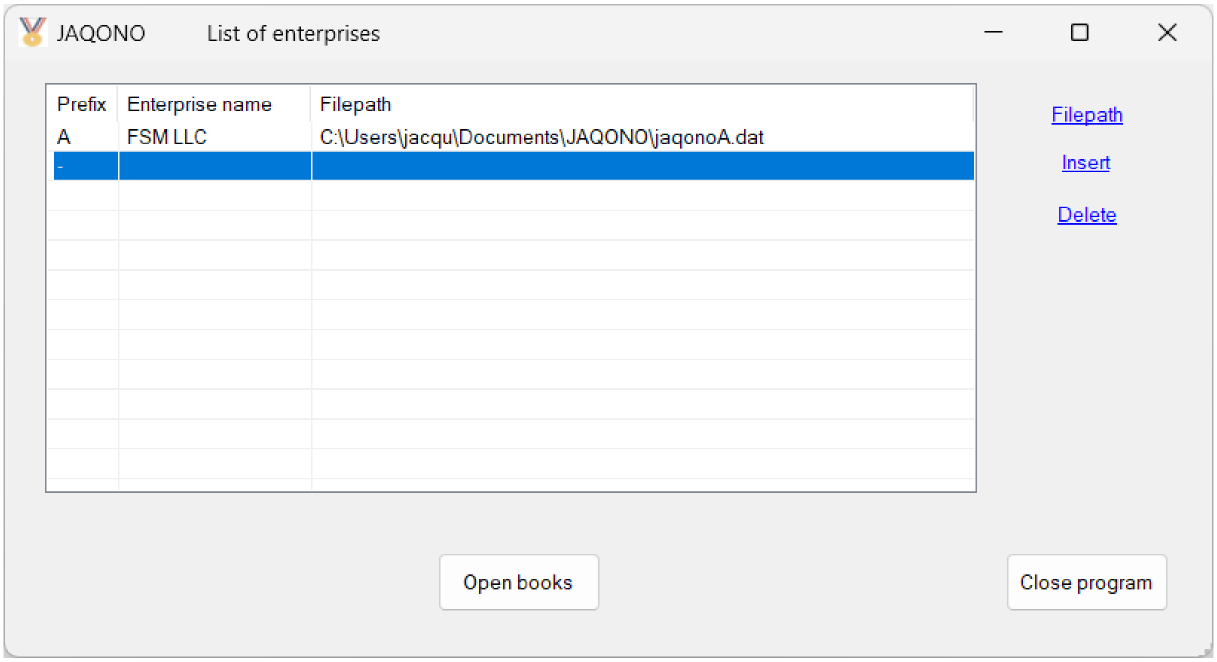
Individuals and **Families** wishing to keep track of their personal affairs.

1.1 System Requirements

To use JAQONO, you need:

- A computer running Microsoft Windows XP or later.
- .NET 4 or later

II List of enterprises



Use the mouse or the display keys to browse the list of enterprises.

Inserting an enterprise

Click Insert to insert a new enterprise. A new line is inserted.
Type in the data for Enterprise name and specify the Filepath.

Prefix:

This field is managed by the software.

Enterprise name:

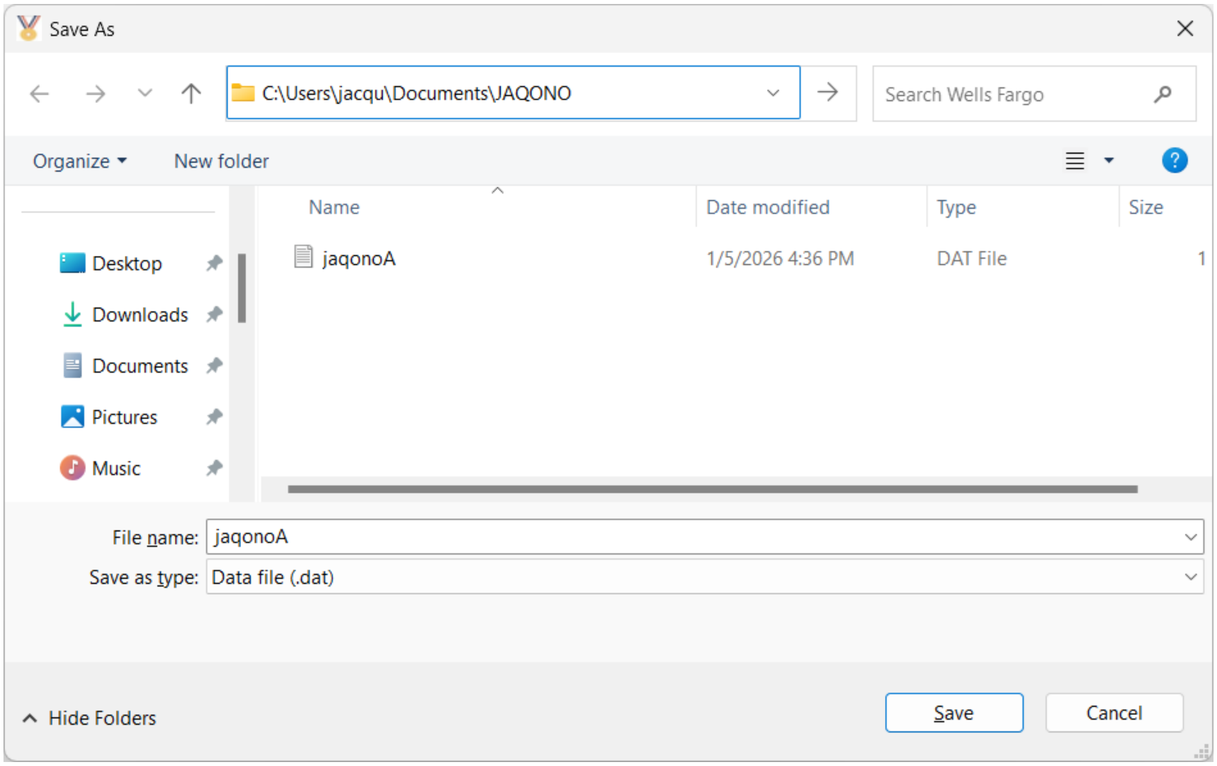
Type in the enterprise name.

The enterprise name is used to record the enterprise name that will be head all reports.

To edit the enterprise name, double-click it.

Filepath:

Click 'Filepath', or double-click the Filepath field, to open the standard Windows Save As dialog.



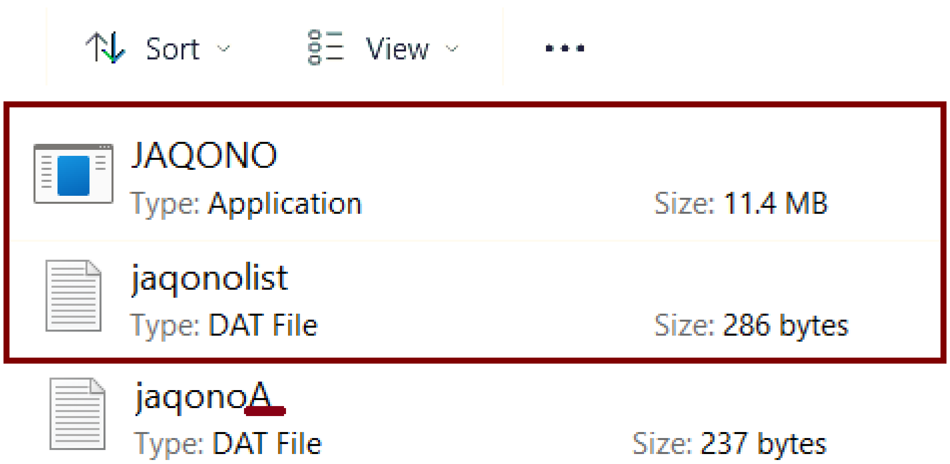
Select the folder where to store the file and click Save.

Opening the books of an enterprise

Double-click the prefix or select the enterprise, with a single click or by moving the cursor with the display keys, and click Open books button.

NOTES:

The file jaqonolist contains the data of the list of enterprises and is stored in the same folder as the program.



The file jaqonoA, which filename ends with the auto-generated prefix for the enterprise, contains the accounting data.
This file is stored in the folder according to the filepath specified in the list of enterprises.

Deleting an enterprise

Move the cursor (mouse or display keys) to the line to be deleted.
Click Delete to delete the line.
The enterprise is removed from the list and its data is longer accessible.

Note: the prefix used for the enterprise will not be used for new enterprises.

Correcting an enterprise

Double-click the field you want to edit.

III JAQONO menu bar

Once the enterprise has been selected from the List of enterprises and button Open books is clicked, the JAQONO menu bar is displayed:

Select the operation by clicking it or pressing the first letter (D,C,J,R,P,M,S).

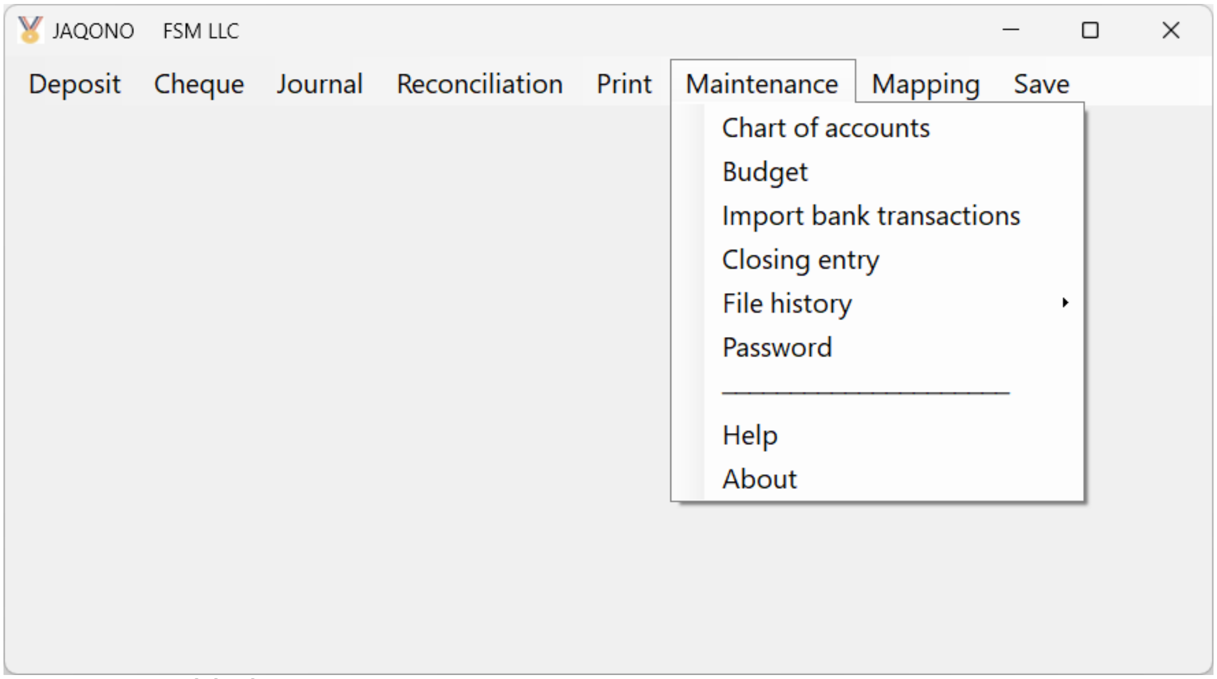


Figure: The JAQONO menu bar with the Maintenance drop-down menu.

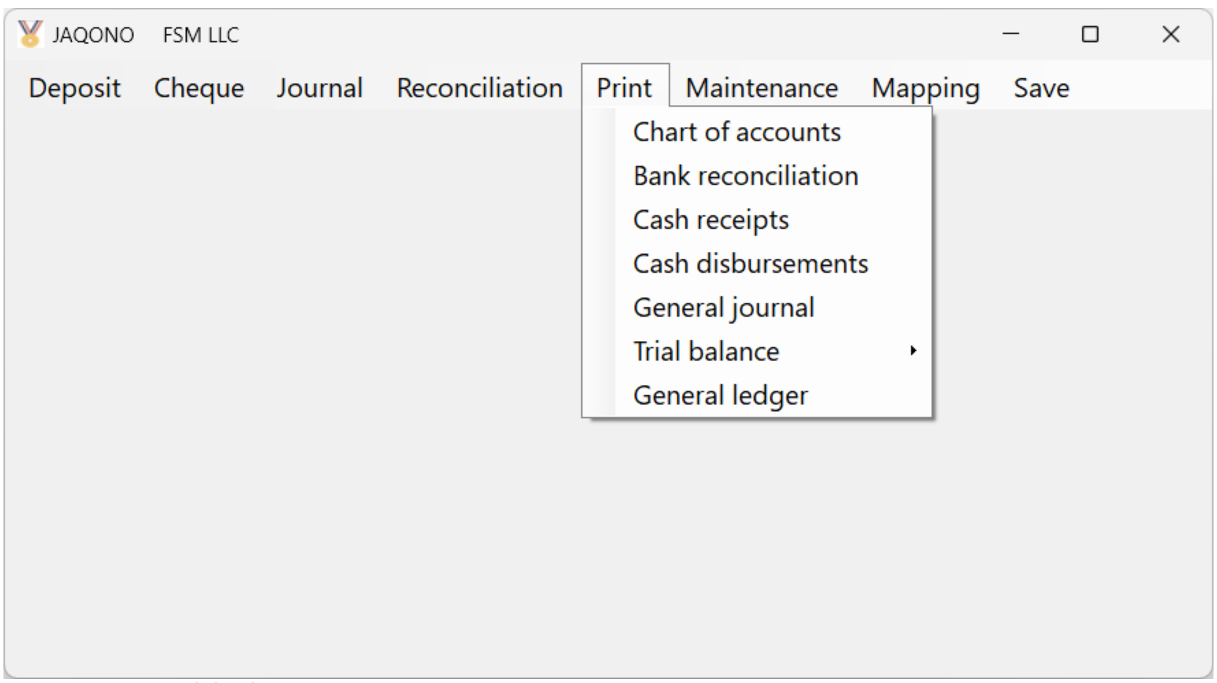


Figure: The JAQONO menu bar with the Print drop-down menu.

To select an operation from a drop-down menu, click it, or press the first letter of the operation (more than once to navigate to the next one with the same first letter), or move the cursor with the display keys, then press Enter key.

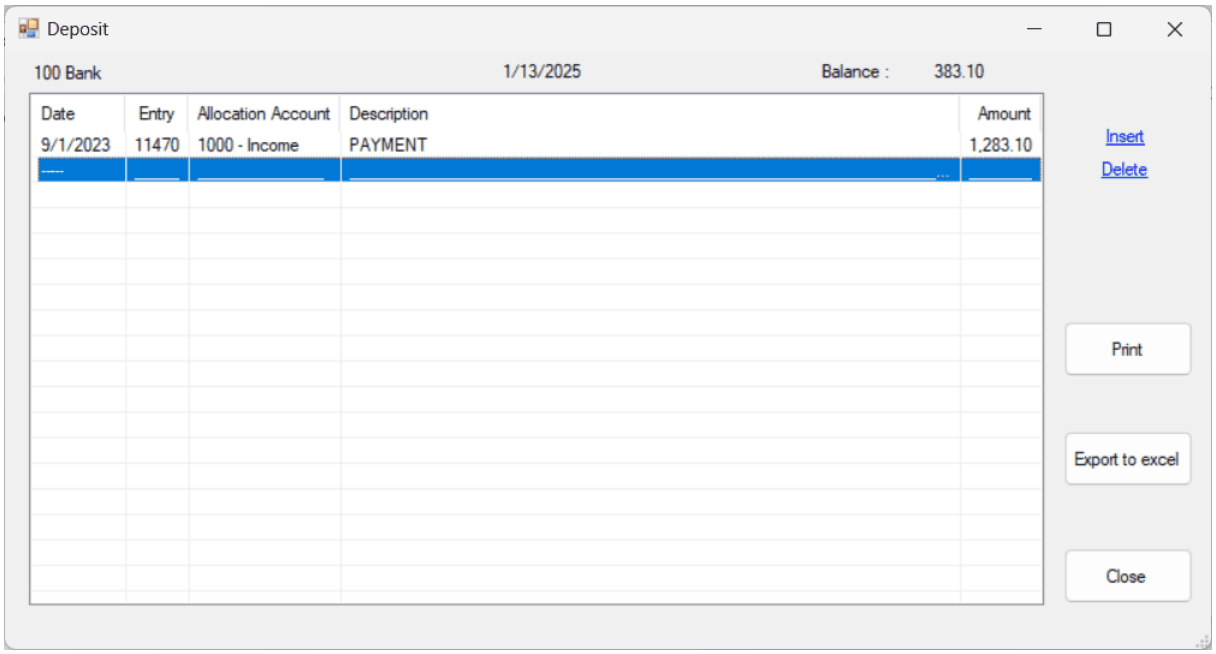
See the following sections to learn about each operation.

IV Deposit

Select the Deposit operation (click it or press letter D).

Select the bank account (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key).

The last page of the record with deposit transactions for this bank account is displayed.



Use the mouse or the display keys to browse the record.

Inserting a deposit

Move the cursor (mouse or display keys) to the line above the one where the new line is to be inserted.
Click Insert or press Insert key to switch to insert mode and a new line will be inserted.
Type in the data for each field and press Enter key after each one.

Date:

A default date is displayed. If you are starting to insert, the default date = today's date, if not, the default date = the last date entered.
If this is the transaction date, press Enter key to move to the next field, or click the next field.
If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.

Deposit entry number:

A default number is displayed (yymmddx).
If this is the correct deposit number, press Enter key to move to the next field, or click the next field.
If not, change it using the up arrow and down arrow keys or click the arrows to the right, or by typing in the entry number.

Allocation Account:

Select the allocation account from the list displayed (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key)
or
type the account number and press Enter key to move to the next field, or click the next field.

Description:

Select the description from the list displayed (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key)
or
type the description and press Enter key to move to the next field, or click the next field.

Amount:

Enter the portion (*) of the deposit amount which goes to the allocation account.

(*) Allocation over several accounts: a deposit can be allocated to several accounts. Simply enter one line for each allocation account using the same date and deposit entry number and compare the total displayed at the bottom right with the deposit amount.

Repeated inserts:

Press Enter key and insert mode remains active until you press Escape key to deactivate it.

Note: each line is automatically posted in the general ledger.

Recording deposits is quick and easy with minimal typing required.

Deleting a deposit

Move the cursor (mouse or display keys) to the line to be deleted.
Click Delete or press Delete key to delete the line.

Note: remember to delete all lines if a deposit was allocated to several accounts.

Correcting a deposit

Click twice the field you want to edit.
A deposit being identified by the date and deposit entry number, only the fields Allocation Account, Description and Amount can be modified.

Print

Print the record with deposit transactions for this bank account.

Export to excel

Export the record with deposit transactions for this bank account to an excel file.
The default file name <enterprise Prefix>_Deposit_<bank account number and name>, ex: A_Deposit_100-Bank.

Close

Close the dialog.

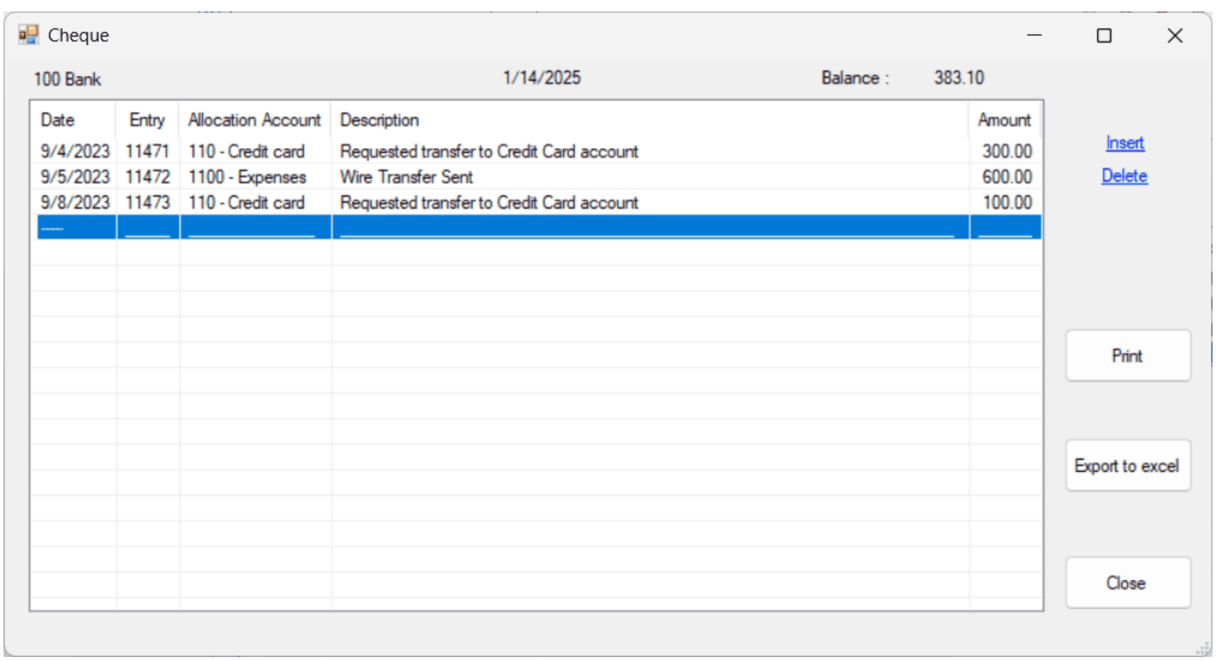
NOTE: Your changes are preserved whether you dismiss the dialog by clicking either the 'X' or the Close button.

V Cheque

Select the Cheque operation (click it or press letter C).

Select the bank account (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key).

The last page of the register with cheque transactions for this bank account is displayed.



Use the mouse or the display keys to browse the record.

Inserting a cheque

Move the cursor (mouse or display keys) to the line above the one where the new line is to be inserted.
Click Insert or press Insert key to switch to insert mode and a new line will be inserted.
Type in the data for each field and press Enter key after each one.

Date:

A default date is displayed. If you are starting to insert, the default date = today's date, if not, the default date = the last date entered.
If this is the transaction date, press Enter key to move to the next field, or click the next field.
If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.

Cheque entry number:

A default number is displayed (that of the preceding line).
If this is the correct cheque number, press Enter key to move to the next field, or click the next field.
If not, change it using the up arrow and down arrow keys or click the arrows to the right, or by typing in the entry number.

Allocation Account:

Select the allocation account from the list displayed (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key)
or
type the account number and press Enter key to move to the next field, or click the next field.

Description:

Select the description from the list displayed (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key)
or
type the description and press Enter key to move to the next field, or click the next field.

Amount:

Enter the portion (*) of the cheque amount which goes to the allocation account.

(*) Allocation over several accounts: a cheque can be allocated to several accounts. Simply enter one line for each allocation account using the same date and cheque entry number and compare the total displayed at the bottom right with the cheque amount.

Repeated inserts:

Press Enter key and insert mode remains active until you press Escape key to deactivate it.

Note: each line is automatically posted in the general ledger.

Recording cheques is quick and easy with minimal typing required.

Deleting a cheque

Move the cursor (mouse or display keys) to the line to be deleted.
Click Delete or press Delete key to delete the line.

Note: remember to delete all lines if a cheque was allocated to several accounts.

Correcting a cheque

Click twice the field you want to edit.
A cheque being identified by the date and cheque entry number, only the fields Allocation Account, Description and Amount can be modified.

Print

Print the register with cheque transactions for this bank account.

Export to excel

Export the register with cheque transactions for this bank account to an excel file.
The default file name <enterprise Prefix>_Cheque_<bank account number and name>, ex: A_Cheque_100-Bank.

Close

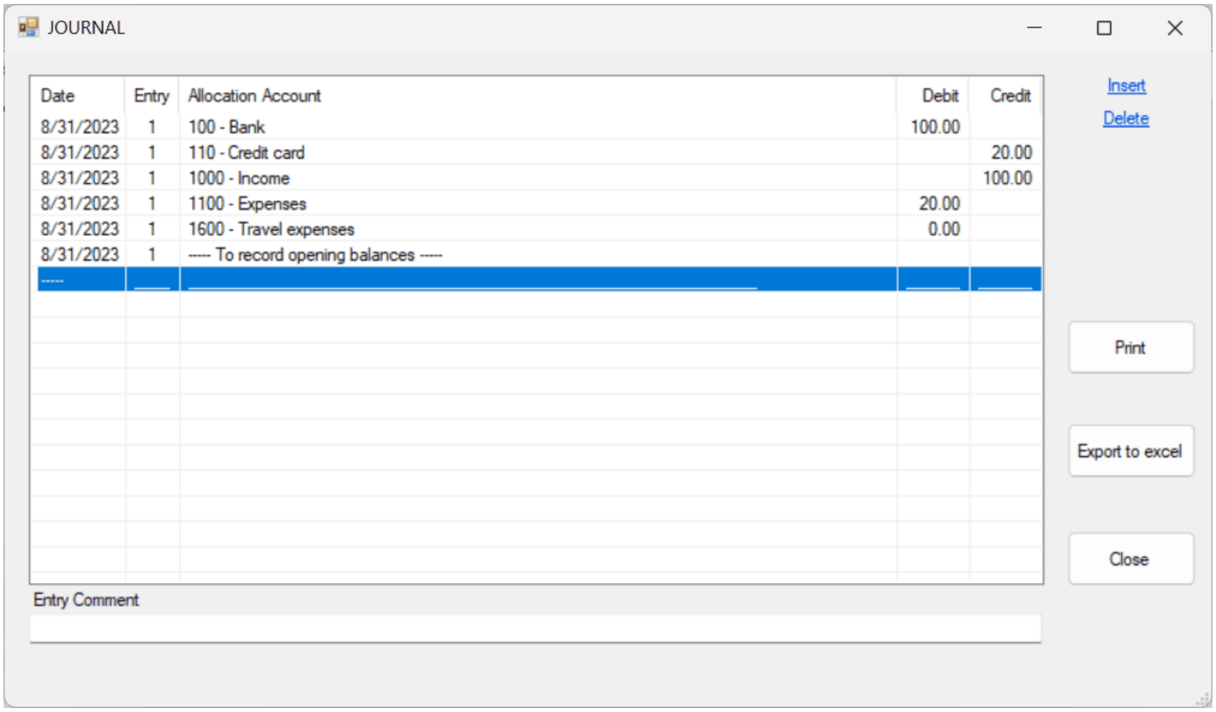
Close the dialog.

NOTE: Your changes are preserved whether you dismiss the dialog by clicking either the 'X' or the Close button.

VI Journal

Select the Journal operation (click it or press letter J).

The last page of the record with journal entries is displayed.



Use the mouse or the display keys to browse the record.

Inserting a journal entry

Move the cursor (mouse or display keys) to the line above the one where the new line is to be inserted.
Click Insert or press Insert key to switch to insert mode and a new line will be inserted.
Type in the data for each field and press Enter key after each one.

Date:

A default date is displayed. If you are starting to insert, the default date = today's date, if not, the default date = the last date entered.
If this is the transaction date, press Enter key to move to the next field, or click the next field.
If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.

Journal entry number:

A default number is displayed (that of the preceding line).
If this is the correct deposit number, press Enter key to move to the next field, or click the next field.
If not, change it using the up arrow and down arrow keys or click the arrows to the right, or by typing in the entry number.

Allocation Account:

Select the allocation account from the list displayed (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key)
or

type the account number and press Enter key to move to the next field, or click the next field.

Amount:

Enter the amount debited or credited to the allocation account.
Click the debit or credit field or press Tab key to move from debit field to credit field and shift+Tab keys to move from credit field to debit field.

Note: only one amount per line. The balance (total debit - total credit) of an entry (same date and same number) must be 0.00.

Repeated inserts:

Press Enter key and insert mode remains active until you press Escape key to deactivate it.

Note: each line is automatically posted in the general ledger.

Entry comment:

Click the entry comment field and type in a comment describing the journal entry. (optional)

Deleting a journal entry

Move the cursor (mouse or display keys) to the line to be deleted.
Click Delete or press Delete key to delete the line.

Note: remember that the balance (total debit - total credit) of an entry (same date and same number) must be 0.00.

Correcting a journal entry

Click twice the field you want to edit.
A journal entry being identified by the date and entry number, only the fields Allocation Account and Amount can be modified.

Print

Print the record with journal entries.

Export to excel

Export the record with with journal entries to an excel file.
The default file name <enterprise Prefix>_Journal, ex: A_Journal.

Close

Close the dialog.

NOTE: Your changes are preserved whether you dismiss the dialog by clicking either the 'X' or the Close button.

VII Reconciliation

Select the Reconciliation operation (click it or press letter R).

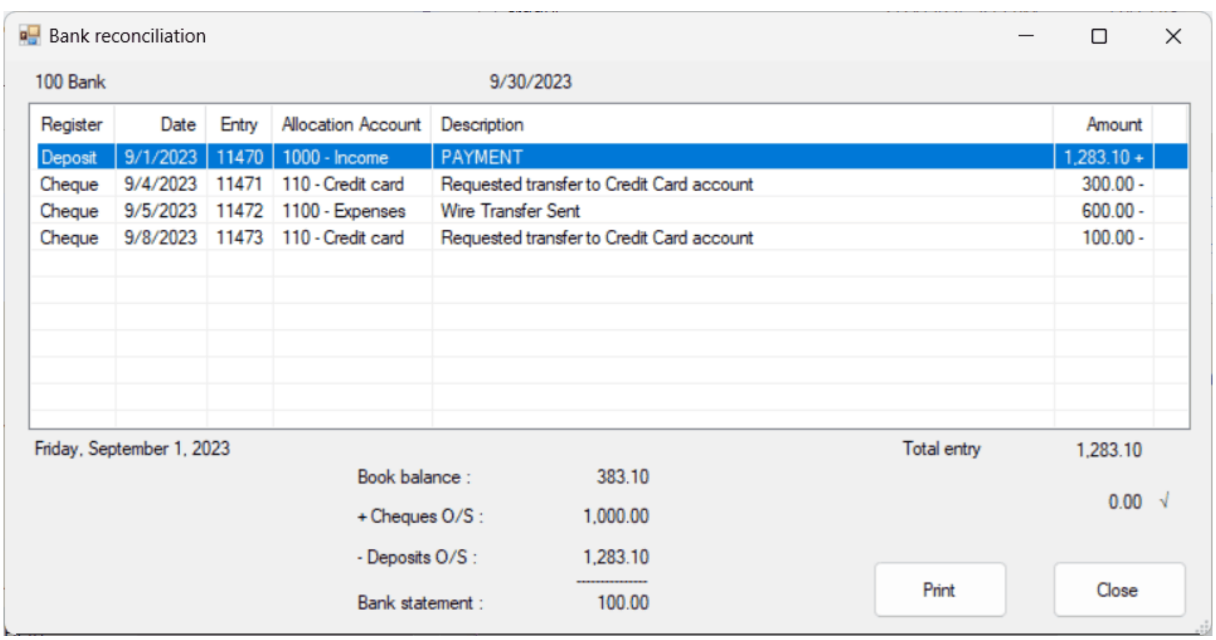
Select the bank account to be reconciled (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key).

Type in the bank statement date.

The default date is the current date. If this is the bank statement date, click OK button.
If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.

Click OK button.

The reconciliation is displayed, with cursor on first unreconciled line.



Use the mouse or the display keys to browse the record.

For reconciliation purposes, cheques (-) and deposits (+) dated on or before the bank statement are listed together to make it easier to compare it to the bank statement.

Note: journal entries are automatically reconciled when posted.

Purpose of reconciliation:

A bank reconciliation serves to verify the accuracy of the Deposit and Cheque account by checking them against an outside source.

Note: we recommend recording bank charges using the **Cheque** *operation.*

Reconciling a transaction

Click the last field at the end of the line or press / key to reconcile the line where the cursor is.
A check mark appears at the end of the line.
The total of unreconciled cheques or the total of unreconciled deposits and the bank statement balance change.
The document reconciled total increases. *(when this total is equal to the document total, the total amount has been reconciled)*

Press Enter key to move to the next line.

Unreconciling a transaction

Click the check mark at the end of the line or press / key to unreconcile the line where the cursor is.
The check mark at the end of the line is removed.
The total of unreconciled cheques or the total of unreconciled deposits and the bank statement balance change.
The document reconciled total decreases. *(when this total is equal to zero, the total amount has been unreconciled)*

Press Enter key to move to the next line.

Close

Close the dialog.

NOTE: Your changes are preserved whether you dismiss the dialog by clicking either the 'X' or the Close button.

Print

Displays the bank reconciliation report, which can be exported to excel, print previewed or printed.

Export to excel

Export the bank reconciliation report to an excel file.
The default file name <enterprise Prefix>_Reconciliation_<bank account name>, ex: A_Reconciliation_Bank.

Print preview

Display the preview window to check the layout the bank reconciliation report before printing.

Print

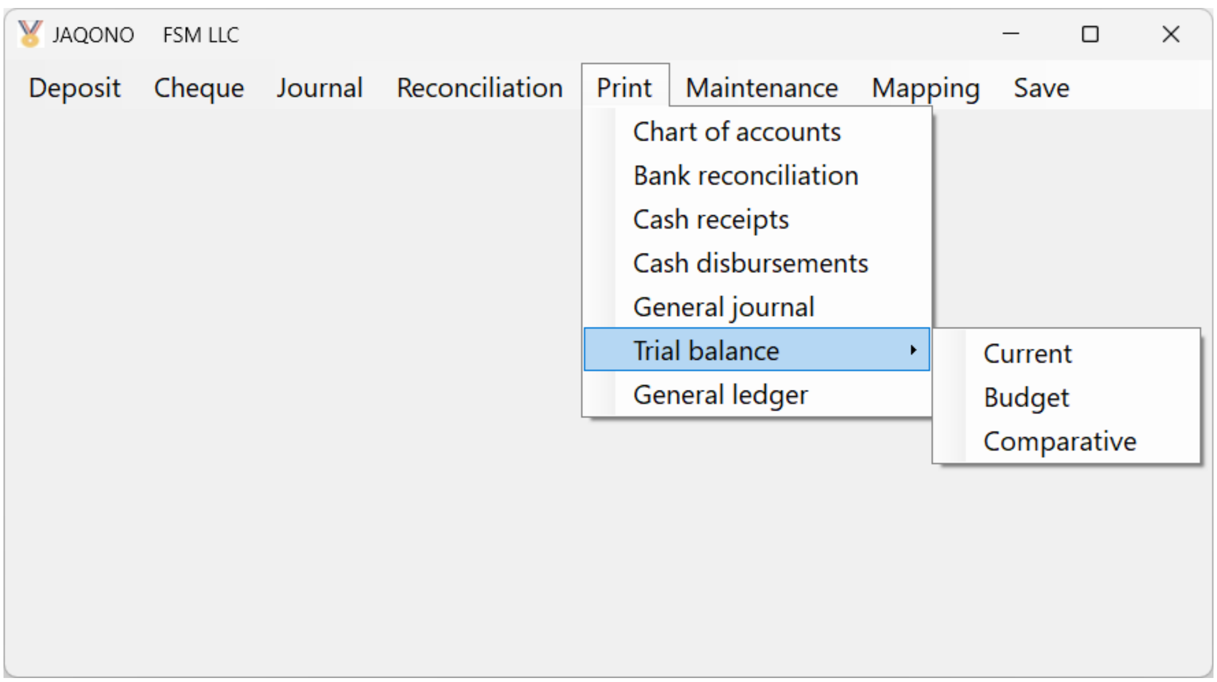
Print the bank reconciliation report.

Close

Close the dialog.

VIII Print

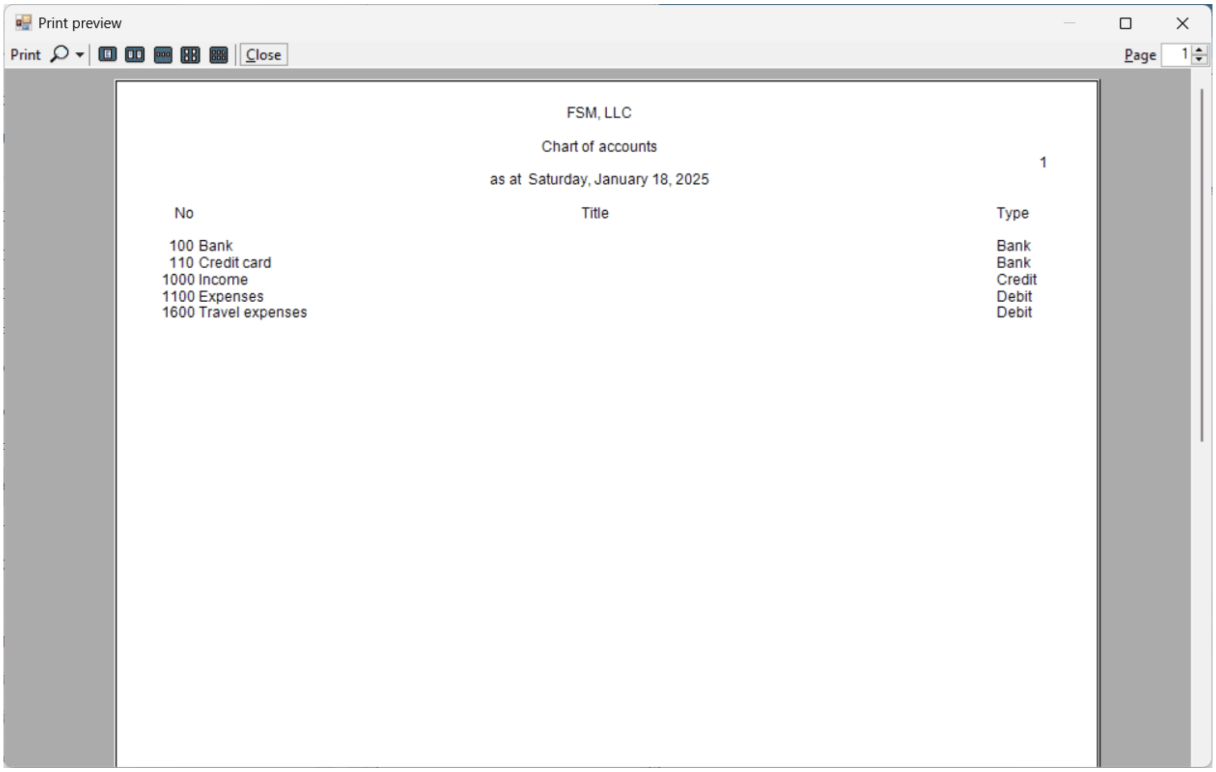
Select the Print operation (click it or press letter P).



Select the report to be printed (click it, or press the first letter of the report (more than once for C and G), or move the cursor with the display keys, then press Enter key).

8.1 Chart of accounts

Display the preview window to check the layout of the chart of accounts report before printing.



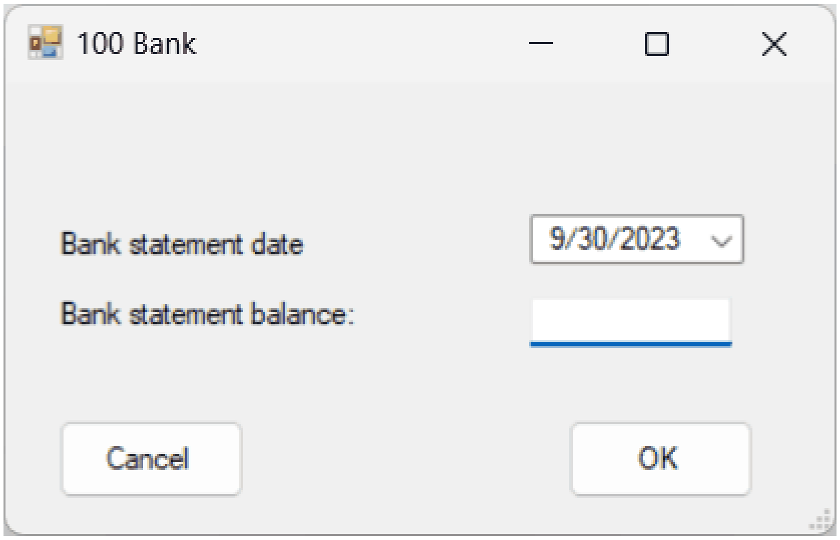
Click Print (top left) to print.

8.2 Bank reconciliation

Select the bank account (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key).

Type in the bank statement date.

The default date is the current date. If this is the bank statement date, click OK button.
If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.



Type in the bank statement balance.

Click OK button.

Displays the bank reconciliation report, which can be exported to excel, print previewed or printed.

Export to excel

Export the bank reconciliation report to an excel file.
The default file name <enterprise Prefix>_Reconciliation_<bank account name>, ex: A_Reconciliation_Bank.

Print preview

Display the preview window to check the layout of the bank reconciliation report before printing.

Print

Print the bank reconciliation report.

Close

Close the dialog.

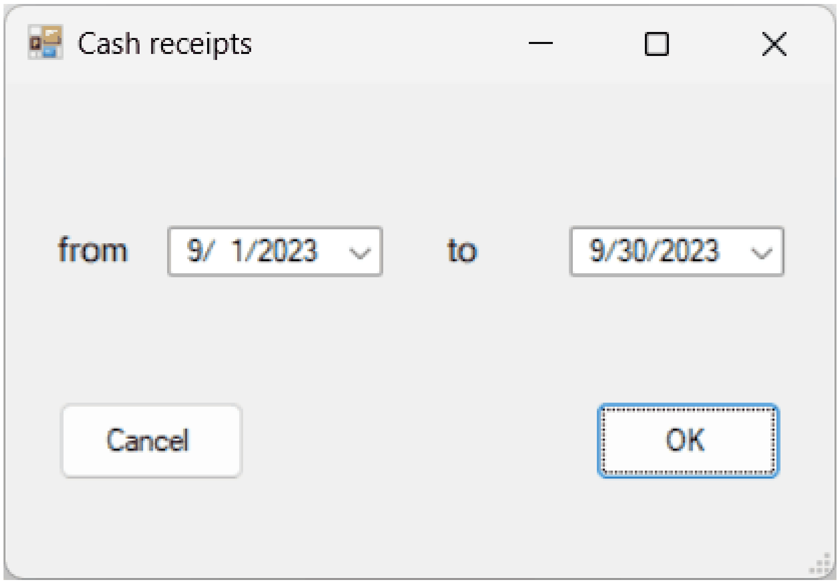
8.3 Cash receipts

Select the bank account (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key).

Type in the date range.

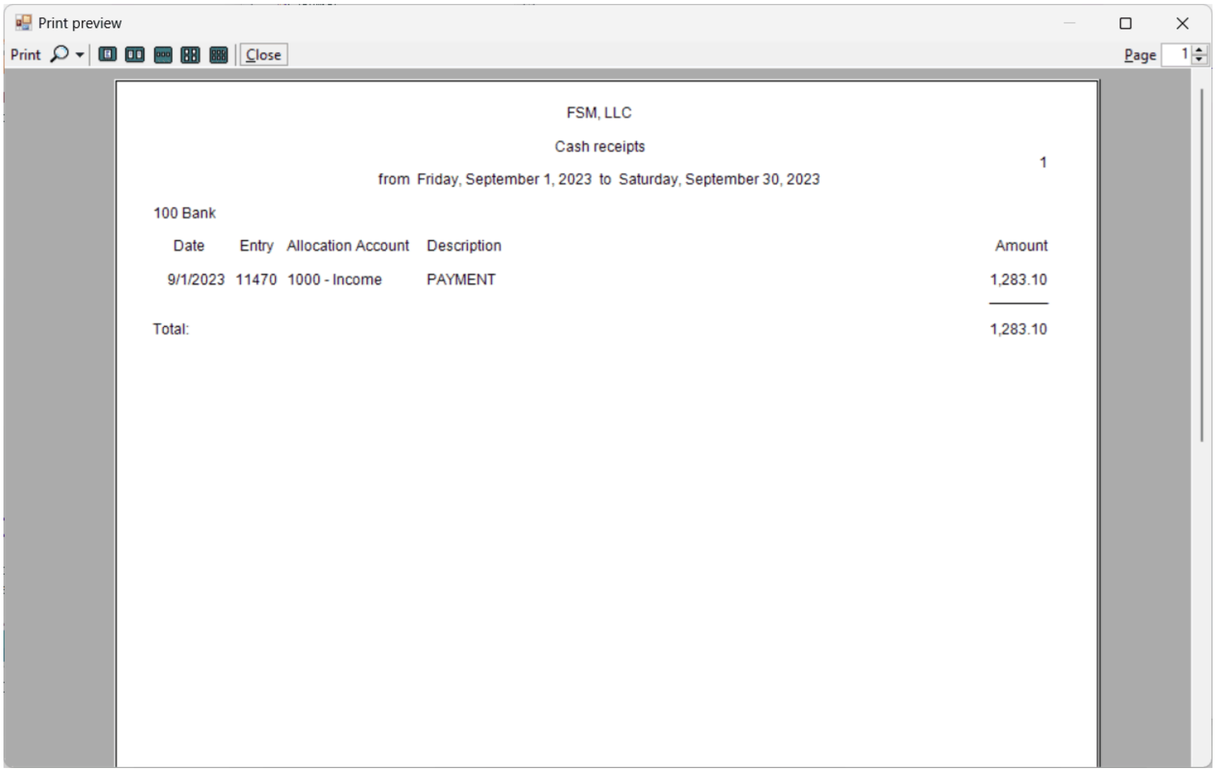
The default range is the date of the last file history archiving and the current date.

If the dates displayed are correct, click OK button.
If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.
Use Tab key and shift+Tab keys to move between fields.



Click OK button.

The preview window is displayed to check the layout of the cash receipts report before printing.



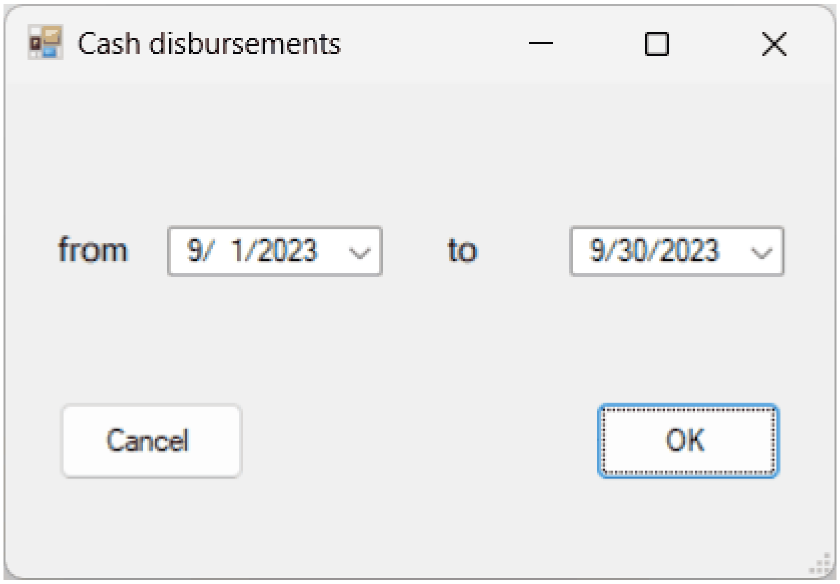
Click Print (top left) to print.

8.4 Cash disbursements

Select the bank account (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key).

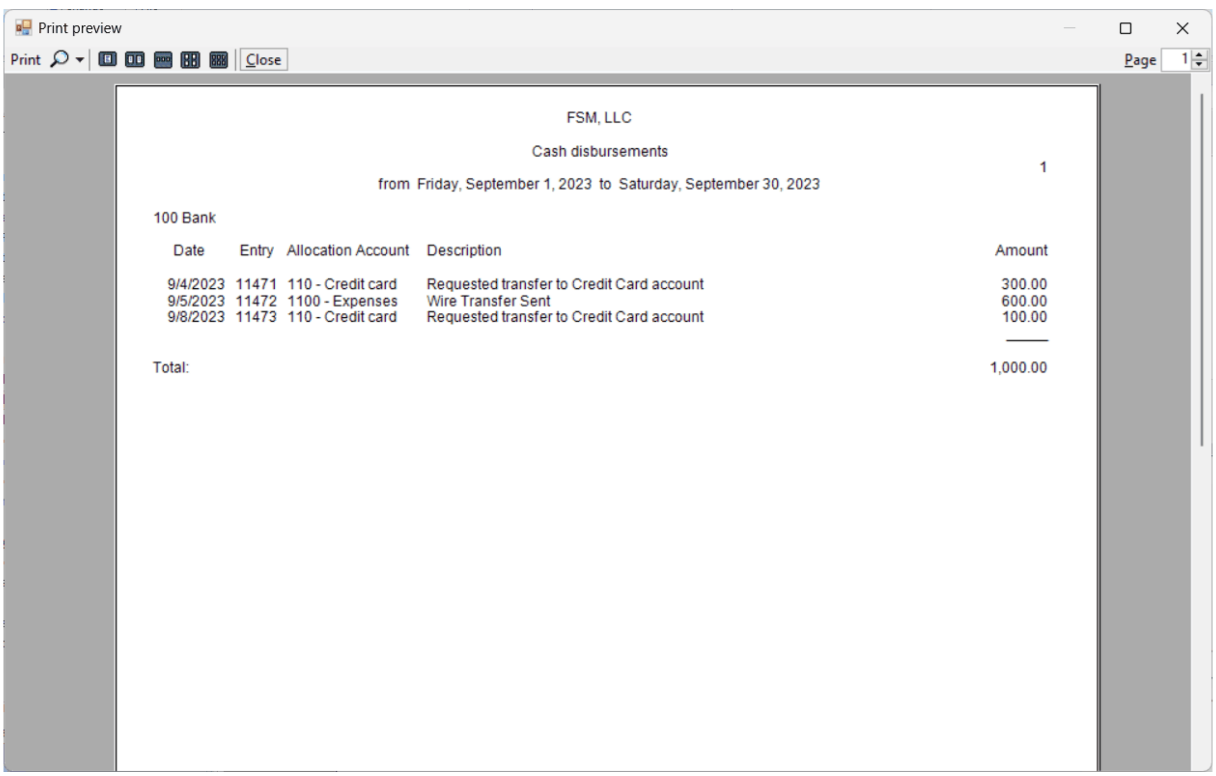
Type in the date range.

The default range is the date of the last file history archiving and the current date.
If the dates displayed are correct, click OK button.
If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.
Use Tab key and shift+Tab keys to move between fields.



Click OK button.

The preview window is displayed to check the layout of the cash disbursements report before printing.

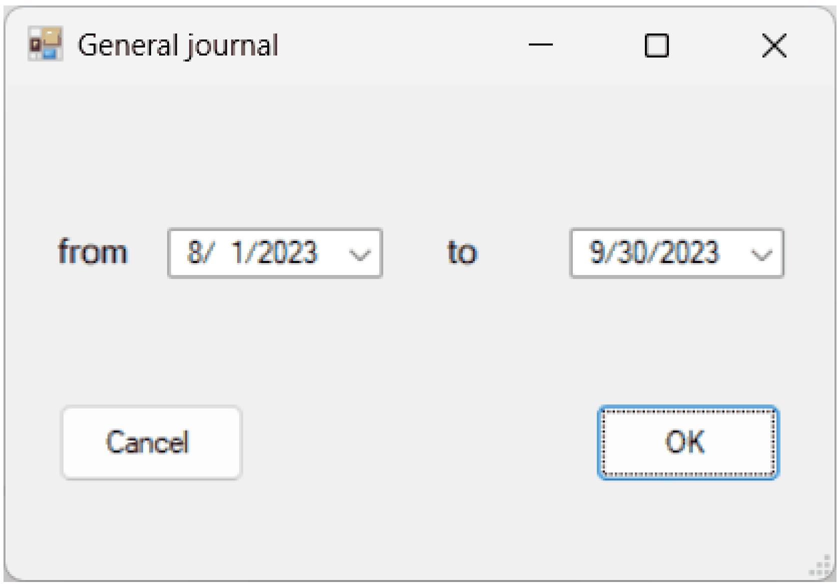


Click Print (top left) to print.

8.5 General journal

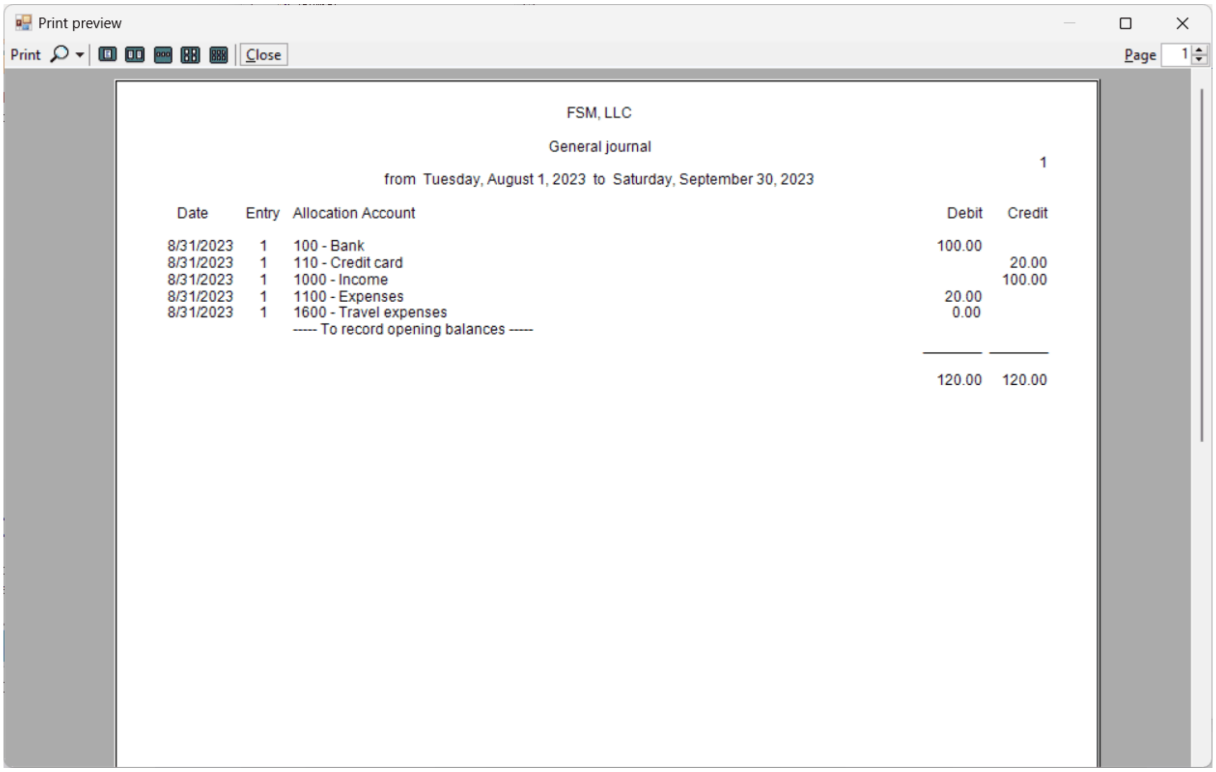
Type in the date range.

The default range is the date of the last file history archiving and the current date.
If the dates displayed are correct, click OK button.
If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.
Use Tab key and shift+Tab keys to move between fields.



Click OK button.

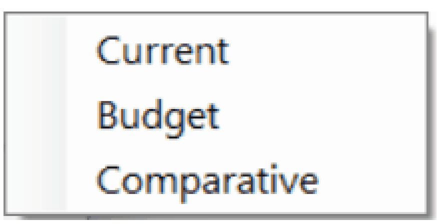
The preview window is displayed to check the layout of the journal general report before printing.



Click Print (top left) to print.

8.6 Trial Balance

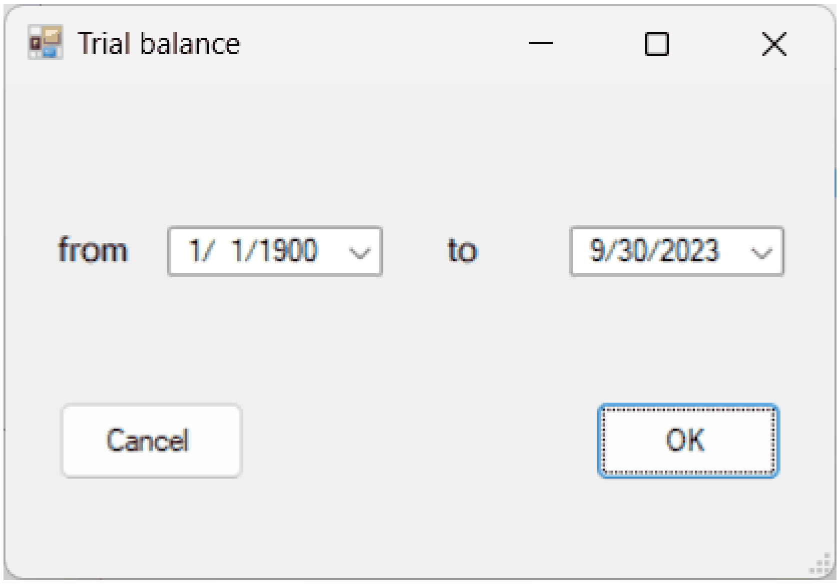
Select one of the following presentations (click it, or press the first letter, or move the cursor with the display keys, then press Enter key).



Current

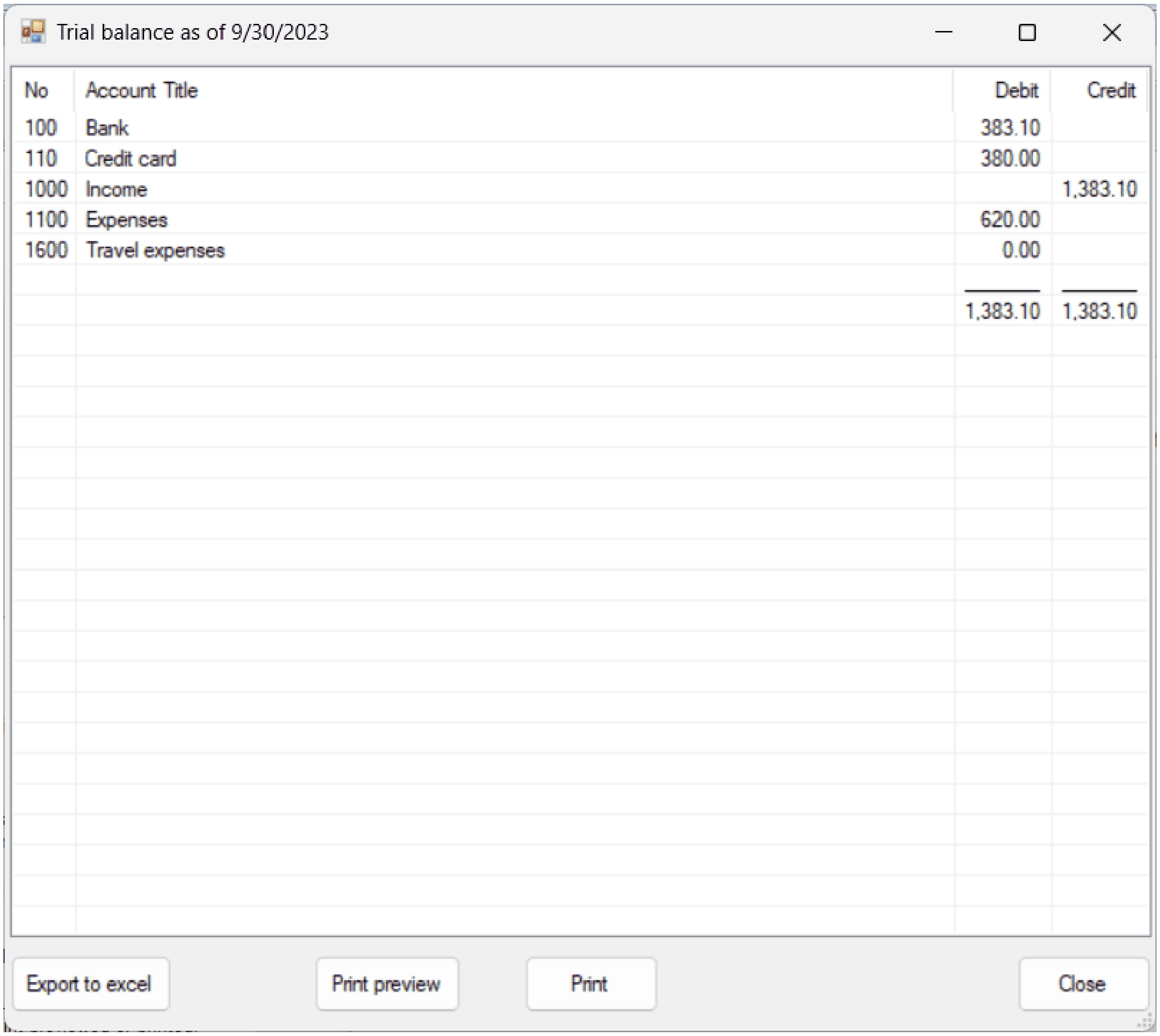
Type in the date range.

The default range is the date of the last file history archiving and the current date.
If the dates displayed are correct, click OK button.
If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.
Use Tab key and shift+Tab keys to move between fields.



Click OK button.

The trial balance report is displayed.



Drill Down feature

> Double-clicking on an account's balance provides the detail of the account's balance.
> Double-clicking on a transaction from the Account Balance Detail provides the detail of the transaction.

The report can be exported to excel, print previewed or printed.

Budget

Select the budget (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key).

Displays the trial balance report with budget balances.
The report can be exported to excel, print previewed or printed.

Comparative

Type in the date range.
Select the budget.

Displays the trial balance report and budget balances.
The report can be exported to excel, print previewed or printed.

Export to excel

Export the trial balance report to an excel file.
The default file name <enterprise Prefix>_Trial balance, ex: A_Trial balance.

Print preview

Display the preview window to check the layout of the trial balance report before printing.

Print

Print the trial balance report.

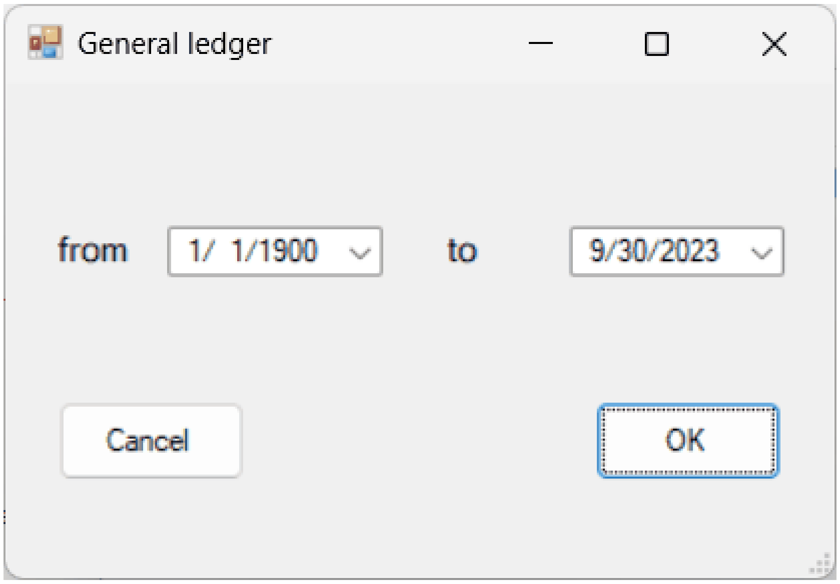
Close

Close the dialog.

8.7 General ledger

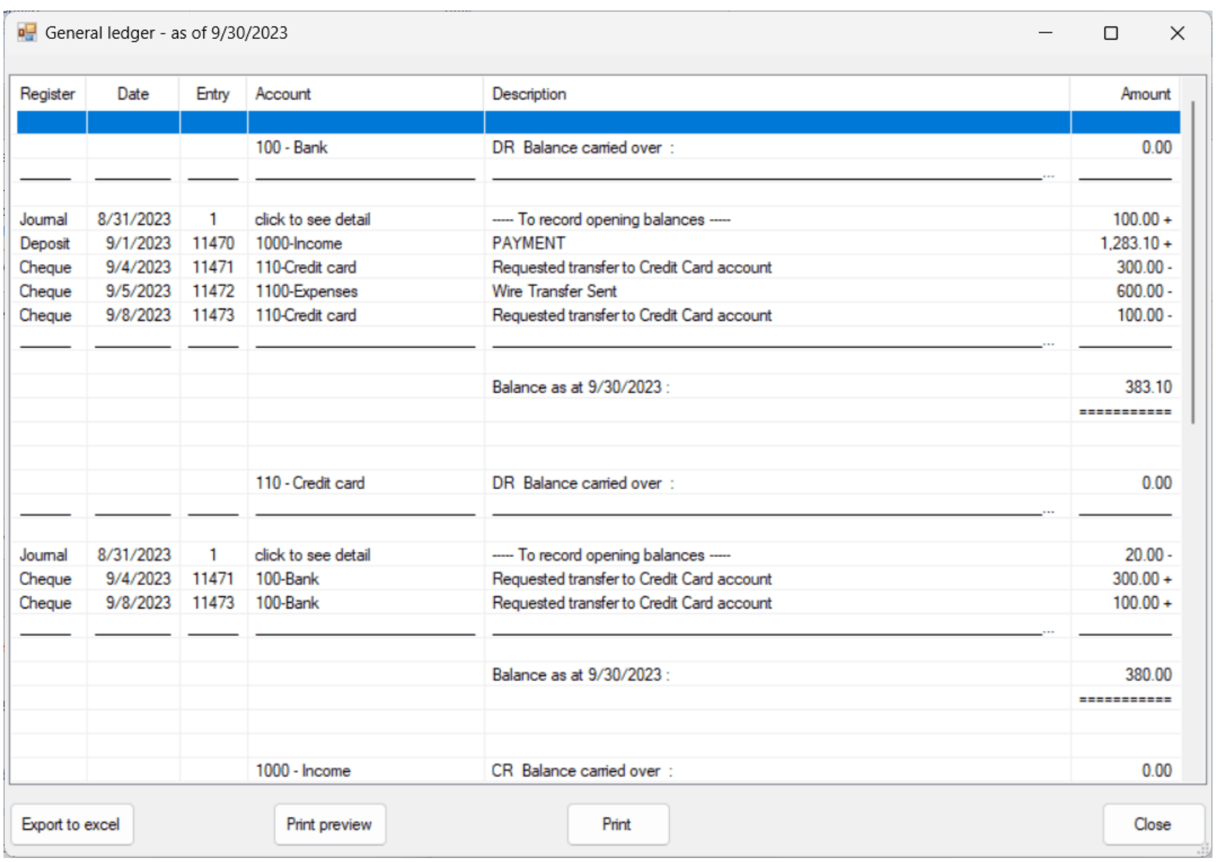
Type in the date range.

The default range is the date of the last file history archiving and the current date.
If the dates displayed are correct, click OK button.
If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.
Use Tab key and shift+Tab keys to move between fields.



Click OK button.

The general ledger report is displayed.



Drill Down feature

Double-clicking on a transaction provides the detail of the transaction.

NOTE: A minus sign besides the transaction amount indicates that the amount is of opposite direction of the account; if the account is debit (DR) a minus sign besides a transaction's amount indicates that the amount is credited to the account; if the account is credit (CR) a minus sign besides a transaction's amount indicates that the amount is debited to the account.

The report can be exported to excel, print previewed or printed.

Export to excel

Export the general ledger report to an excel file.
The default file name <enterprise Prefix>_General ledger, ex: A_General ledger.

Print preview

Display the preview window to check the layout of the general report before printing.

Print

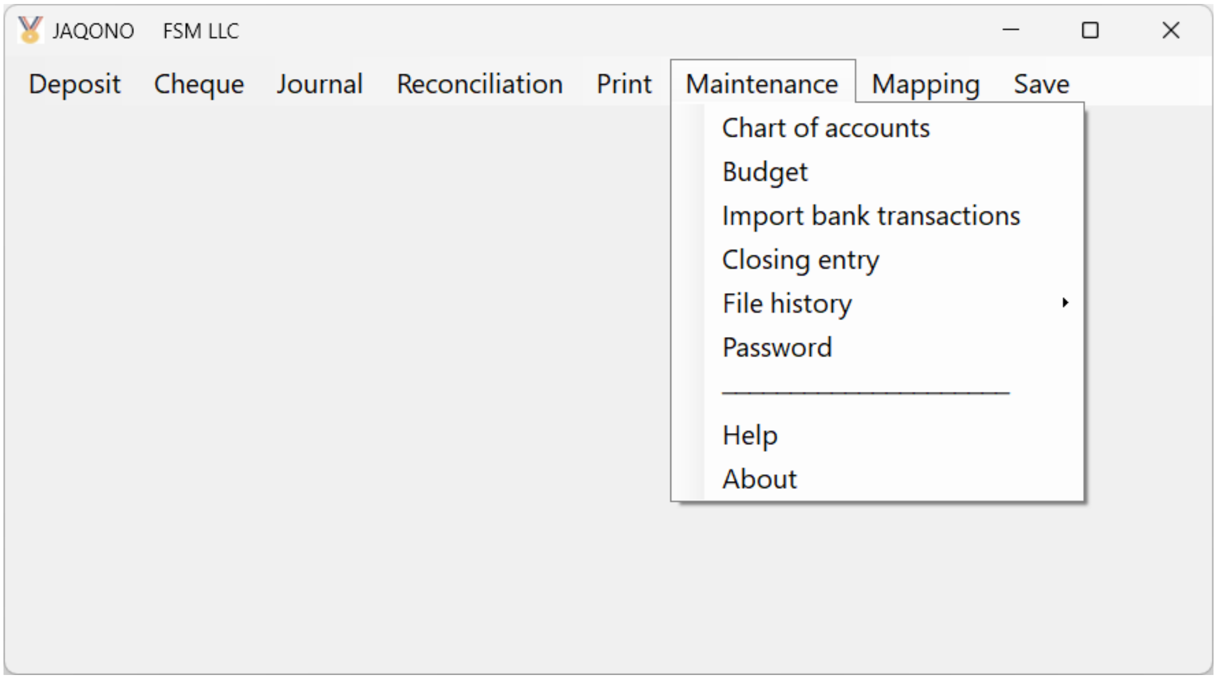
Print the general report.

Close

Close the dialog.

IX Maintenance

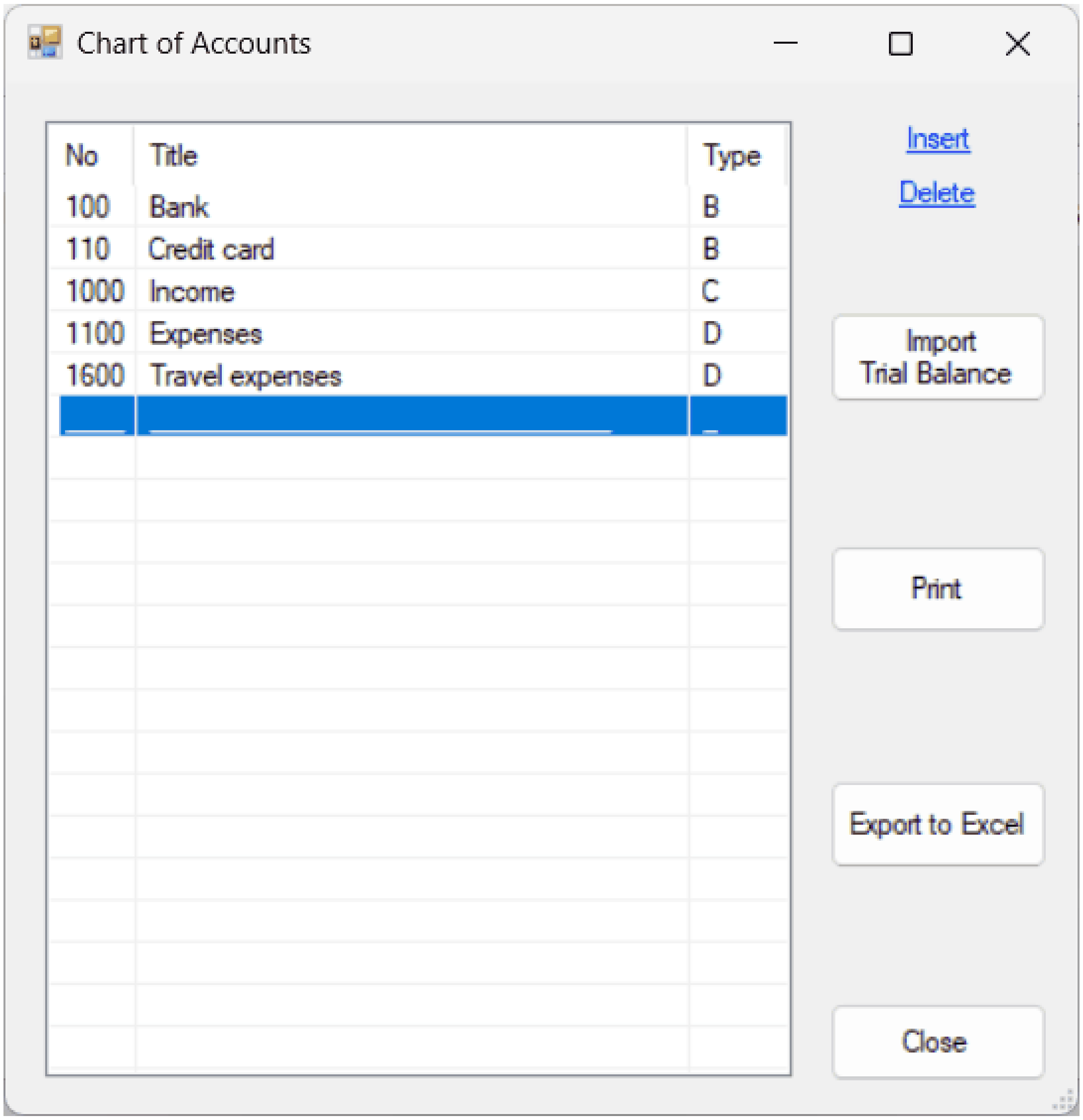
Select the Maintenance operation (click it or press letter M).



Select the operation to do (click it, or press the first letter of the operation (more than once for C), or move the cursor with the display keys, then press Enter key).

9.1 Chart of accounts

Look at **Import Trial Balance** at the bottom to learn how to **automatically set the Chart of Accounts**.



Use the mouse or the display keys to browse the chart of accounts.

Inserting an account

Move the cursor (mouse or display keys) to the line above the one where the new line is to be inserted.
Click Insert or press Insert key to switch to insert mode and a new line will be inserted.
Type in the data for each field and press Enter key after each one.

Note: a standard chart of accounts generally includes the following:

- *Assets*
- *Liabilities*
- *Equity*
- *Revenue*
- *Expenses*

which makes it easier to group them together when preparing financial statements.
In this case, this classification is not required. See ExcelFSM and WordFSM software.

Account number:

Type in the account number.

Account title:

Type in the account title.

Type:

Select the type of account (type letter B or C or D, or double-click it, or select it, with a single click or by moving the cursor with the display keys, then press Enter key).

B for a bank account.
This allows you to open a record cheques on this account
and a record for deposits
and do the reconciliation.

C is for credit transactions (Liabilities and Revenue)

D is for debit transactions (Assets and Expenses)

NOTE: The Type Debit/Credit of an account is used for presentation purposes, e.g. in the bank reconciliation, in the General Ledger and Account Balance Detail dialog, it allows the software to show whether an entry increases or decreases the balance of the account.

Repeated inserts:

Press Enter key and insert mode remains active until you press Escape key to deactivate it.

Deleting an account

Move the cursor (mouse or display keys) to the line to be deleted.
Click Delete or press Delete key to delete the line.
The account will be deleted only if it has no balance, current or prior, and has no transactions.

Correcting an account

Click twice the field you want to edit.

Re-ordering accounts in the Chart of Accounts

The sequence of the accounts in the Chart of Accounts is of no importance to the software. You are free to change the order for your convenience. Simply click on the account you wish to move and drag it up and down in the list with the mouse. The list will scroll as you drag near the top and bottom borders. Drop the item at the desired location.

HINT: Enlarge the Chart of Accounts dialog so that more accounts are visible, and it will be easier to find the desired location in the list.

Print

Print the chart of accounts.

Export to excel

Export the chart of accounts to an excel file.
The default file name <enterprise Prefix>_Chart of Accounts, ex: A_Chart of Accounts

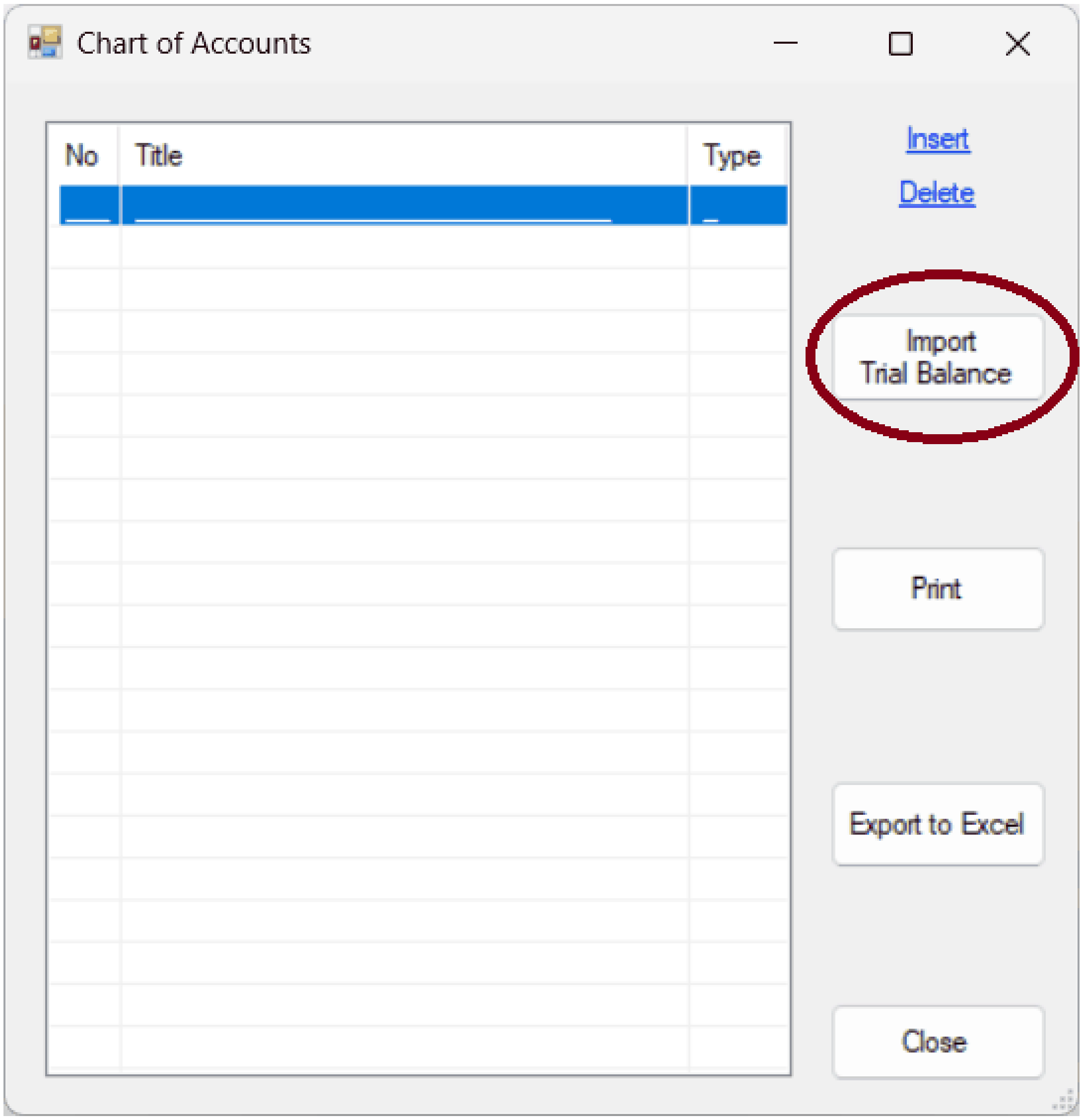
Close

Close the dialog.

NOTE: Your changes are preserved whether you dismiss the dialog by clicking either the 'X' or the Close button.

Import Trial Balance

Import a trial balance to set the Chart of Accounts and generate the opening balances journal entry

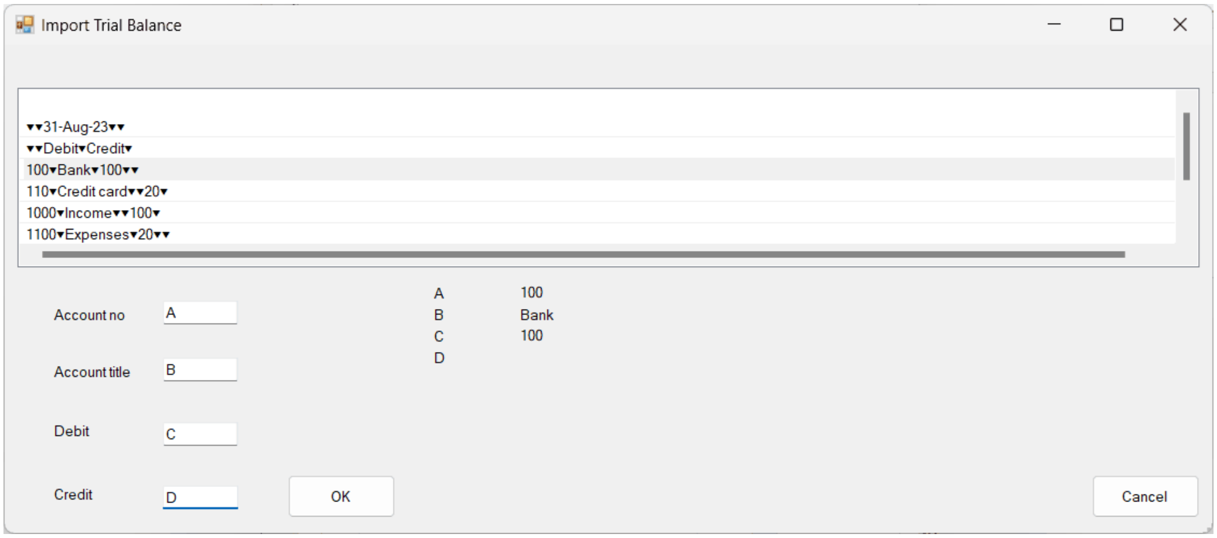


Click Import Trial Balance button.

Select the file containing the trial balance data to import.

NOTE: the csv file must not be opened in another application.

The Import Trial Balance dialog is displayed, showing the contents of the trial balance file in a window.



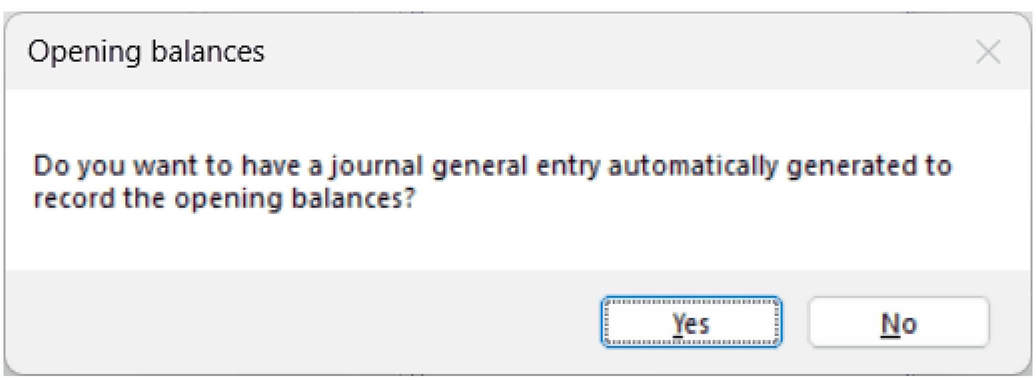
Select an account line from the list in the window. The fields (columns) are identified by a letter and the content of each field (column) is displayed.

Specify the letter for the required fields:

Account no
Account title
Debit
Credit

Note: during the process you can select a different account line to determine the Debit / Credit field (column) letter. If debits and credits are in the same field (column), specify the same letter.

Clicking OK, you are asked if you want to have a journal entry automatically generated to record the opening balances.

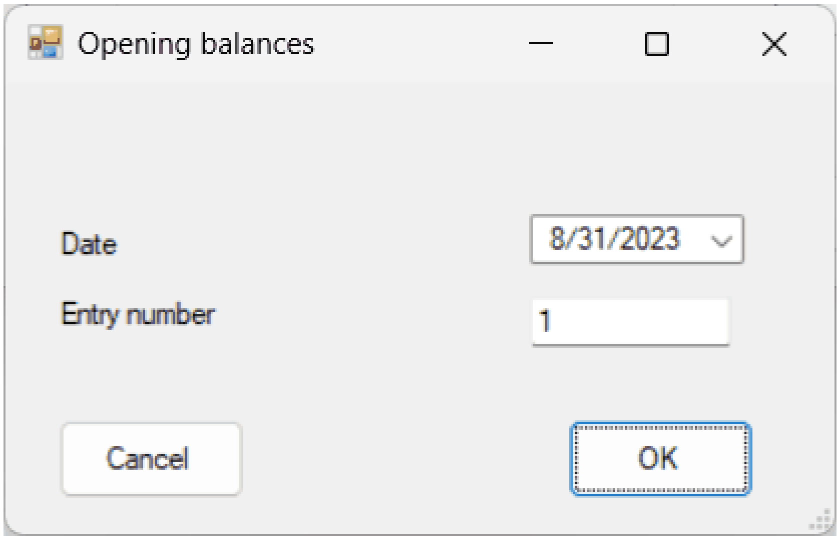


If the answer is Yes,

Specify the date:

A default date is displayed. If this is the correct date, click the Entry number field.

If not, change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.



Type in the entry number.

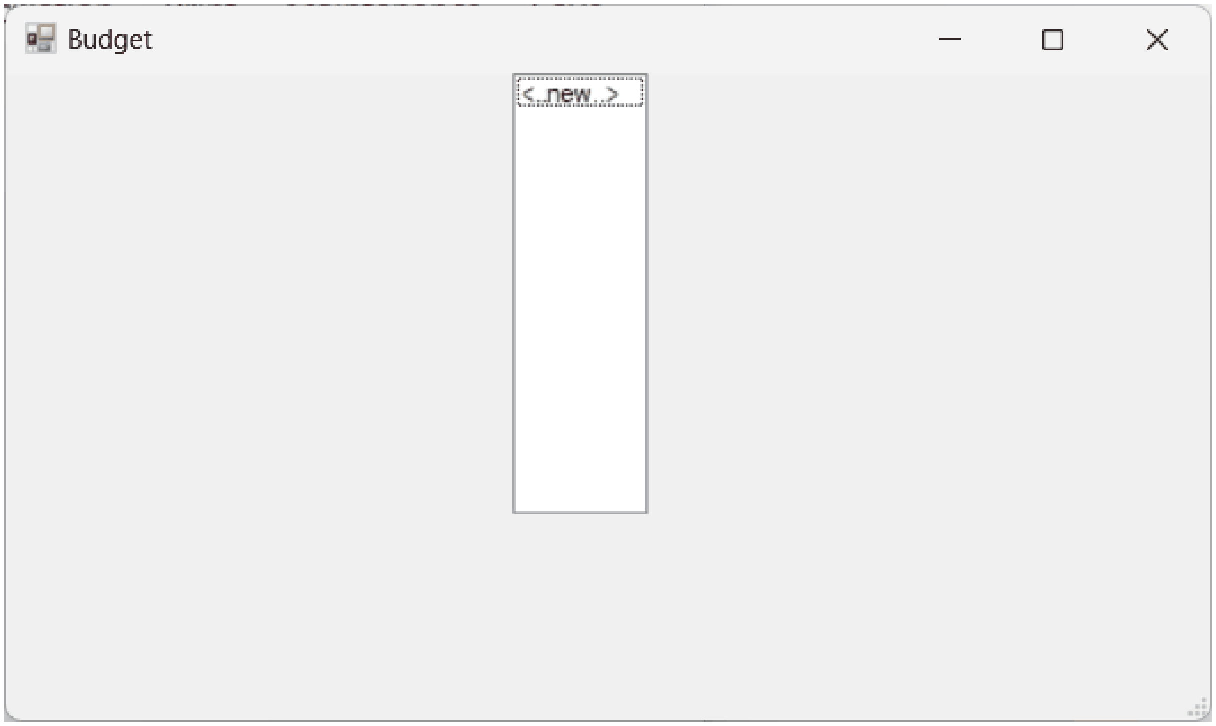
Click OK button.

A journal entry is then generated to record the opening balances imported with the trial balance.

NOTE: The default Type of an account is the accounting sense of the account's balance (Debit or Credit), as read from the trial balance. The Type must be changed to B for bank accounts.

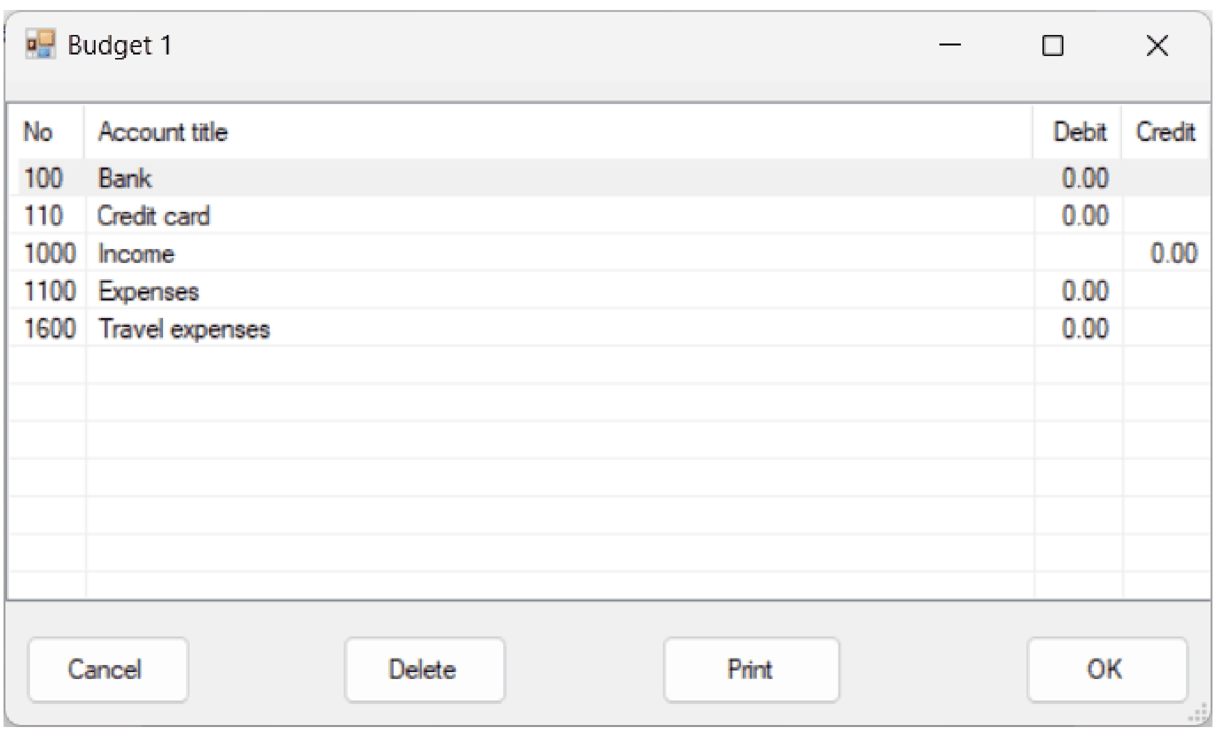
9.2 Budget

Add up to 14 budgets (12 months or 13x4 weeks periods, plus 1 annual)



Click <..new..> to add a budget to the list of budgets.

The trial balance with zero balances is displayed.



Attribute balances to the accounts which will be presented in a trial balance, alone or by comparison with actual balances.

These balances can be modified at any time without affecting actual balances.

Since the software does not have a fixed period and works on the basis of date ranges, the user determines the period covered by balances entered on the budget.

Click the debit or credit field and enter the amount.

Note: only one amount per line.

Repeated inserts:

Press Enter key and the enter mode remains active until you press Escape key to deactivate it.

By default, zero balances in the Debit or Credit column are the same type as that in the chart of accounts.

Cancel (or clicking the 'X')

Dialog is closed without keeping the changes made to the budget balances.

Delete

Remove the budget displayed from the list of budgets.

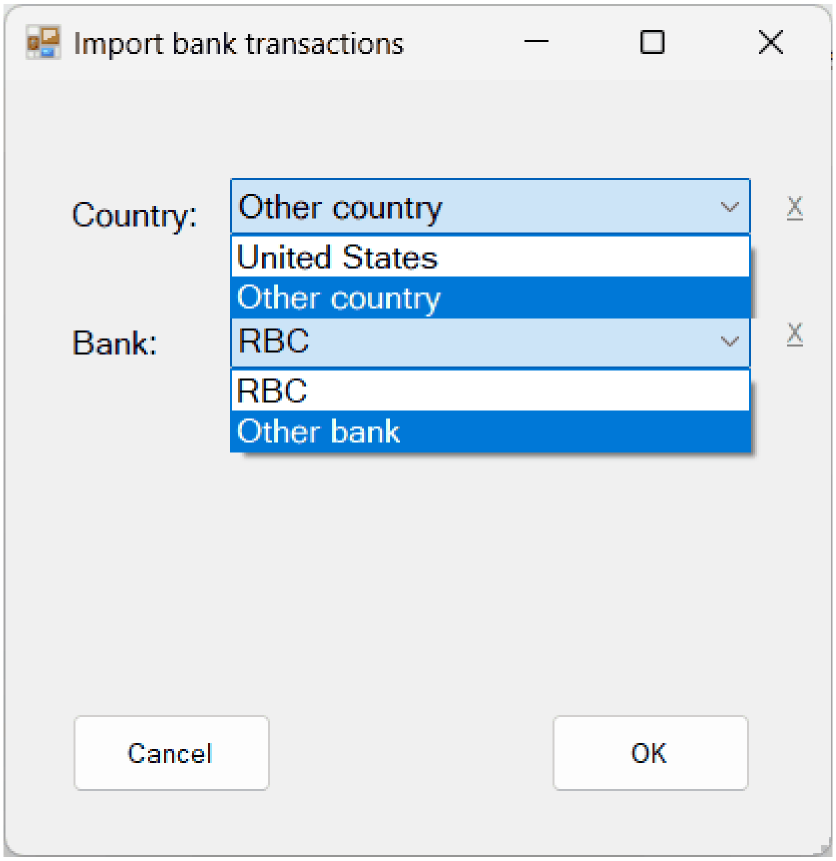
Print

Print the trial balance report with the budget balances.

9.3 Import bank transactions

Select the bank account (double-click it or select it, with a single click or by moving the cursor with the display keys, then press Enter key).

The following dialog is displayed, listing preset banks accounts.



This allows you to select preset bank accounts stored in the file banks.dat saved in the same folder as the program.

To remove a country from the drop down list, select the country and click the X besides the field.

To remove a bank from the drop down list, select the bank and click the X besides the field.

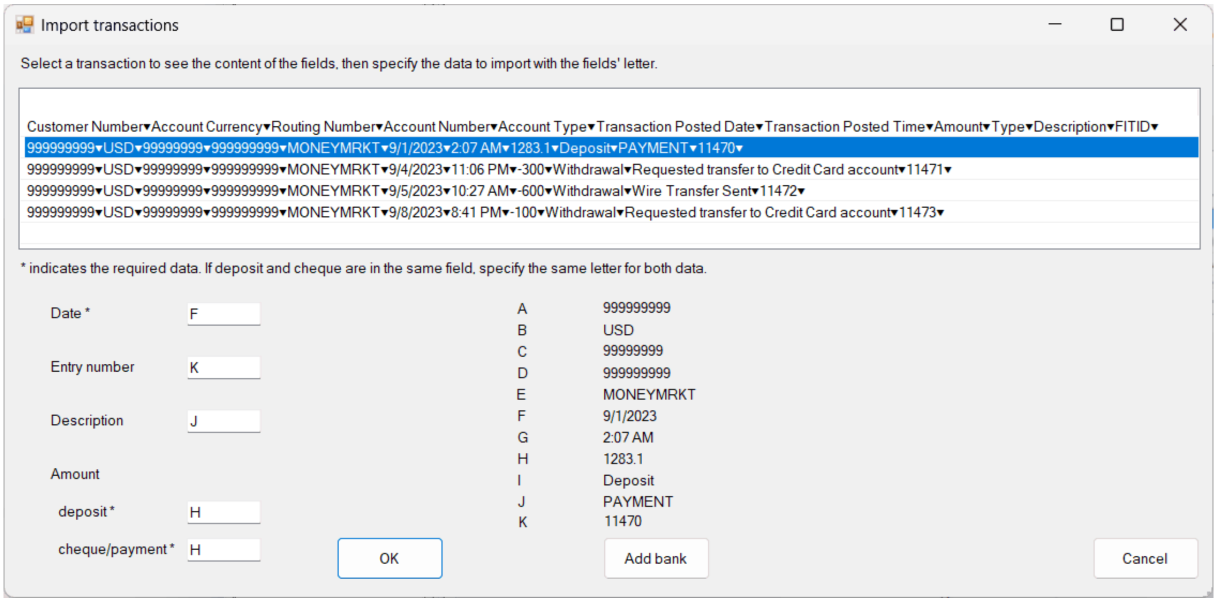
If the bank account from which you downloaded the bank transactions is not within the list of preset bank accounts, you will be able to add it with the 'Add bank' button of the next form.

Until then, select 'Other country' or 'Other bank' and click OK.

Select the file containing the transactions data to import.

NOTE: the csv file must not be opened in another application.

The Import transactions dialog is displayed, showing the contents of the transactions file in a window.



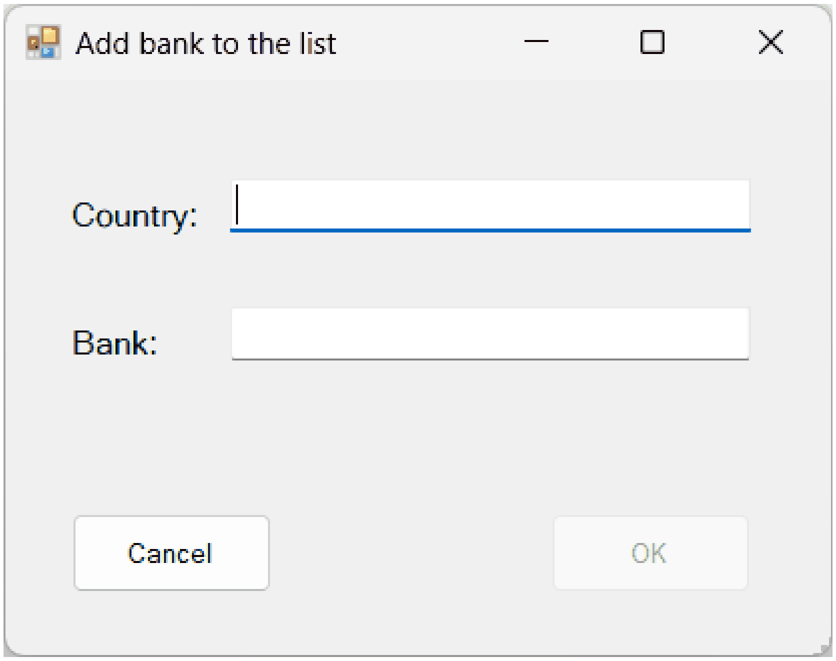
Select a transaction line from the list in the window. The fields (columns) are identified by a letter and the content of each field (column) is displayed.

Specify the letter for the fields (a transaction must include at least a date and an amount):

Date
Entry number
Description
deposit amount
cheque/payment amount

Note: during the process you can select a different transaction line to determine the deposit and cheque/payment field (column) letter. If deposit and cheque/payment are in the same field(column), specify the same letter.

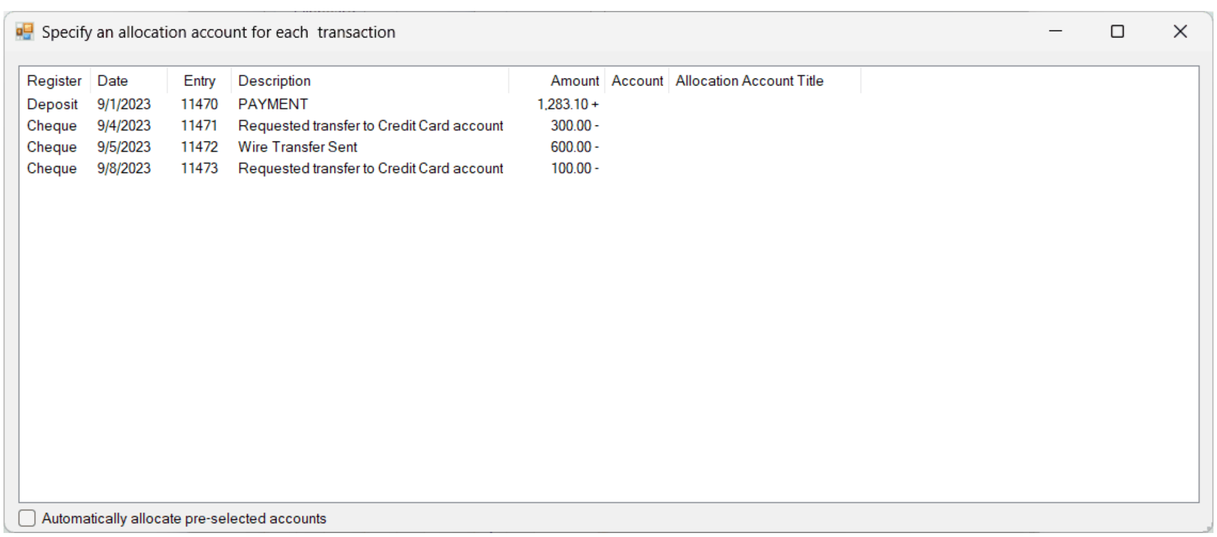
Clicking 'Add bank', the following form is displayed



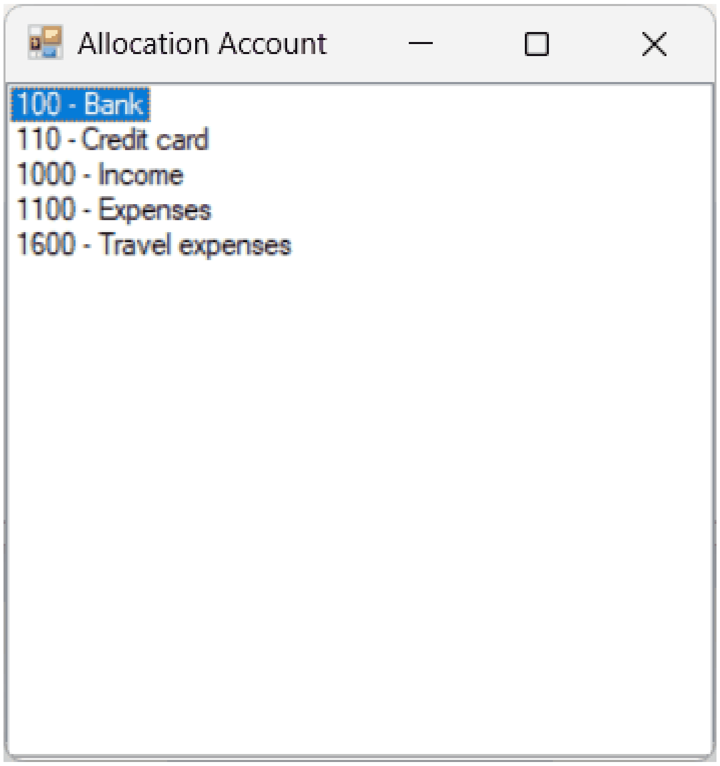
Type the country.

Type the bank.

Clicking OK, you are asked to specify an allocation account for each transaction.



Clicking the Account field, the following dialog is displayed.



Select the allocation account from the list displayed (double-click it or select it, with a single click or by moving the cursor with the
display keys, then press Enter key)
or
type the account number and press, Enter key to move to the next transaction or click the the Account field of the next transaction.

Note: For transactions with the same description as the description of a recorded transaction, the Allocation Account Title column is prefilled with the account number and account title, and the account is pre-selected in the list of accounts, so you can press Enter key to select the allocation account and move to the next transaction.

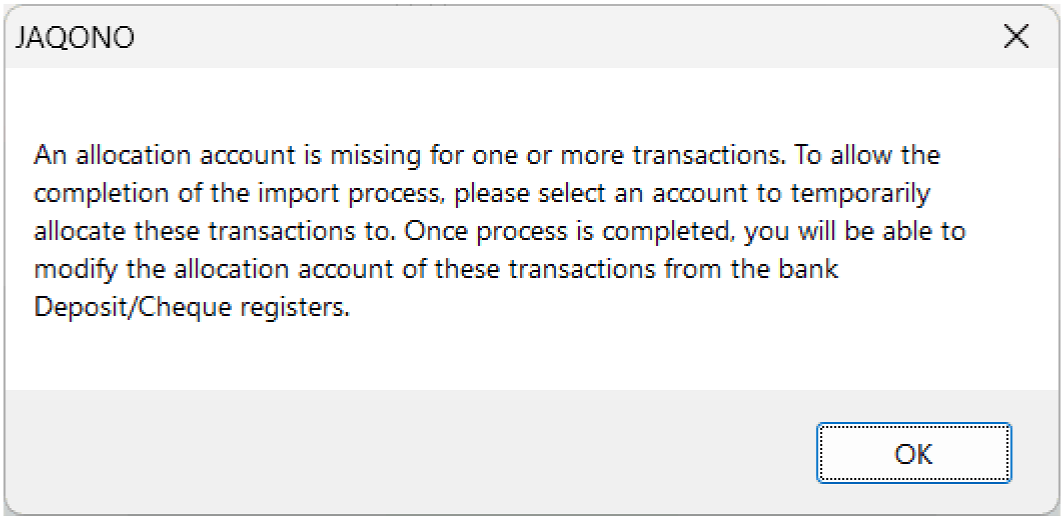
Automatically allocate pre-selected accounts

The pre-selected accounts can be automatically allocate to the transactions by checking the checkbox at the bottom left. Unchecking the checkbox will undo the allocation.

Closing the form

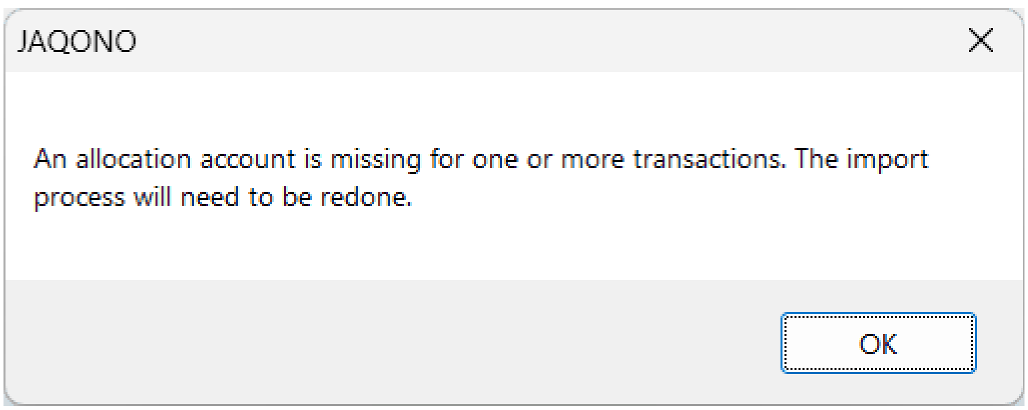
The bank transactions are automatically organized and recorded as Deposit or Cheque.

If there are transactions without an allocation account, the following message is prompted



Clicking OK, you can select an account from the list of accounts.

If no account is selected, the following message is prompted



Note: If you prefer to add allocation accounts directly in your transactions file, you can do so by using the Bank Mapping feature and setting it up like with bank accounts that permit category modifications.

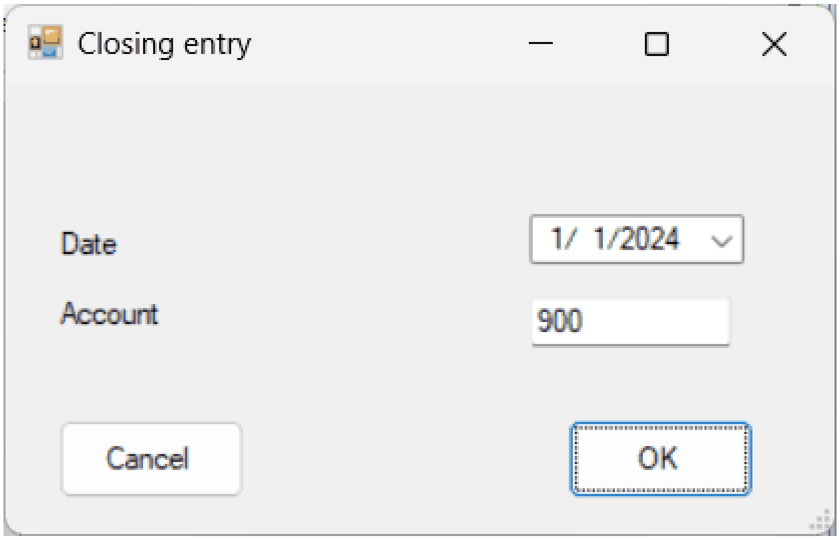
9.4 Closing entry

The Closing entry operation is used to bring account balances to zero automatically.

Type in the closing date. Use the **day following year-end** as closing date.

The default date is the previous closing date.

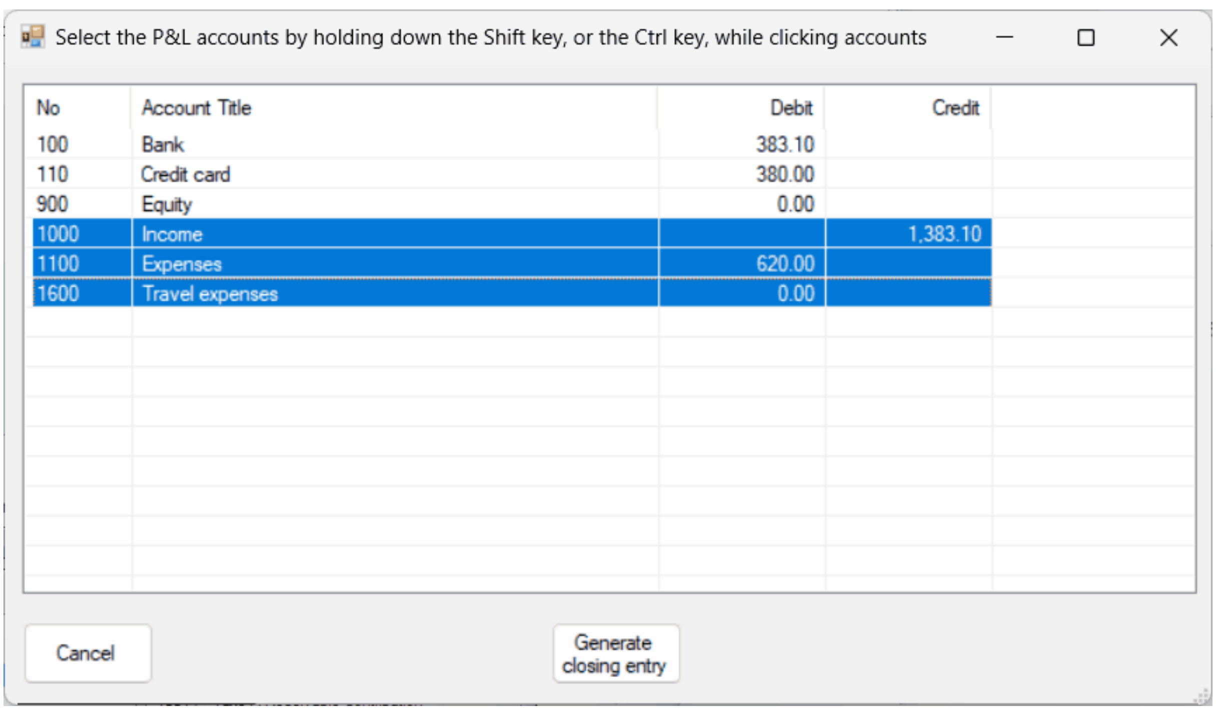
Change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.



Type in the account number in which the summary will be transferred.

Click OK button.

The trial balance as of the day before the specified closing date is displayed.

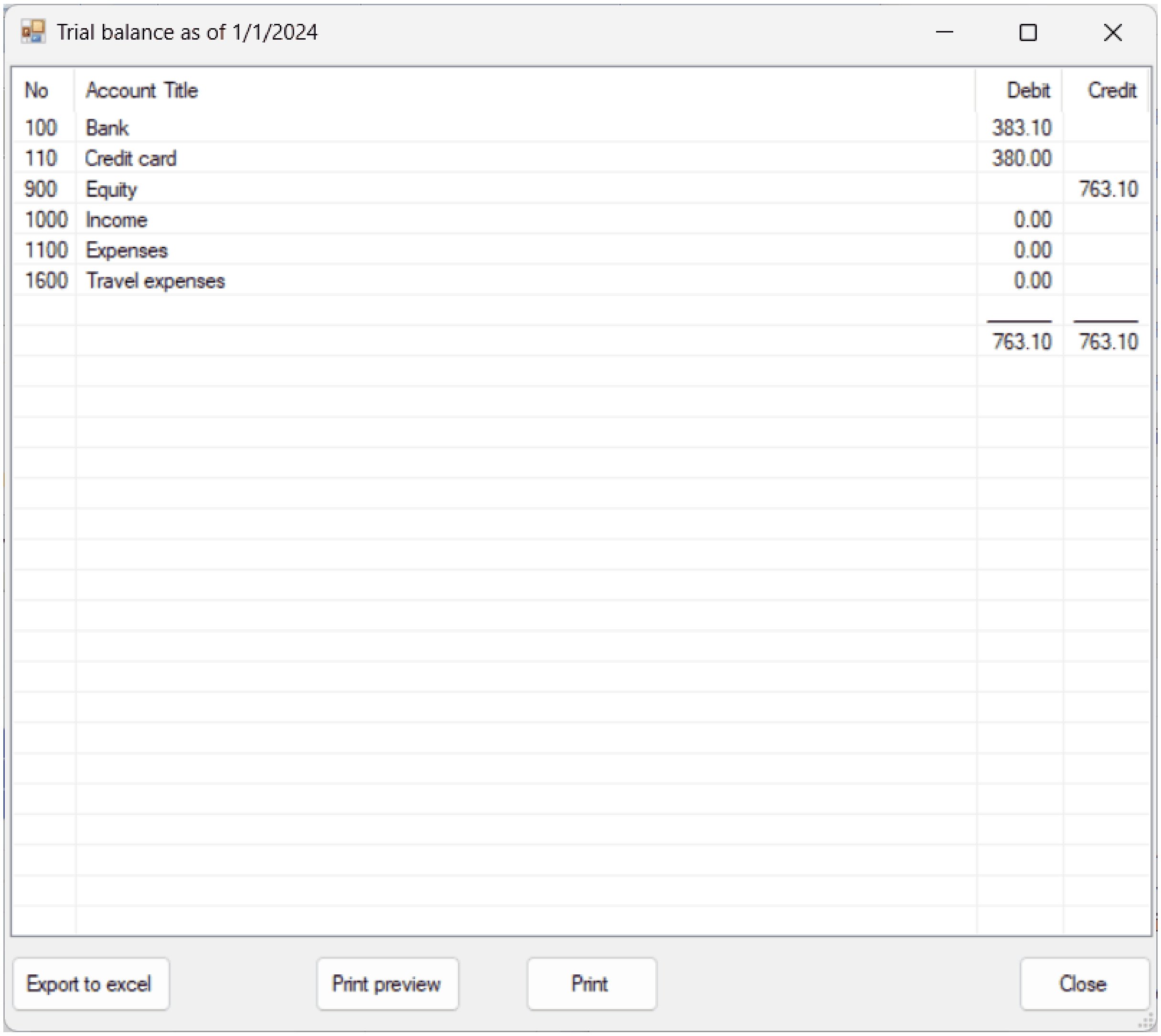


Select the accounts by holding down the Shift key, or the Ctrl key, while clicking accounts.

Click Generate closing entry button.

A closing entry is then generated in the Journal general.

Here is the trial balance as of closing date.



9.5 File history

The File history operation is used to select transactions prior to a given date, remove them from current files and save them in a historical file to be consulted at a later date.

During this operation, the balances to be carried forward are calculated for each trial balance account.

How often you do this will depend on:

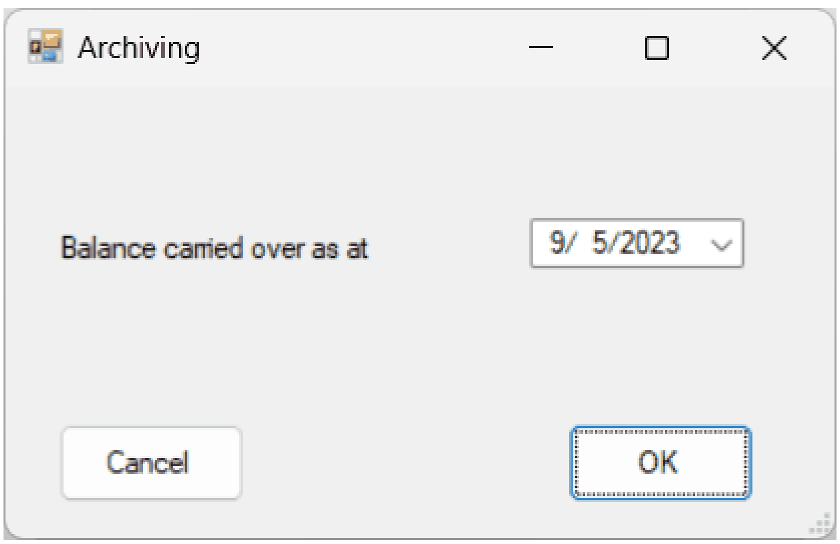
- the number of transactions processed
- your computer (memory and operating speed)

- whether you want to prevent any changes being made to prior period data (control consideration) since historical data can only be read.

Note: we strongly recommend that you always make a backup copy before proceeding with this operation.

Select one of the following operation (click it, or press the first letter, or move the cursor with the display keys, then press Enter key).

Archiving



Type in the balance carry-over date:

The default date is the previous closing date (or the initial date 1/1/1900).
Change any of the three parts of the date using the + and - keys or by typing the numbers, or click the down arrow to the right to display a calendar and select a date.
Use the left arrow and right arrow keys to move the cursor within the field.

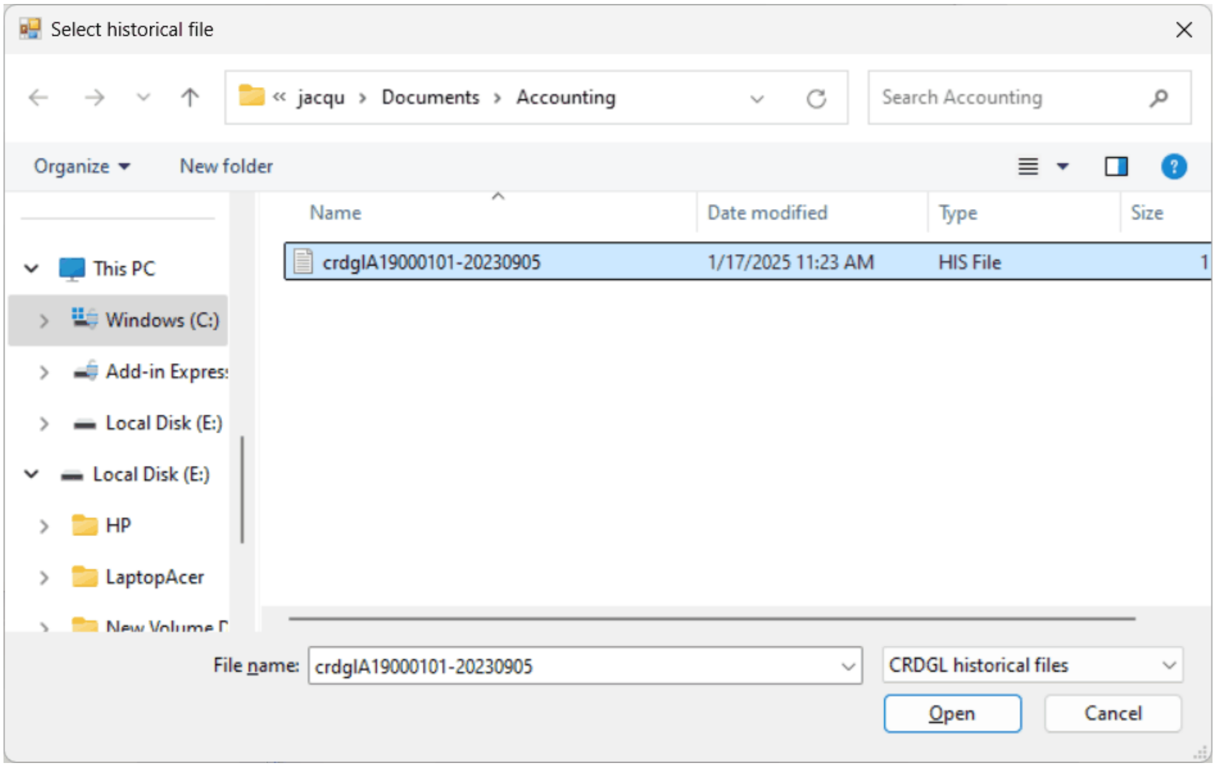
All transactions up to and including this date will be removed from the current data file and saved in the historical file.

Note: transactions prior to this date involving a bank account must be reconciled beforehand.

The historical file is saved in the same place as the software, under the file name crdgl<enterprise Prefix><from date>-<to date>.his, ex: crdglA19000101-20230905.his

This date will be retained as default date the next day for printing reports using date ranges.

Consulting



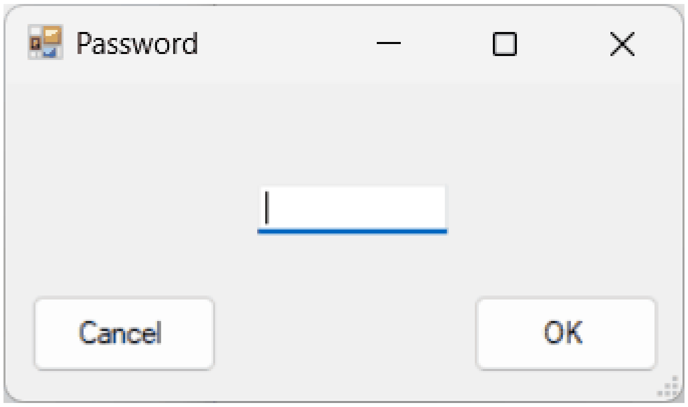
Select the historical file you want to consult. (The date range in the historical file names is the range of transactions contained in the historical file)

Note: changes made to the historical data cannot be saved.

9.6 Password

The password operation is used to set a password which then must be used whenever an enterprise books are to be opened.

Type in the password.



9.7 Help

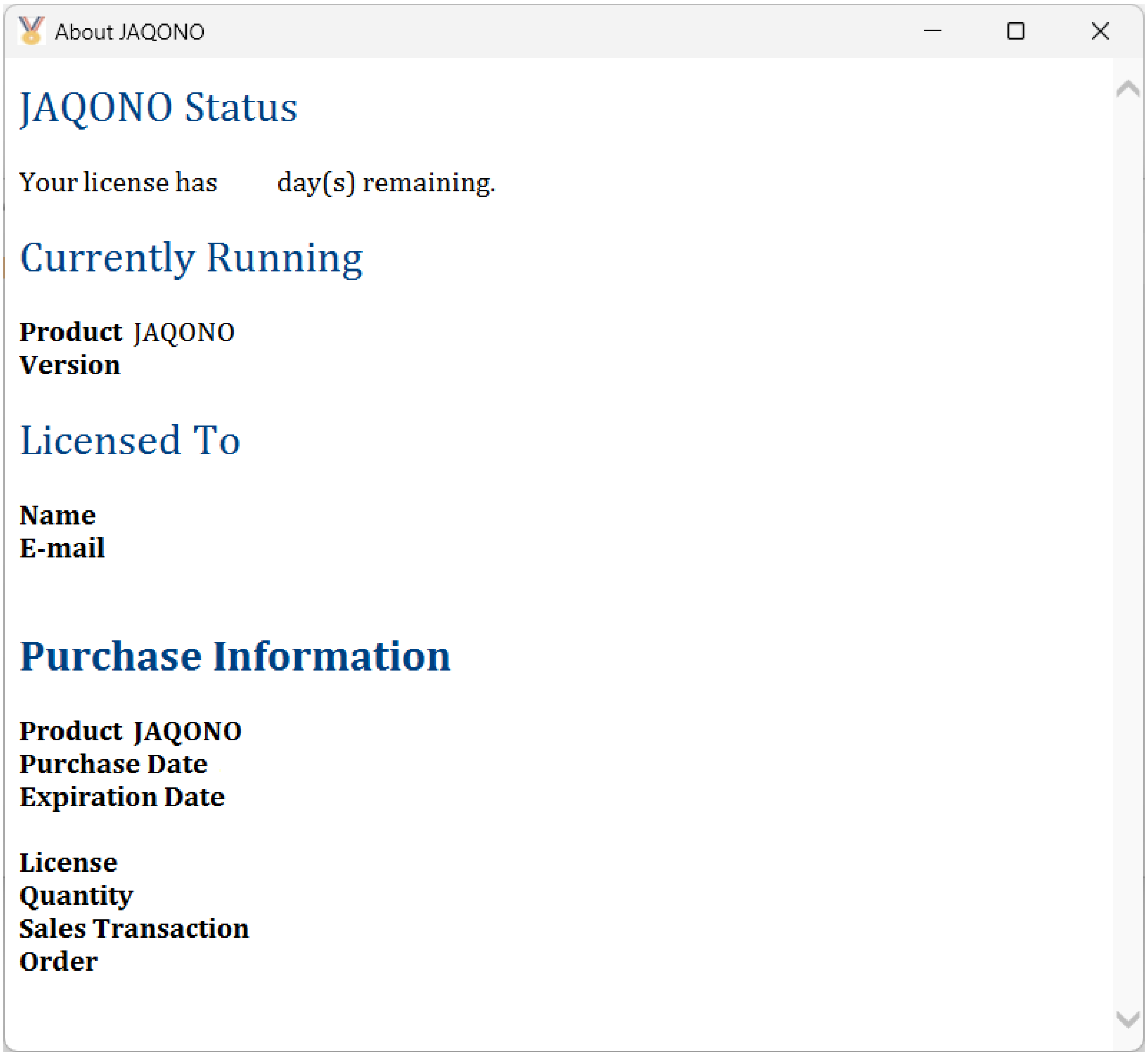
The Help button shows this Help file.

For up to date news, please please visit our website.

9.8 About

Running JAQONO without a license, the following dialog is displayed

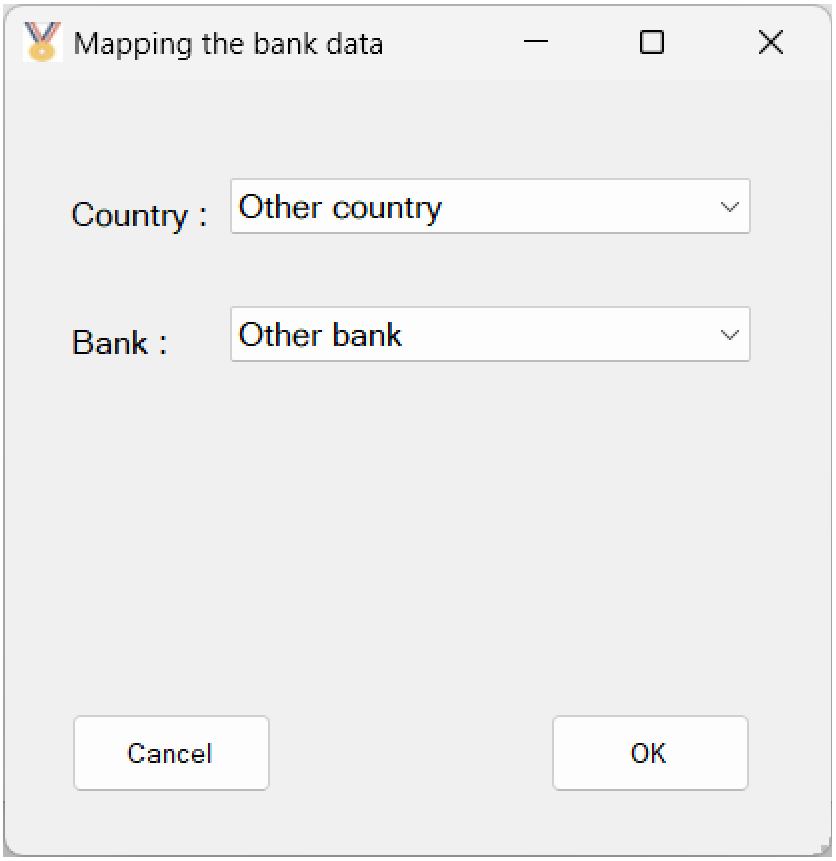
Running JAQONO with a license, the following dialog is displayed



The Running Version is the one currently used. To see if you are running the current version available, please visit our website.

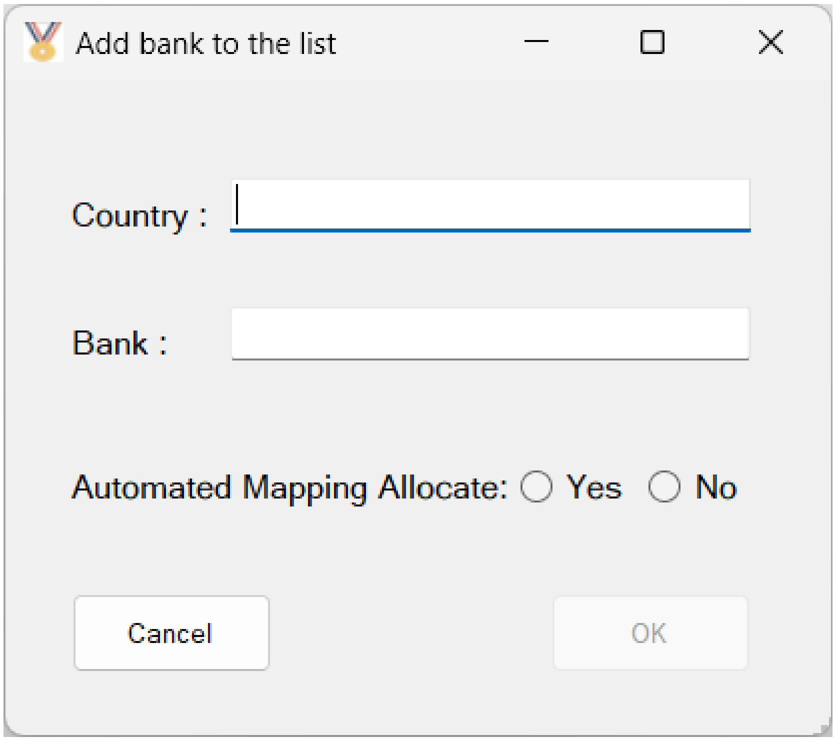
X Mapping

The following dialog is displayed.



Setting up the Bank Mapping

Clicking OK, the following form is displayed.



This allows you to add bank accounts stored in the file mapbanks.dat saved in the same folder as the program.

To remove a country from the drop down list, select the country and click the X besides the field.

To remove a bank from the drop down list, select the bank and click the X besides the field.

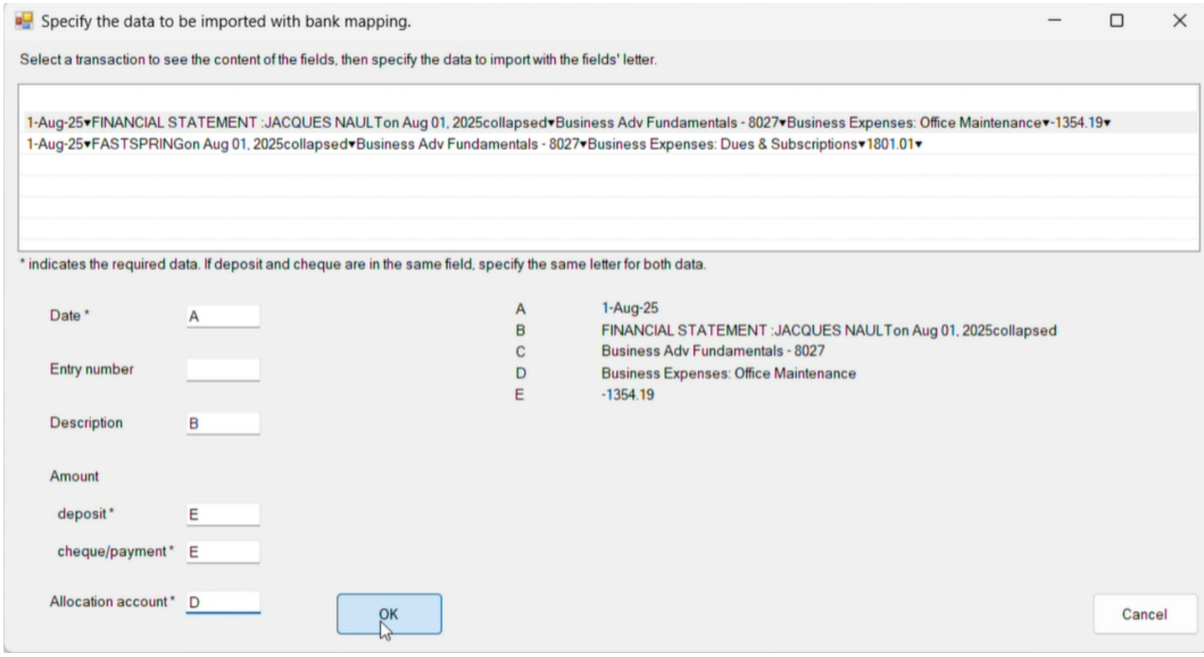
Automated Mapping Allocate

Yes - if the bank account assigns a category to transactions from a one-level dropdown menu, select Yes

No - if the bank account assigns a category to transactions from a multi-level dropdown menu, select No

Clicking OK opens the standard Windows dialog. Select the CSV file containing transactions of the specified bank.

Once the file has been selected, the following form is displayed for you to specify the data to be imported.



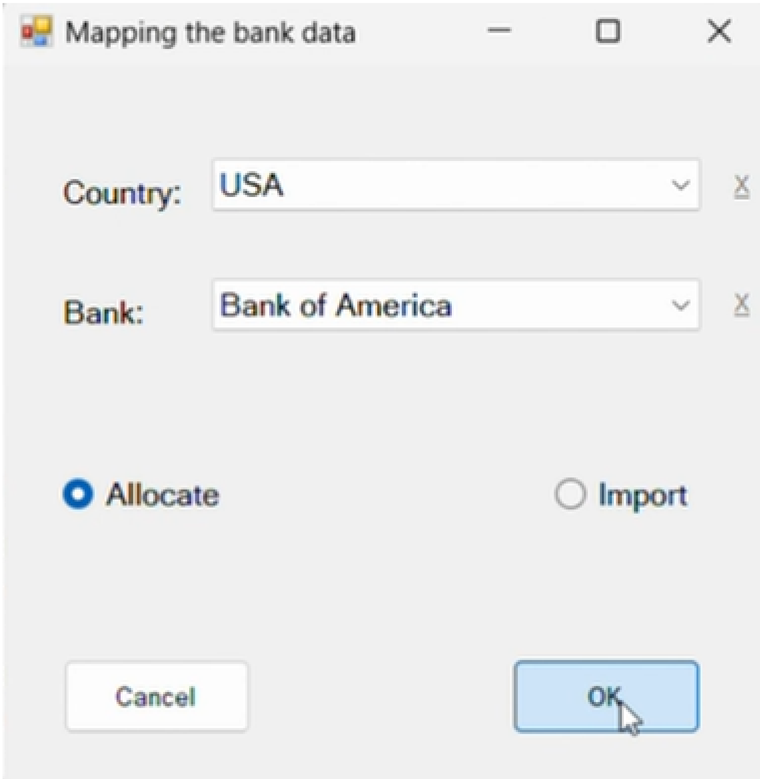
Clicking OK opens the standard Windows dialog. Select the CSV file containing the list of categories.

Note: The list of categories is not uploaded when bank accounts permit category changes, since those categories are actually the accounts from the chart of accounts. Click Cancel in the standard Windows dialog.

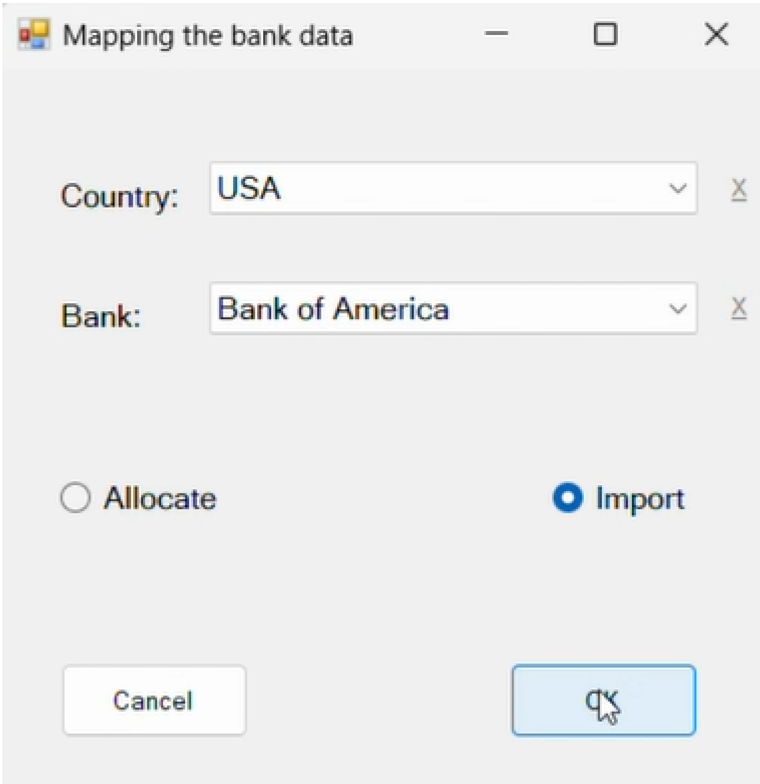
Note: If you prefer to add allocation accounts directly in your transactions file, you can do so by using the Bank Mapping feature and setting it up like with bank accounts that permit category modifications.

The bank mapping setup is now completed for the specified bank.

Mapping Allocate



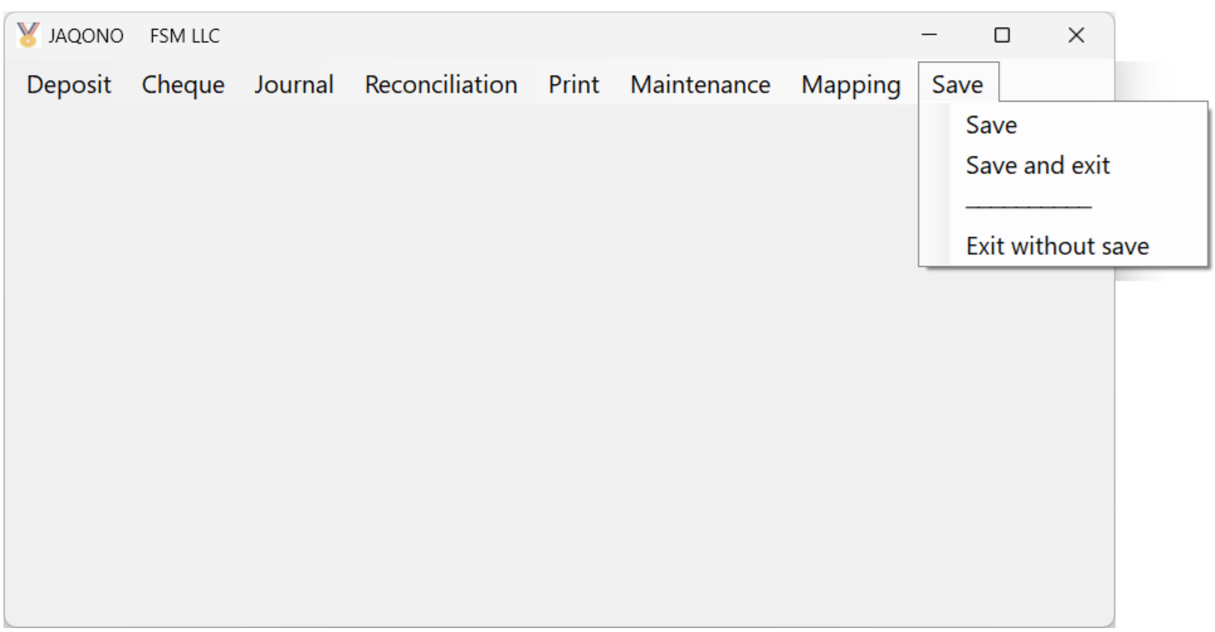
Mapping Import



For more explanations look at the JAQONO web page.

XI Save

Select the save operation (click it or press letter S, or click the 'X').



Select the operation (click it, or press the first letter of the operation (more than once for S), or move the cursor with the display keys, then press Enter key)

Save

Save all changes to current data.

Save and exit

Save all changes to current data before you exit.

Exit without save

Exit the software without saving any changes.