

# **G R I S B I   M A N U A L**



## **PERSONAL ACCOUNTING SOFTWARE**

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Version 3.0 of 2025 (provisional)



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# 1 Preamble

## 1.1 Forward to the English Translation

Manual version 3.0 corresponds to software version 3.0.

The English version is a combination of the revision of English version 1.0 and the translation of French version 3.0.

It was started by Bob ANDERSON<sup>1</sup> with the version 1.0 in order to give a little back to the *Free and Open Source Software* (FOSS) Community. He had no particular financial or linguistic skills, but as a long-standing user of the software and managing without the help of the manual, he knew how necessary this translation was.

This translation is word for word. It is important to keep to this format to make it easier to add changes to the English translation of the original French manual. You may also see a short paragraph or footnote with the note **TRANSLATORS NOTE:**. If a new paragraph or footnote is added to explain a problem with the translation, or to flag a section that needs revision in both the French and English versions, it must be done in a way that ensures the French and English versions are exactly the same. This means that any changes to the English version will only be made **AFTER** the French version is accepted.

### The translation from the French Manual starts on the next page

The translation from the French manual begins with the title of the next section, **WHY REFER TO IT AS GRISBI?**, which has been modified by Bob ANDERSON from the original title, **ETYMOLOGY**. This section includes the original author Daniel CARTRON's commentary on the etymology of the word *grisbi*.

Bob ANDERSON provides a cautionary note regarding his translation efforts. He has endeavoured to maintain the denotation and connotation of the French dictionary entries. While the majority of the words have been translated into English, the accuracy of these translations should not be relied upon, except to provide a general impression of the original French text. For those with a keen interest in etymology, it would be beneficial to consult the original French version of this manual section.

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<sup>1</sup>[www23@scilutions.co.uk](mailto:www23@scilutions.co.uk)

## 1.2 Why refer to it as Grisbi?

Several [Grisbi](#) users have asked Daniel CARTRON, the editor of the first version of the manual, to insert a brief reminder of the meaning of this word, which, to his chagrin, fell back into disuse.

His first (brief) research did not bring him any results worth publishing. He had then dropped it until one day he had the opportunity to spend some time in a well-stocked library containing dictionaries of all kinds, there the harvest was abundant. It was so abundant that Daniel CARTRON hesitated a long time to know what he was going to keep and what he was going to eliminate . . . Finally he decided to keep everything, even if we go from a paragraph to four pages. He just made a compilation of the shortest items to the longest ones. Indeed he find it interesting to study the differences between the different dictionaries, but even more to note the similarities, at this point striking that one could title this chapter not *The game of the seven errors* but *Who copied who?* It's up to you to find. . . And he also added a passage on the film because for those who still know what grisbi means is essentially due to the deserved reputation of this work.

Here are some sources on the etymology of the word grisbi:

### Dictionary of French language — Hachette

[grizbi] n. m. Slang. Silver — Of grey (grey money, cd rouchi griset [1834], “liard”), and suff. pop. -bi; 1895, spread in 1953.

### Grand Larousse of the French language

[grizbi] n. m. (of grey [*and*], piece of six liards [1834, Esnault] — der. from grey, because of the color [cf. also *grisette*, “coin” — 17th century. —, and *white and grey coin*, 1784, Esnault] — with the suffix.slang. -bi; 1896, Delesalle). *Slang*. Money: *Do not touch the grisbi* (title of a novel by Albert Simonin [1953]).

### Historical Dictionary of the French language — Robert

n.m. appeared in 1895 (*grisbis*) and spread from 1953 by the novel *Do not touch the grisbi* by A. Simonin, would be composed of *gris* “grey money” (1784: see le rouchi *griset* “six-liard coin”, 1834, and *grisette* “coin”, v. 1634 ) and the *bi* element of obscure origin: *grisbi*, “silver” in slang, could be a tautological compound of *grey* and *bis*.

### Dictionary of French slang and its origins — Larousse

Very controversial origin: either of *griset*, “coin”, and a mysterious suffix -bi, or bread both grey and bis, or English slang crispy, silver; we propose to see a metonymic use of *gripis* 1628 [Cheneau], *grispin*, *grisbis* 1849 [Halbert], “meunier”, that is to say, “one who has at his home wheat” 1895 [Delsalle] but reintroduced by “Touch the grisbi”, famous novel of A. Simonin, published in 1953.

VARIANTS — *grijbi*: 1902 [Esnault] — *grèzbi*: around 1926 [id.]

DERIVATIVES — *grisbinette* n.f. One hundred old franc coins: 1957 [Sandry-Carrère].

### Treasures of the French language

*Slang*. Silver. Synon. pop. *money, cake, pèze, cash*. *The grisbi I'm big enough to pick it myself! . . . Riton who had not even known how to behave like a man . . . as soon as he felt enough*

*grisbi* (SIMONIN, *Touch not to the grisbi*, 1953, p 231). **PRONUNCIATION:** [grizbi]. **ÉTYMOL.** **AND HIST.** 1896 *grisbis* slang. “money” (DELESALLE, *French-Slang and Slang-French Dict.*). Word composed of rad. of *griset*, in the sense of this six-liard piece” (1834 ds ESN.), der. of grey, because of the color (*cf.* also ca 1634 *grisette* “coin”, *The Norman Muse* by D. Ferrand , Ed A. Heron, II, 91, 1784, Brest, *white and grey coin* in ESN., and a second part of obscure origin which represents maybe the suff. pop. -bi, to be close to *nerbi* “very black” (from ESN.). It is not impossible that *grisbi* (formerly *grisbis*) is a tautological compound of grey and *bis*.

**BIG.** RIGAUD (A.). L'arg. litt. *Life lang.* 1972, pp. 114-117.

## Grand Robert of the French language

[grizbi] n. m. — 1895: spread 1953 by Simonin’s novel *Touch not to grisbi*; the word was rare or archaic v. 1950: from grey “grey money” (see *rouchi griset* “liard”, 1834), and suff. pop. **SLANG** Money. *T’as du grisbi?*

1 — This expression: “Do not touch the grisbi” becomes a variation of “Do not mess with the nippes”. This is the keyword that leads the chronicle of these knights of ill-gotten fortune who gave mobility to Peter CHEYNEY’s cape and machine gun novels. Pierre MAC ORLAN, in Albert SIMONIN, Do not touch the grisbi, Preface, p. 6.

2 — “Forget bein’ nice, fam... We ain’t got time if you need me to track down Ali. It all boils down to how much grisbi (crispy) he’s stacking in his pockets. If he’s packing, there’s a shot at spotting him at the casino, at the Carillon joint”

Albert SIMONIN, do not touch the grisbi, p. 147.

## Dictionary of Unconventional French — Hachette

n.m. (Grisby)

Silver (intrinsically).

“To the little kingpin of the team, a kid in a torpedo cap, blue overalls and patent leather pumps, the little girl had just said she was watching only for the right motive, to relieve me of my hundred notes. He had replicated, the naughty jealousy: “The *grisbi*, I’m big enough to pick it up myself!” They were both right, both equally ready to do anything for the *grisbi* (loot). They and their little friends. Like Angelo-la-Tante and Josy-la-Peau-de-Vache; like Ali-le-Fumier and his garbage of espingos; like Riton, who hadn’t even known how to behave like a man with his brat, as soon as he felt he had enough *grisbi*; like Marco and his little Wanda, so honest, but who didn’t hesitate to be stepped over by the *grisbi*! like also the young Lulu, no doubt, who waited patiently at home for me to come back, with my *grisbi*”

A. SIMONIN, Do not touch the grisbi, p. 233

**HIST.** — 1895, but probably little used: A. BRUANT and L. BLÉDORT, who occasionally accumulate synonyms (*weigh, bone,, etc.*), do not use *grisbi*, although BRUANT records it in 1901 (*grisbis*). The deserved success of A. SIMONIN’s novel in 1953 gave a new lease of life to the word, which nevertheless does not seem to be truly integrated into the series of designations of money, such as *wheat, sorrel, flouze or fric*.

Rouchi *griset*, “a six-liard piece” (1834), so called because of its color. But the only explanation currently available given by ESNAUT, is not satisfactory; on the one hand, the element *bi* remains unexplained, if not by a “suffix” unknown; on the other hand, BRUANT writes *grisbis*, and it is possible (if not probable) that the central *s* pronounced only since 1953; which would lead to an explanation: *gris-bis*, in the series of alternative words for bread, *wheat, carmine, biscuit, pancake*, etc.

Finally, if the *metonymy*<sup>1</sup> of colour is actually used to denominate money, it is always a precise category of money: “cash”. Thus *jaunet*, *white*, *white*, *copper*, are not interchangeable nor usable for “money” abstract.

We would also point out the meaning of *gris*: “expensive” (V. *grisol*) and the possibility of the augmentative pseudo-suffix *bi*, “très”, even rare. We would then have: *gris-bi*, “very expensive”? But the hypothesis is adventurous.

## 1.3 Bibliography

*Touchez pas au grisbi!* by Albert SIMONIN, published in 1953

- Gallimard, Collection Série Noire No. 148, first edition in 1953
- Le Livre de Poche No. 1152, first edition in 1953
- Gallimard, Collection Carré Noir No. 94, first edition in 1972
- Gallimard, Collection Folio No. 2068, first edition in 1989
- Gallimard, Collection Folio Policier No. 183, first edition in 1953, reissued in 2014 (always edited)

## 1.4 Filmography

**TOUCHEZ PAS AU GRISBI** (French for **DON'T TOUCH THE LOOT**), released as **HONOUR AMONG THIEVES** in the United Kingdom and **GRISBI** in the United States

French-Italian film (1954). Gangster-film genre. Duration: 1h 34 min

Original title: Grisbi

Distribution:

- Jean GABIN: Max the liar
- Rene DARY: Riton
- Dora DOLL: Lola
- Vittorio SANIPOLI: Ramon
- Marilyn BUFERD: Betty
- Gaby BASSET: Marinette
- Paul BARGE: Eugene

Director: Jacques BECKER

## Synopsis

Max-the-liar and Riton have just pulled off the greatest heist of their lives: stealing 50 million francs worth of gold bars at Orly. With this “grisbi”, both gangsters expect to enjoy a peaceful retirement. But Riton can not resist telling his mistress Josy about money. The younger burlesque-dancer girlfriend passes the valuable information to Angelo, a drug dealer with whom she is cheating on Riton with. Angelo kidnaps the old mobster and demands “grisbi” from Max as ransom . . .

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<sup>1</sup><https://literarydevices.net/metonymy/>

## Trivia

**A well-oiled tandem:** Jean GABIN and René DARY are considered two sacred figures of cinema before the war.

**BECKER father and son:** Jacques' son BECKER, Jean, makes his film debut here as an assistant director. He is only fifteen years old!

**Albert SIMONIN:** Writer and screenplay by Albert SIMONIN, who here adapts his own novel, will make four more movies with GABIN, all dialogues by AUDIARD: *Le cave se rebiffe* (1961) and *The gentleman of Epsom* (1962) by Gilles GRANGIER, *Mélodie en sous-sol* (1963) by Henri VERNEUIL and *The Pasha* (1967) by Georges LAUTNER. After adapting his *Les Tontons flingueurs* for Georges LAUTNER (1963), he became his screenwriter for *Les Barbouzes* (1964).

## Zone 2 DVD version

- Interactivity: Home menu, access to scenes, filmographies drop-downs from the director, from Lino VENTURA and John Gabin
- Cinema format: full screen
- Sound version: French in mono
- Subtitles: none
- France — 1954 — Black & white
- Length: 92 min — 1 disc — 1 side — 1 layer
- Release date: September 19, 2001
- Publisher: Studio Canal

## Zone 2 Blu-ray version

- Cinema format: 4/3 respected format 1.33
- Sound version: French in stéréo
- France — 1954 — Black & white — 94 min
- Subtitles: none
- Release date: March 10, 2017
- Publisher: Studio Canal

## Zone 1 DVD / Blu-ray versions

- Cinema format: 4/3 respected format 1.33
- Sound version: French in stéréo
- France — 1954 — Black & white — 94 min
- Subtitles: English
- Release date: 21 Aug. 2017

- Publisher: Studio Canal

The zone 1 versions have English subtitles and include interviews with filmmaker Jean BECKER and actress Jeanne MOREAU.

# 2 Introduction

## 2.1 General

Grisbi is a free accounting program, developed in the **C** language with support for **GTK+ 3**, originally for the **GNU/Linux** platform. There is now a **porting** on **Windows**, **macOS**, FreeBSD, packages for different **Linux distributions**, and other possibilities to discover on *Grisbi*<sup>1</sup> or *Sourceforge*<sup>2</sup>.

The basic principle is to allow you to classify in a simple and intuitive way your financial operations, whatever they are, in order to be able to exploit them in the best way according to your needs.

Grisbi emphasises simplicity and efficiency, without excluding the sophistication needed by more advanced users. Future features will always try to meet these criteria.

## 2.2 Features

**TRANSLATORS NOTE:** In this translation, the French word “Tiers” in general has been replaced by the English word "Payees", however the French version of Grisbi also caters for small business use. In the French version any third party i.e. a creditor or debtor could be implied by the word “Tiers”.

**Note:** French business accounting rules may be incompatible with the rules of any English speaking territories, Grisbi should be used **ONLY** for personal financial record keeping outside of France.

### 2.2.1 What Grisbi knows how to do

- Software developed by French programmers, so in full compliance with the logic of French accounting
- Simple and intuitive interface, with full-screen display control
- Multi-account and multi-user management
- Local Settings Management (Dates, Decimal Separators and Thousands)
- Bank accounts, cash, assets and liabilities
- Multi-currency management, with support for exchange rates and exchange fees
- Credit card management (immediate or deferred debit)
- Description of transactions with: date, valuation date, fiscal year, Payee amount, currency, category and sub-category, budget allocation and sub-allocation (for analysis of expenditure), note, entry number (assigned by Grisbi), part number, account number, bank reference

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<sup>1</sup><https://en.grisbi.org>

<sup>2</sup><https://sourceforge.net/projects/grisbi/files/>

- Budget classifications and attribution with automatic recall of operations and sub-operations for a given Payee
- Clear Credit and Flow fields option for auto-complete
- Calculation of the balance according to the date of the transaction or its valuation date
- Transfer between accounts, including different currencies, with automatic cross posting
- Scheduling operations with automatic or manual validation
- Deadline monitoring
- Moving and Cloning Operations
- Cloning scheduled operations
- Shading of different periods in the scheduler
- Analysis and financial reports thanks to the powerful report templates module
- Several pre-formatted report templates available and customizable
- Virtuals Payees created by reports
- Printing of reports
- Simulation of loans and depreciation tables with printing and data export
- Estimated budget with charts on forecasts and historical data
- Business Accounting with Chart of Accounts (for French Accounting)
- Account order by drag and drop in the account list
- Import files in the following formats: [QIF](#), [OFX](#), [Gnucash](#) or [CSV](#)
- Importing category files into budget allocations
- Export files in the [QIF](#) or [CSV](#) formats
- Choice of custom icons for your different accounts
- Icons in the [SVG](#) formats
- Even more context menus on the right mouse button (navigation pane)
- Numerous keyboard shortcuts for good ergonomics

## 2.2.2 What Grisbi does not know yet

- Automatic breakdown of loan repayments
- Internet reconciliation

# 2.3 Software Evolution

## 2.3.1 Development and versions

Grisbi is software in active development, any feedback (idea, bug, documentation...) is welcome. You can send it to the relevant lists referenced in the [2.4 on page 13 Contacts](#) section or on the *Grisbi*<sup>1</sup> site.

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<sup>1</sup><https://en.grisbi.org>

If you're feeling adventurous, you can download and compile the latest version being under development on the content management system [GitHub<sup>1</sup>](#) using [Git](#).

Indeed, the code of a new versions of Grisbi is typically frozen several weeks before its final release, in order to allow the development team time to check and eradicate the latest bugs. During this period, the format of the account file no longer changes, and you can, with a minimum of precautions (frequent backups, etc.), benefit from the latest improvements several weeks in advance, and also participate in debugging.

Finally, you can access all changes to the code since version 0.3.2 (the version from which the code is available on the [GitHub<sup>1</sup>](#) website).

Note that as of version 0.6, even numbered minor number versions (e.g. 0. 8) are stable versions, whereas odd number minor number versions are unstable and should not be used under normal conditions; therefore only stable versions are mentioned here.

### 2.3.2 Version 0.1 (10/04/2000)

- Management of several accounts
- Creation, modification and deletion of accounts and transactions (the minimum required to operate . . . )
- Possibility of pointing operations
- And backup, without which none of this would be very useful!

### 2.3.3 Version 0.2 (19/06/2000)

- Automatic import of account files from previous versions
- Use of lists for third parties and categories . . . (more practical than typing everything)
- Automatic entry when typing and filling in of the end of the transaction like the previous version
- Management of transfers between accounts
- Simplified or full display of transactions
- Account balancing

### 2.3.4 From version 0.3.0 (10/12/2001) to version 0.3.3 (15/11/2002)

- Management of planned or cyclical operations (schedule)
- Support for currencies and the changeover to the euro (from 1 January 1999 to 1 January 2002)
- Import/export added and file import improved [QIF](#)
- Added breakdown
- Multi-user support
- For each bank and account, added details such as:
  - full numbers of the associated account, branch and bank code
  - different holder for each account with home address

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<sup>1</sup><https://github.com/grisbi/grisbi/>

- contact details for a correspondent
- Categories tab added
- Ability to change currency names and codes
- Alphabetical sorting now (finally) takes accents into account
- Memorises the last working directory and the last files opened
- A single number per transaction, whatever the account
- $[+]$  ( $-$ ) in a date field increment (decrement) the date
- New fields can be displayed in the transaction entry form
- Deadlines can be set for a defined period of time
- Display of the current balance
- Possibility of entering the date in the form ddmm, ddmmyy or ddmmyyyy
- Transaction totals in the Payees, Categories and Budget Allocations tabs
- The logo and display font can be customised
- Automake and Autoconf tools to simplify compilation of software source files

### 2.3.5 From version 0.4.0 (15/02/2003) to version 0.4.4 (25/03/2004)

- Customisable interface layout
- Import/export capability:
  - lists of categories
  - lists of budget items
  - created reports
- Financial reports added
- Grisbi is now internationalised and translations have been improved
- Display of multi-currency balances in the start-up screen
- Remarks can now be displayed in the schedule
- New tool to allow contributors to anonymise Grisbi files to maintain confidentiality before submission
- The width of the columns in the schedule can be modified
- Harmonisation of date fields:
  - $\text{Ctrl} + \text{Enter} \leftarrow$  in a date field opens a calendar
  - the arrow keys are active in a calendar
  - $\text{Ctrl} + [+]$  ( $\text{Ctrl} + [-]$ ) in a date field increases (decreases) the date by approximately one week
  - $\text{Pg.Up}$  ( $\text{Pg.Dn}$ ) increases (decreases) the date by approximately one month
  - $\text{Ctrl} + \text{Pg.Up}$  ( $\text{Ctrl} + \text{Pg.Dn}$ ) increases (decreases) the date by approximately one year

### 2.3.6 From version 0.4.5 (07/04/2004) to version 0.6 (05/05/2010)

- Revamped GUI
- GTK+ 2 library support for a nicer environment and simplified porting on Windows
- No more dependencies on Gnome
- Native Windows version (thanks to François TERRON)
- Native UTF-8 support
- Printing reports by L<sup>A</sup>T<sub>E</sub>X
- Export reports in HTML
- Improved user interface:
  - message enhancement, users can select “ignore”
  - improved management of segmentation errors
  - improvement of the preferences window
  - pop-up menu on the list of operations
  - improving items
- Completely clickable list of accounts with summaries
- Global configuration in XML (thanks to Axel ROUSSEAU)
- Rewrite of the file import:
  - support for the QIF, OFX, Gncash or CSV formats
  - incremental import
  - automatic reconciliation
- Beginning of the Italian translation by Giorgio MANDOLFO
- Hidden exchange rates on a session to avoid re-entering them
- Support for text attributes (bold, italic, large, small) for states
- New logo with mascot Grisbi on a Euro sign (€) (thanks to André PASCUAL)
- Editable animated waiting logo
- Completely case-sensitive lists of characters
- Improved entry of bank details
- Keyboard support in the tree structure of payees, categories and budget charges
- Automatic clickable term maturities
- Breakdown of maturities
- Transactions convertible into maturities
- Transactions that can be moved to another account

### 2.3.7 What's new in version 0.8 (21/02/2011)

- Budget module in the basic version
- Credit simulator and amortization tables with the possibility to print and export the data in a spreadsheet

- Amortization table for liability accounts with the ability to print and export data in a spreadsheet
- Local Settings Management (Date Format, Decimal Separators and Thousands)
- Embedding custom icons in the accounts file
- Shading of different periods in the scheduler
- Cloning scheduled operations

### 2.3.8 What's new in version 1.0 (17/03/2014)

- Graphics on forecasts
- Credit card management (immediate or deferred debit)
- Business accounting with a Chart of Accounts
- Grisbi icon in the [SVG](#) formats
- Even more context menus on the right mouse button
- Importing category files into budget allocations
- Changing the account display order by drag and drop in the account list
- Calculation of the balance according to the date of the transaction or its valuation date
- Option to delete credit and debit fields for auto-completion
- View unused payees
- Full-screen display command by function key [`F11`](#)
- Keyboard shortcut [`Ctrl + T`](#) for the call of a new operation
- Direct access to the user manual through the menu *Help* or the keyboard shortcut [`Ctrl + H`](#)

### 2.3.9 What's new in version 2.0 (11/01/2021)

- Ported to [GTK+ 3](#) (since version 1.2.0)
- Addition of a search module in the list of accessible operations, in the operations context menu (right-click on an operation)
- Automatic detection/integration of dark schematics
- New colour settings
- General font size configuration
- Improved display on low-resolution devices
- Revised credit module
- Import rules for [CVS](#) files
- Search functionality
- Setting for deleting old backups
- Bug fixes

### 2.3.10 What's new in version 3.0 (13/11/2023)

- Modification of the beneficiary search
- Addition of a new type of consumer loan
- All transactions added to archives when account is closed
- Code clean-up
- Preparing the transition to [GTK 4](#)
- Bug fixes

### 2.3.11 And for the future?

Full port under [GTK 4](#)

## 2.4 Contacts

In addition to emailing the authors, you have several mailing lists you can contact us or obtain information through.

To keep abreast of developments in Grisbi, you can register on the *Information list*<sup>1</sup> provided for this purpose. You will then receive an email at the release of each new version.

If you'd like to get involved in Grisbi's development, there's a *development list*<sup>2</sup>.

We've also decided to take Grisbi international, and if you'd like to help us, you can get in touch with us on the development list.

To subscribe to one of these lists, simply go to the <https://listes.grisbi.org/mailman/listinfo> page and click on the list(s) you are interested in.

You can also use the discussion forums (or newsgroups) with a program called “news reader” (like Thunderbird for example) by entering `listes.grisbi.org` as the group server name.

In addition do not hesitate to regularly consult Grisbi's official website.

## 2.5 Authors and contributors

Cédric AUGER is the basis of the project.

Daniel CARTRON wrote the documentation up to version 0.4.0, provided accounting advice and ergonomics, and created the first Grisbi site. His passion for ultra-compliant accounts files brings an undeniable bonus to the discovery of unpublished bugs.

André PASCUAL, from *Linuxgraphic*<sup>3</sup>, is the author of the first logo (Grisbi mascot on the euro symbol €).

Sébastien BLONDEEL wrote the scripts used to produce the various documentation formats and those for converting images to the appropriate formats. He is also responsible for the adoption of [LATEX](#) for writing the documentation. In addition, his experience of electronic publishing makes him a valuable adviser and source of many suggestions.

Benjamin DRIEU, developer for Grisbi and official packager for [Debian](#).

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<sup>1</sup>[info@listes.grisbi.org](mailto:info@listes.grisbi.org)

<sup>2</sup>[devel@listes.grisbi.org](mailto:devel@listes.grisbi.org)

<sup>3</sup><https://www.linuxgraphic.org>

Alain PORTAL, who was starting to get bored in Red Hat packaging. His love of a job well done and his obstinacy make him, for the moment, a bug fixer. He also participates in the compilation of the documentation. He wants to start coding in the unstable version.

Loic BREILLOUX has updated the documentation for version 0.5.1 and will try to update the documentation for future releases.

Gerald NIEL replaced Daniel CARTRON in the role of webmaster and is therefore the creator of the new version of *Grisbi*<sup>1</sup>. He is also responsible for Slackware packages.

Juliette MARTIN has the thankless task of proofreading of the documentation. If there are any mistakes, it's certainly they were well hidden for escaping his attentive eyes

François TERROT<sup>2</sup> joined the team to create Grisbi's porting for Windows.

Pierre BIAVA<sup>3</sup> joined the development team in 2008.

DidierCHEVALIER<sup>4</sup>, William OLLIVIER<sup>5</sup> and Mickael REMARS have also participated in development.

Jean-Luc DUFLOT<sup>6</sup> made a big update of the manual for the 0.6 version, which was needed since 2004, and continued on with the 0.8 and the 1.0 versions too.

Alain LETIENT<sup>7</sup> tenaciously re-read the 0.6 manual and created its iconography, and also continued with versions 0.8 and 1.0.

Guy LEBÈGUE, first for version 0.8, then with MichèleBONDIL<sup>8</sup> for 1.0, created the business accounting option, which requires many specialist accounting skills.

## 2.6 Acknowledgments

Thanks to *TuxFamily*<sup>9</sup> who has long made available to us all the tools we needed to develop Grisbi (website, ftp, CVS, mailing lists, etc.). Alas, the attacks inflicted by hackers in late 2003 - early 2004 on *TuxFamily* have forced us to seek a new web home. So today we thank *SourceForge*<sup>10</sup>, the platform to which we migrated. We wish a quick and quick recovery to *TuxFamily* that is sorely lacking hundreds of free projects.

A big thank you also to all the contributors on the development list who helped Grisbi's evolution through their suggestions, remarks and bug reports, as well as to the many readers of the *User Manual*, which contribute to make it a better tool.

## 2.7 Licenses

The program is subject to the terms of the *GNU General Public License*. Bug fixes and updates are not guaranteed.

The manual is subject to the terms of the *GNU Free Documentation License*.

Permission is granted to copy, distribute and / or modify this document under the terms of the GNU Free Documentation License Version 1.1 or any later version published by the Free Software Foundation.

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<sup>1</sup><https://en.grisbi.org>

<sup>2</sup>[grisbi@terrot.net](mailto:grisbi@terrot.net)

<sup>3</sup>[pierre.biava@orange.fr](mailto:pierre.biava@orange.fr)

<sup>4</sup>[didier.chevalier35@gmail.com](mailto:didier.chevalier35@gmail.com)

<sup>5</sup>[guneeyoufix@gmail.com](mailto:guneeyoufix@gmail.com)

<sup>6</sup>[jielbil@mailo.com](mailto:jielbil@mailo.com)

<sup>7</sup>[al1.letient@free.fr](mailto:al1.letient@free.fr)

<sup>8</sup>[ciboulette05@club-internet.fr](mailto:ciboulette05@club-internet.fr)

<sup>9</sup><https://www.tuxfamily.org/en/main>

<sup>10</sup><https://sourceforge.net/projects/grisbi/files/>

## 2.8 About this manual

You are looking at version 3.0 of the manual, dated early 2025, which corresponds to version 3.0 of the Grisbi software.

**Note:** this version 3.0 of the manual is a mixture of an update of the English version 1.0 and a translation of the French version 3.0.

This manual was written using the [text editor L<sup>A</sup>T<sub>E</sub>X](#), and is available in [file format PDF](#) or [HTML](#), with illustrations (screenshots) in both formats.

It can be accessed directly in the Grisbi software via the *Help - Manual* menu on the menu bar or by the [\*\*F1\*\*](#) shortcut.

All these different formats can also be downloaded from the [Sourceforge<sup>1</sup>](#) site, as well as the corresponding versions of the software on [Sourceforge<sup>2</sup>](#) in the “grisbi stable” or “grisbi unstable” folders.

The tools needed to read the various manual formats are presented in the [2.8.3 on page 17](#) section *Reading software*.

### 2.8.1 Introduction

Although Grisbi is designed to be as intuitive as possible and most functions are immediately understandable, a reference manual is needed. This manual has been designed according to the following principles:

- the most comprehensive possible, covering all the program features;
- chapters organised according to a framework that is as standardised as possible:
  - presentation of the chapter
  - description of the display
  - description of the functionsto help you find your way around the document
- paragraphs that recur from one chapter to the next are written in as identical a manner as possible, to make them easier to read quickly
- easy to find information thanks to numerous [hyperlinks](#), an index and a glossary.

Here is a brief description of the different chapters:

- *Preamble* Introduces the English translation and explains the origin of the name given to this software;
- *Introduction* Introduces the software, the manual, their authors and contacts;
- *First start Grisbi* is the *essential* chapter to help you to start using the software;

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<sup>1</sup><https://sourceforge.net/projects/grisbi/files/Documentation/>

<sup>2</sup><https://sourceforge.net/projects/grisbi/files/>

- *Home* describes the main elements of the GUI and their manipulation with the mouse and the keyboard (shortcuts);
- *Export and Import Accounts* describes how to exchange data with other software;
- *Data Management* presents the options of the account files, backups and archives and their management;
- *Accounts Management* describes the properties of accounts, their management and the different types of accounts with their use;
- *Account Operations* describes how transactions are handled, the information and input fields used and how they are managed, and how transactions are created and managed;
- *Bank Reconciliation* details the procedure for reconciling an account and managing reconciliations;
- *Schedule* describes the planning of future entries and their manipulation;
- *Searches* takes stock of data search possibilities;
- *Payees, Categories, budgetary allocations* and *Exercises* describe the management of this data;
- *Credit Simulation* describes methods and simulation management;
- *Forecast Budgets* describes the tools and procedures for budget creation and depreciation tables, as well as their management;
- *Credit card management and their prediction* describes the management of these cards, including deferred debit cards, and forecasting methods;
- *Business Accounting* presents two introductions for business managers (for French only)
- *Reports and Report creation* describe the management and creation of reports;
- *Configuration of Grisbi* details all the possibilities of setting the software;
- *Maintenance Tools* gives some tips to use in case of errors or bugs.

## 2.8.2 Typographical conventions of this manual

The following list defines and illustrates the typographic conventions used as visual aids for identifying particular elements of the text of the document:

- the interface components are window titles, icon and button names, menu names, and other options that appear on the screen; they are presented as follows:  
click *Back*
- the keyboard key label represents what is written on the keyboard keys; it is presented as follows:  
press `Enter ↵`;
- key combinations are a series of keys to be pressed simultaneously (unless otherwise specified) to perform a single function; they are presented as follows:  
press the combination `Ctrl + R`
- The commands that are part of an instruction and that must be entered are presented as follows:  
type `grisbi` to start the program

- file and directory names are shown as:  
**grisbi-n.n.n.rpm** and **/usr/local/bin**
- the command lines consist of a command and can include one or more possible parameters of the command; they are presented as follows:  
**rpm -Uvh grisbi-n.n.n.rpm**
- any sequence of alphanumeric characters in blue, in the document in PDF or HTML format, is a hypertext link, referring to either an image, another part of the document, an indexed word or to the glossary (for PDF only);
- The words or groups of words referenced in the index are highlighted in the chapters as follows:
  - referenced term for **PDF** format
  - in brown for **HTML**
- **Note:** underlines a particular point to be taken into account
- **WARNING:** indicates either a point that is very important for understanding, or an error that must not be made on pain of serious damage to your data;  
**WARNING** indicates a point that *must be respected*.

### 2.8.3 Reading software

To read this document, we recommend the use of free software, which respects all your privacy and the confidentiality of your data; the following software has the features of **hyperlinks**:

- for the **PDF** format:
  - Linux: Evince, Firefox, Xpdf, Ghostscript\*, MuPDF\*, Okular
  - Mac: Okular, Skim, Xpdf
  - Windows: Evince, Firefox, MuPDF\*, Okular, SumatraPdf
- \* Software that does not display the table of contents in a side panel.
- for the **HTML** format:
  - Linux: Firefox, Falcon, Links2, Midori, Dillo, SeaMonkey, NetSurf, Min
  - Mac: Firefox, Falcon, Midori, SeaMonkey, NetSurf
  - Windows: Firefox, Falcon, Midori, SeaMonkey, NetSurf

In short, you have the choice!

These software packages can all be downloaded from their own websites and are all licensed as **free software**, and you can read about some of them on the *Free Software Directory*<sup>1</sup> or French *Framasoft*<sup>2</sup> websites

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<sup>1</sup>[https://directory.fsf.org/wiki/Main\\_Page](https://directory.fsf.org/wiki/Main_Page)

<sup>2</sup><https://framalibre.org/>

# 3 Initial set-up of Grisbi

## 3.1 Initial Set-up Wizard

After installing Grisbi, the first time the software is launched, it will help you with three consecutive wizards:

1. The first wizard “Welcome to Grisbi!”, which will only appear once, on first launch, helps you configure the application. It comprises two steps, the second of which concerns management of the account file (automatic loading and saving, encryption and backup copies).

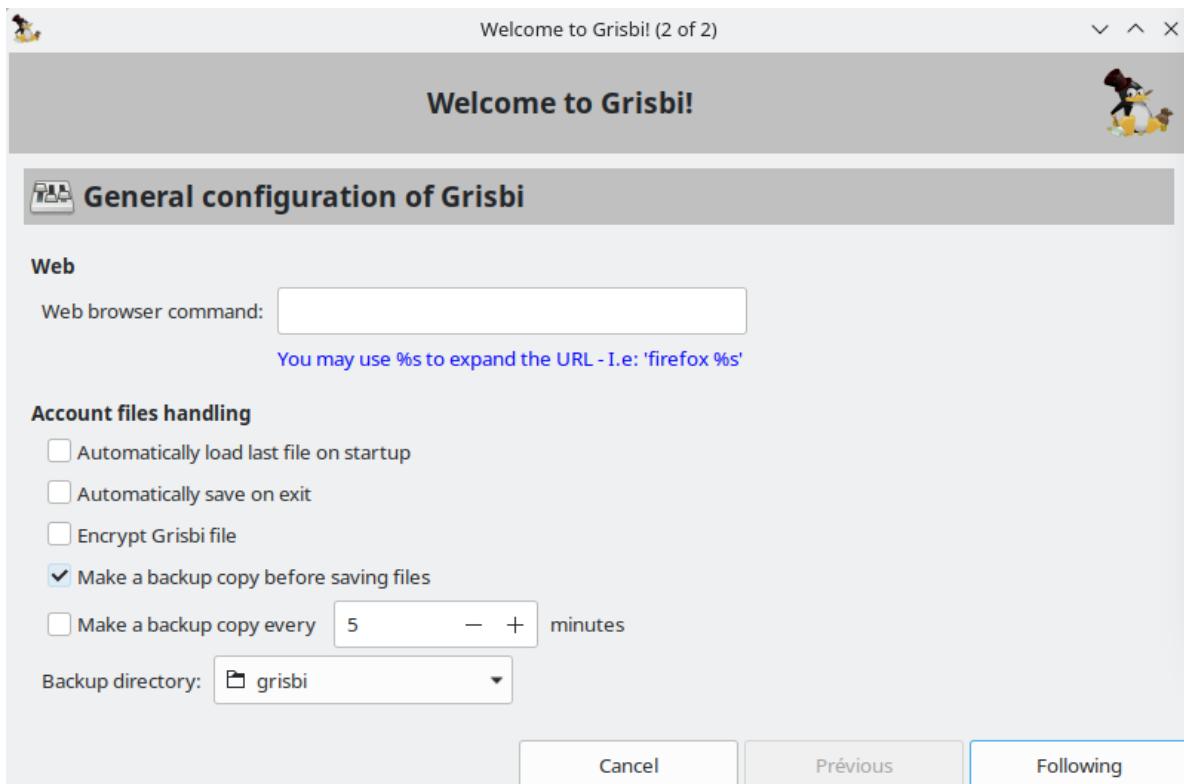


Figure 3.1: Initial configuration of accounts file.

It is advisable to check the options:

- Automatically load last file on startup
- Automatically save on exit;
- Make a backup copy before saving files (checked by default).

**WARNING:** the Grisbi developers recommend that you do not use the *Encrypt Grisbi file* option for the following reasons:

- there is no method for recovering an encrypted file whose password has been lost;

- For some unknown reason, using this option on Windows can render the accounts file completely unusable.

However, if you use it, it is advisable to make regular back-ups of the unencrypted file.

2. The second wizard, “Welcome to Grisbi!” (or later “New file Assistant”), which automatically follows the first, includes six steps to help you create the account file.
3. This is followed automatically by the third wizard, “Create a new account”, which is used to create the first account and is described in detail in section 3.3 below.

At any time you can exit any wizard with the *Cancel* button.

If you do not want to use the Set-up Wizard, you can open a example file instead (see the next section 3.2 below).

## 3.2 Example file

If you want to use Grisbi immediately without having to go through the full set-up, for example to get an idea of the possibilities of this program, you can download the **Example\_3.0-en.gsb** file from [Sourceforge.net](https://sourceforge.net/projects/grisbi/files/Documentation/)<sup>1</sup> website in the folder “textsfxamples”.

**Note:** in this example file, the names of the payees etc are pure invention; any similarity with a real person or business is entirely accidental.

## 3.3 Creation of a new accounts file

The first time you use Grisbi, you will need to create a first accounts file. The [extension](#) of this file will be **.gsb** and its name will be **your-file-name.gsb**.

Immediately afterwards, you will need to create at least one account (bank, cash, liability or asset account, described in the chapter ?? on page ?? *Account management*), and then a few other accounts (current, savings, credit, possibly a cash account and a few transition accounts) which will contain their respective transactions.

If you are managing a family, you will normally only have one accounts file, as this allows all the exchanges between your different accounts. If you are managing an association, or another family with no accounting relationship with the first, you will create another accounts file, which will have a different name **your-second-file-name.gsb**. This will keep the accounting entities separate.

In other words, all your household accounts are recorded in one file created by Grisbi, and all your association accounts are recorded in another file created by Grisbi.

The general procedure for creating an account file is as follows: click on the menu *File - New Account File* or on the New (fig. ?? on page ??) button; the account file creation wizard opens, which includes six steps, as detailed below:

1. Welcome window (step 1/6): confirm by clicking on the *Following* button:
2. General configuration (step 2/6) (fig. [3.2 on the following page](#)):

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<sup>1</sup><https://sourceforge.net/projects/grisbi/files/Documentation/>

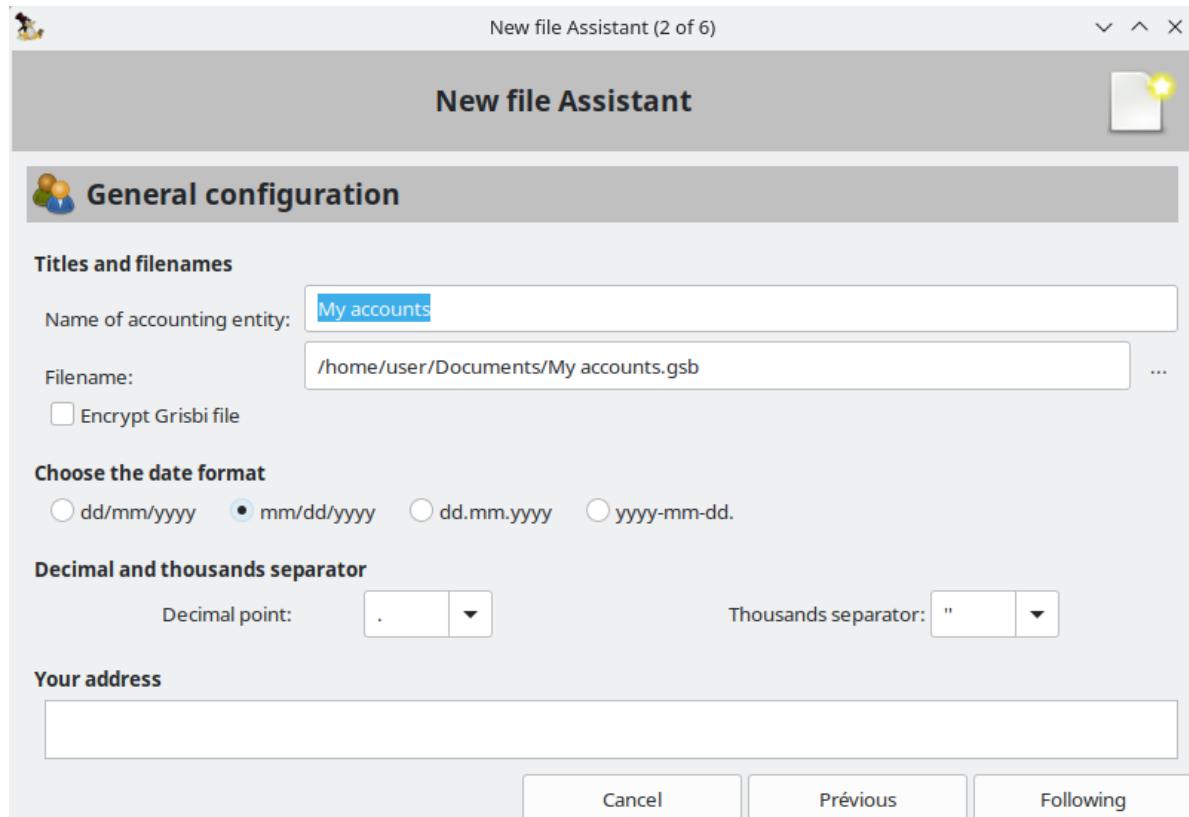


Figure 3.2: General configuration of a accounts file

- choose the name of the accounting entity whose accounts you manage, for example “My accounts”, which can be chosen as the title of the Grisbi application home page,
- enter the name of the accounts file with its complete tree structure; by default, Grisbi suggests the same name as that of the accounting entity, but you can change it,
- check the *Encrypt Grisbi* box if you wish to encrypt the accounts file,

**WARNING:** the Grisbi developers recommend that you do not use the *Encrypt Grisbi file* option for the following reasons:

- there is no method for recovering an encrypted file whose password has been lost;
- For some unknown reason, using this option on [Windows](#) can render the accounts file completely unusable.

However, if you use it, it is advisable to make regular back-ups of the unencrypted file.

- select the date format with one of the four buttons
    - “dd/mm/yyyy” for “day/month/year”,
    - “mm/dd/yyyy” for “month/day/year”,
    - “dd.mm.yyyy” for “day.month.year”,
    - “yyyy-mm-dd” for “year-month-day”,
  - choose the decimal separator and the thousands from the drop-down lists,
  - fill in the address (optional),
  - confirm with the *Following* button;
3. selection of the base currency (step 3/6):
- click on the chosen currency in the list,

- b) check the “Include obsolete currencies” box if you also want to display old currencies,
  - c) confirm with the *Following* button;
4. selection of the list of categories you will use (step 4/6) (fig. 3.3)

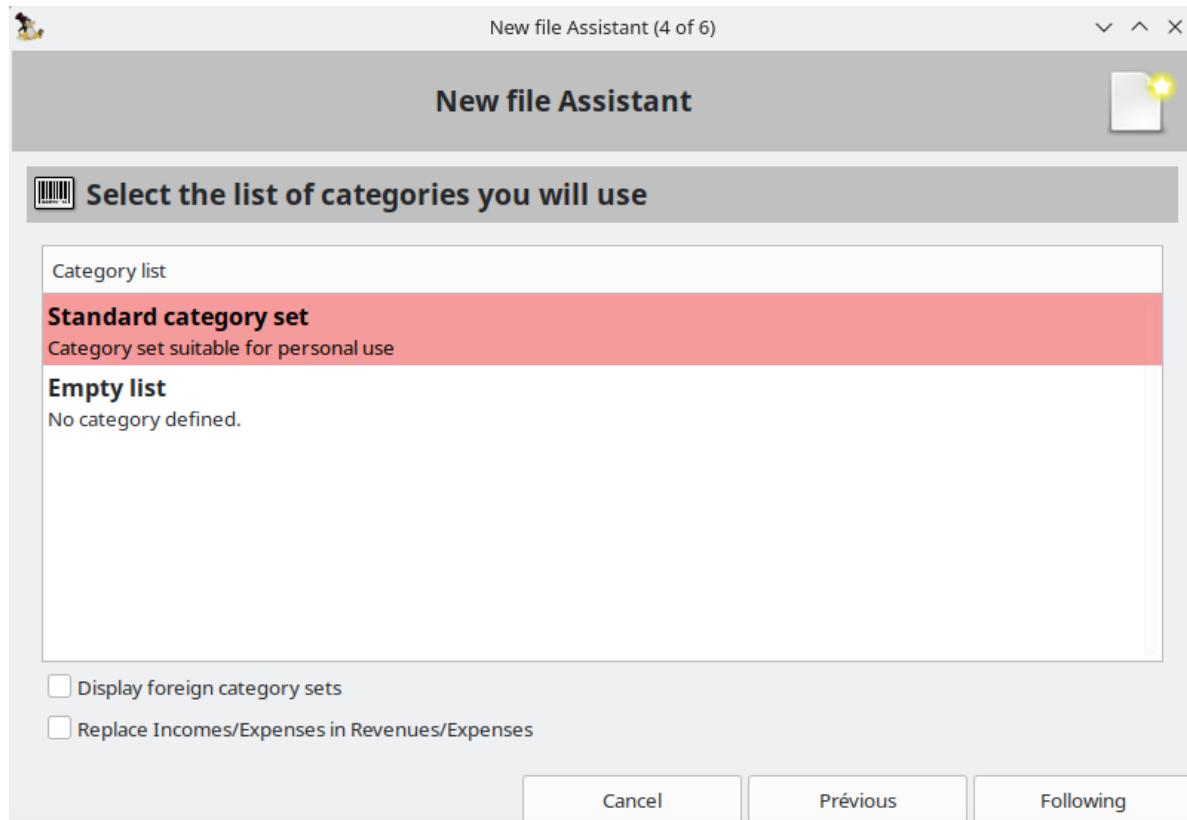


Figure 3.3: Selection of categories to be used

- a) click on your desired category, either the *Standard category list* or the *Empty list*<sup>1</sup>
  - b) check the *Display foreign category sets* box to check if other categories are available<sup>2</sup>
  - c) confirm with the *Following* button;
5. Enter details of banks holding your accounts (step 5/6):
- a) click *Add* to define a bank; fill in the details of the bank (name, bank code, etc.),
  - b) select a bank from the list and click the *Remove* button to delete a bank, then confirm in the window that opens,
  - c) confirm with the *Following* button to go to the next step, *Create a new account*:
6. Configuration finished (step 6/6):
- The configuration of the accounts file is now complete, and the window below will ask you to choose one of the two methods for creating your first account (fig. 3.4 on the following page):
- o *Create a new account from scratch*:

<sup>1</sup>**TRANSLATORS NOTE:** Users installing the program on a system with a French Language interface will find different categories are offered including some for business users

<sup>2</sup>**TRANSLATORS NOTE:** This option is mainly for the benefit of users of a computer system with the French Language interface who will then be shown the two English categories mentioned in the previous step

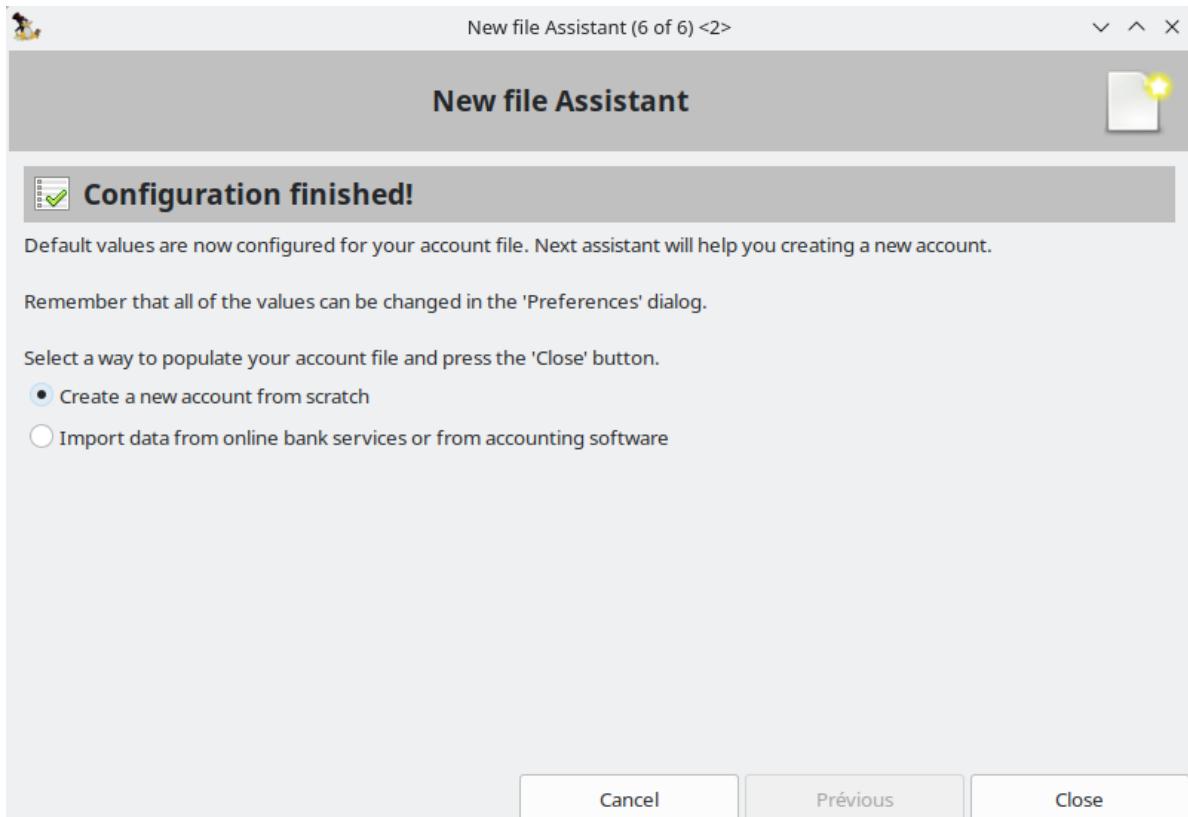


Figure 3.4: Choices when creating the first account

If you check this line, then if you confirm with the *Close* button, this window closes and the “Create a new account” wizard starts. See ?? on page ??, *Creating a new account*, which fully describes this procedure, then return to this page;

- *Import data from online bank services or from accounting software:*

If you check this line and then confirm with the *Close* button, this window closes and the “New file Assistant to import” Wizard for importing data from an accounts file, starts. See the ?? on page ?? section, *Importing Account Files from Another Programme into Grisbi*, which fully describes this procedure, then return to this page.

**In one way or another**, you have now created your Grisbi file, as well as the first account of this file.

If you want to create other accounts now, select the *Edit - New Account* to create another account (see the ?? on page ??, *Creating a new account* section).

Otherwise, you can start using the account you just created or the one from which you just imported the data.

**WARNING:** in general, it is inadvisable to have accents or spaces in the names of directories and files used by Grisbi. If so, rename them now. For example, spaces can be replaced by underscores ()�

## 3.4 Saving your accounts file

Your operations are not written as you enter them as they might be in other software; you must therefore save your account file before exiting. Do not worry, Grisbi warns you if you have not done so.

You can configure the options for saving the account file in the *Edit - Preferences* menu, see the section ?? on page ??, *Managing Account Files..*

## 3.5 Import from other personal accounting software

See the ?? on page ?? section to import account files from another program into Grisbi. For the moment, Grisbi supports [Gnucash](#), [OFX](#), [CSV](#) and [QIF](#) formats.

# 4 Entering Grisbi

## 4.1 Selecting a file

When you launch the application, Grisbi displays a page allowing you to get started in different ways.

You can display the Grisbi window in full screen by pressing the function key <F11>, and go back using the same key.

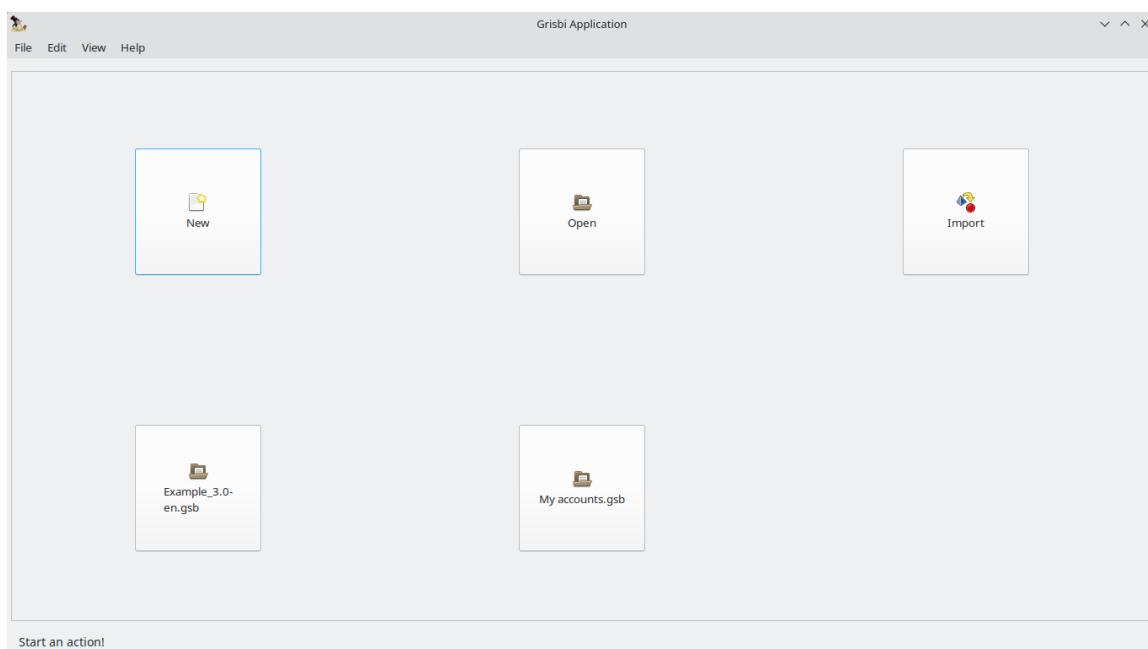


Figure 4.1: Start-up window

In addition to the menu bar, this window displays a number of panels:

- the “New” button to launch the wizard “New file Assistant”;
- the “Open” button, to display a file manager that you can use to search for an existing accounts file on your computer;
- the “Import” button, to launch the “New file Assistant to import” wizard;
- one or more other buttons, named after account files Grisbi has already used.

**Note:** buttons with the names of account files that Grisbi has already used are only present if these files exist; if you want to remove them from this entry page, move them to another directory, or delete them.

At the bottom of the page, a banner invites you to choose an action by selecting one of these buttons.

If you just want to discover the Grisbi software to get an idea of what it looks like and what it can do, you can instead use an example file like the one on the *Sourceforge.net*<sup>1</sup> site in the “examples” folder.

**Note:** by simply clicking on the downloaded example file, Grisbi will run, displaying the home window (fig. 4.2) directly without going through the start-up window.

## 4.2 Homepage

When an account file is opened, Grisbi displays its home page (fig. 4.2). This is the start page of the programme and can be accessed at any time by clicking on the *Accounts* tab.

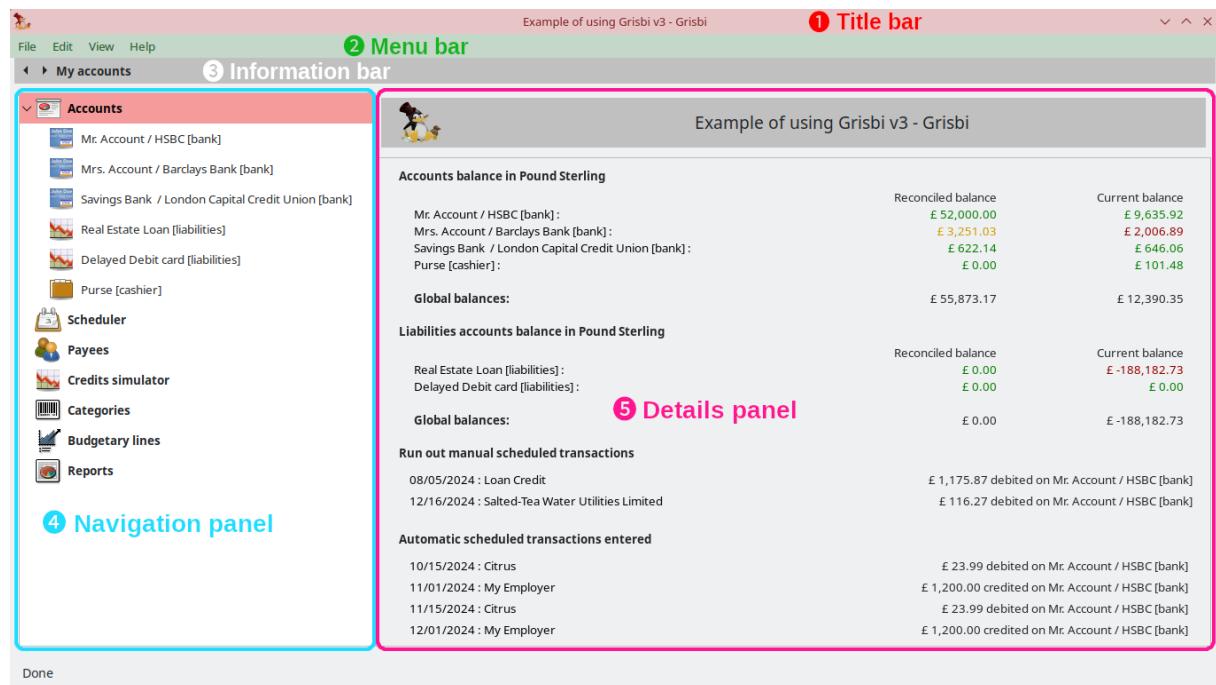


Figure 4.2: Accounts summary page

Grisbi displays all pages in the same way: like any software, it displays:

- ① the title bar
- ② the menu bar, which gives access to most of Grisbi's important functions;

as well as three specific Grisbi zones:

- ③ the information bar, under the menu bar;
- ④ the navigation panel;
- ⑤ the details panel; le panneau des détails

<sup>1</sup><https://sourceforge.net/projects/grisbi/files/Documentation/>

## 4.3 Information bar

The information bar shows the name of the currently selected tab selected, and can display, completely to the right, certain balances relating to what is selected in the details panel.

**Note:** the information bar, displayed by default, can be hidden by unchecking a box in the preferences ?? on page ??.

To select one of the tabs displayed in the navigation panel click one or more times on one of the two small triangles on the top left of the panel. The items displayed are: *Accounts*, *Scheduler*, *Payees*, *Credits simulator*, *Categories*, *Budgetary lines* and *Reports*. If the *Accounts* and *Reports* items have been expanded to display their sub categories these will also be displayed one by one.

**Note:** Depending on the theme of the desktop environment or window manager you are using, these triangular symbols might be replaced by other characters such as +, -, >, <, etc.

The content of the selection is displayed in the details panel.

These functions can be used in place of the Navigation panel when its width is reduced to zero and you do not have direct access to it.

## 4.4 Navigation panel

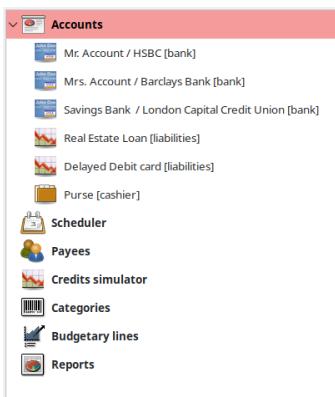


Fig. 4.3  
Navigation panel

The navigation panel displays in bold the list of tabs:

- *Accounts*,
- *Scheduler*,
- *Payees*,
- *Credits simulator*,
- *Categories*,
- *Budgetary lines*,
- *Reports*.

By clicking on the small black triangle to the left of the *Accounts* or *Reports* tabs, you can scroll or roll up the list of their sub-tabs. You can change the order of tabs and sub-tabs by clicking on one of them and dragging it up or down the list.

**Note:** Depending on the theme of the desktop environment or window manager you are using, these triangular symbols might be replaced by other characters such as +, -, >, <, etc.

You can select one of these tabs or sub-tabs by clicking on its name. You can also move the selection in this list of tabs and sub-tabs with the Up Arrow, Down Arrow, Page Up ou Page Down keys, or with the mouse wheel (option to be checked in the preferences ?? on page ??).

The contents of the selection are displayed in the details panel.

You can reduce or enlarge the width of the navigation panel by clicking on the thin vertical bar between this panel and the details panel, and moving it. If the width of the window has been

reduced to zero, or enlarged to the maximum of the width of the Grisbi window, the thin vertical bar may be to the left or to the right of the window. Locate this and slide it back to the desired location.

The context menus, accessible by a right-click of the mouse, are available on the elements of this panel and offer the following functions:

- On *Accounts*:
  - *New account*;
- On any account:
  - *New account*,
  - *Remove this account*;
- On *Payees*:
  - *New payee*,
  - *Delete selected payee*,
  - *Edit selected payee*,
  - *Manage payees*,
  - *Remove unused payees*;
- On *Categories*:
  - *New category*,
  - *Delete selected category*,
  - *Edit selected category*,
  - *Import a file of categories (.csgb)*,
  - *Export the list of categories (.csgb)*:
- On *Budgetary lines*:
  - *New budgetary line*,
  - *Delete selected budgetary line*,
  - *Edit selected budgetary line*,
  - *Import a file of budgetary lines (.isgb)*,
  - *Export the list of budgetary lines (.isgb)*;
- On *Report*: *New report*;
- On any report:
  - *New report*,
  - *Remove this report*.

## 4.5 Details panel

The details panel displays all the details on the tabs or sub-tab selected by the Information bar or Navigation panel. This is the main work area of Grisbi.

You can reduce or enlarge its width by clicking on the thin vertical bar between this window and the navigation panel, and dragging it. If the width of the this panel has been reduced to zero or enlarged to the maximum of the width of the Grisbi window, the thin vertical bar may be to the left or to the right of the window. Locate this and slide it back to the desired location.

Example of using Grisbi v3 - Grisbi		
<b>Accounts balance in Pound Sterling</b>		
Mr. Account / HSBC [bank] :	Reconciled balance £ 52,000.00	Current balance £ 9,635.92
Mrs. Account / Barclays Bank [bank] :	£ 3,251.03	£ 2,006.89
Savings Bank / London Capital Credit Union [bank] :	£ 622.14	£ 646.06
<b>Balance of bank accounts :</b>	<b>£ 55,873.17</b>	<b>£ 12,288.87</b>
Purse [cashier] :	£ 0.00	£ 101.48
<b>Global balances:</b>	<b>£ 55,873.17</b>	<b>£ 12,390.35</b>
<b>Liabilities accounts balance in Pound Sterling</b>		
Real Estate Loan [liabilities] :	Reconciled balance £ 0.00	Current balance £ -188,182.73
Delayed Debit card [liabilities] :	£ 0.00	£ 0.00
<b>Global balances:</b>	<b>£ 0.00</b>	<b>£ -188,182.73</b>
<b>Run out manual scheduled transactions</b>		
08/05/2024 : Loan Credit	£ 1,175.87 debited on Mr. Account / HSBC [bank]	
12/16/2024 : Salted-Tea Water Utilities Limited	£ 116.27 debited on Mr. Account / HSBC [bank]	
<b>Automatic scheduled transactions entered</b>		
11/01/2024 : My Employer	£ 1,200.00 credited on Mr. Account / HSBC [bank]	
11/15/2024 : Citrus	£ 23.99 debited on Mr. Account / HSBC [bank]	

Figure 4.4: Modified details panel

### 4.5.1 Displaying details on the home page

By selecting the *Accounts* tab, the details panel displays:

- to the top in a grey background banner:
  - on the left, the *Grisbi* icon (which can be hidden, see ?? on page ??),
  - and on the right the title of the accounts file you currently have loaded, in the form “assigned name - Grisbi”; you can define this label, from among three possibilities, in the *Edit - Preferences* menu (see the ?? on page ?? paragraph, Addresses & titles):
    - the *Accounting entity* (by default): this is the name you use to identify the type of account e.g. “My Accounts” or “Business”, which you entered when the account file was created; you can edit it here in the *Name of accounting entity* field; this can be useful if you manage multiple accounting entities,
    - the *Account owner name*: the name of the owner (or account manager) of the last account accessed; if the holder is not defined in the account properties, Grisbi displays the name of this account,
    - the *Filename*: this is the name of the file in the current directory, in the form **name\_of\_your\_file.gsb**;
- in the main light grey area below the banner:
  - for each currency separately, for all accounts and groups of accounts, under the label *Reconciled balance* and *Current balance*:
    - the balance of the bank and cash accounts, the partial balance of the groups of accounts and their global balance,
  - Note:** you can adjust the display order of the partial balances of the account groups (see the section ?? on page ??, *Partial balances of the list of accounts*),

- the balance of the liability accounts and their final balance,
- the balance of the asset accounts and their final balance;
- o the warnings from automatically scheduled entries with their date, wording and amount, according to the choices made in the *Edit - Preferences* menu (see the section ?? on page ??, *Scheduler*),
- o the list of accounts whose balance has fallen below the *Minimum authorized balance*,
- o the list of accounts whose balance has fallen below the *Minimum desired balance*.

**Note:** For definitions of *Minimum authorized balance* and *Minimum desired balance*, see the ?? on page ??, *Account Properties* section.

The account labels are displayed in black: as the mouse cursor moves over the line of one of these, its colour changes to grey.

A balance greater than the *Minimum desired Balance* is displayed in green: as the cursor moves over the line, its colour changes to light green.

A balance less than the *Minimum desired Balance* and greater than the *Minimum authorized balance* is displayed in orange: as the pointer passes on its line, this color changes to light orange.

A balance less than the *Minimum authorized Balance* is displayed in dark red: as the pointer passes over its line, this color changes to red.

When you move the mouse pointer over the line of an account, any color change indicates that if you click (right or left) with the mouse, the records contained in the highlighted account is displayed, as if the account had been selected with the information bar or navigation panel.

A partial balance can be specified for a group of accounts If defined this is displayed in dark blue (as in the figure 4.4 on the preceding page). If it is negative, it may appear in dark red, (see ?? on page ??, *Balances partials of the list of accounts*). A partial balance line does not change color when the mouse pointer is over it, because you can not view the individual entries for of an group of accounts.

You can configure certain aspects of the display of the details panel:

- in the *Edit - Preferences* menu:
  - o *Generalities*:
    - *Various settings, Scheduler* tab: section ?? on page ??;
    - *Main page*:
      - \* *Calculation of balance*: paragraph ?? on page ??,
      - \* *Balances partials of the list of accounts*: paragraph ?? on page ??;
  - o *Display*:
    - *Fonts & Logo*: section ?? on page ??,
    - *Addresses & titles*: section ?? on page ??;
- in the *Properties* tab of each account in the *Balances* section:
  - o Accounts below the *Minimum authorised balance*: section ?? on page ??;
  - o Accounts below the *Minimum desired Balance*: section ?? on page ??.

## 4.6 Menu bar

As in many graphics applications, most of Grisbi's important features are accessible through the menus in the Menu Bar. The features are detailed below.

### 4.6.1 File menu

This menu includes the following functions:

- *New window*: non-functional (perhaps in the future?)
- *New account file*: creates a new Grisbi file of **extension.gsb**; the current file is therefore closed and a new empty file is created with an empty account (shortcut **Ctrl + N**), see the section [3.3 on page 19](#); not to be confused with the creation of a new account;
- *Open*: opens your file manager, allowing you to search for, select and open an account file with the **.gsb** extension (shortcut **Ctrl + O**).
- *Recently opened files*: displays a list of the last n files opened with Grisbi (only if more than one has been opened); this number is configurable in the menu *Edit - Preferences*, see section [?? on page ??, Account Files Management](#);
- *Save*: Saves the current account file (shortcut **Ctrl + S**);
- *Save As*: opens a file manager to save the current accounts file with the name and location of your choice; Grisbi defaults to the current directory, the name of the current accounts file, with the **.gsb** extension;
- *Import file*: starts the “Importing transactions into Grisbi” wizard of another software (shortcut **Ctrl + I**); see [?? on page ??](#);
- *Export accounts as QIF/CSV file*: starts the “Exporting Grisbi accounts” wizard (shortcut **Ctrl + E**); see [?? on page ??](#);
- *Archive transactions*: starts the archive creation wizard; see [?? on page ??](#);
- *Export an archive as .gsb/QIF/CSV file*: starts the archive export wizard; see [?? on page ??](#);
- *Debug account file*: starts the debug wizard for this file, which will help you look for inconsistencies in your account file; see [?? on page ??](#);
- *Obfuscate account file*: starts the wizard that produces an anonymous copy of your account file; this file can be attached to a bug report; see [?? on page ??](#);
- *Obfuscate QIF file*: starts the wizard that produces an anonymous copy of this file; this file can be attached to a bug report; see [?? on page ??](#);
- *Debug mode*: puts Grisbi in debug mode, which creates a log file of events; see [?? on page ??](#);
- *Close*: closes the current accounts file; Grisbi offers to save it if you have not already done it (shortcut **Ctrl + W**);
- *Quit*: close Grisbi; Grisbi will first ask you to save the accounts file, if you have not already done so (shortcut **Ctrl + Q**);

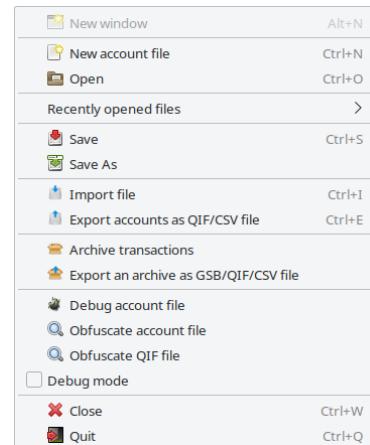


Fig. 4.5  
File menu

### 4.6.2 Edit menu

**Note:** in the *Edit* menu, some entries are only active when an account or transaction is selected.  
This menu includes the following functions:

- *Edit transaction*: allows a selected transaction to be rectified, see section ?? on page ??, *Modification d'une opération*;
- *New transaction*: allows the creation of a new transaction in an account (shortcut **Ctrl** + **T**), see the section ?? on page ??, *Saisie d'une nouvelle opération*;
- *Remove transaction*: deletes a selected transaction, see section ?? on page ??, *Deleting a transaction*;

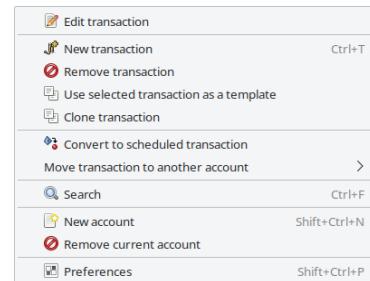


Fig. 4.6  
Edit menu

- *Use selected transaction as a template*: creates a copy of a selected transaction, with the current date entered in the transaction form, see section ?? on page ??, *Selecting a transaction for use as a template*;
- *Clone transaction*: creates a copy identical to the selected transaction and opens the transaction form, see section ?? on page ??, *Clone a transaction*;
- *Convert to scheduled transaction*: see section ?? on page ??, *Converting a transaction to a scheduled transaction*;
- *Move transaction to another account*: moves the transaction to the selected account, see section ?? on page ??, *Moving a transaction to another account*;
- *Search* (shortcut **Ctrl** + **F**):
  - displays the search box when you select:
    - an account or a transaction,
    - the “Payees” tab or a payee,
    - the “Categories” tab or a category,
    - the “Budgetary lines” tab or a budgetary line is selected (see chapter ?? on page ??, *alphanumeric search*)-> TO CREATE
  - opens the properties window for a report when the “Reports” tab of the navigation panel or a report is selected, see chapter ?? on page ??, *Création d'un état*;
- *New account*: starts the wizard for creating a new account in your Grisbi file (shortcut **Shift** + **Ctrl** + **N**), see section ?? on page ??, *Creating a new account*;
- *Remove current account*: deletes the selected account from your Grisbi file, see section ?? on page ??, *Removing the current account*;
- *Preferences*: allows you to configure Grisbi (shortcut **Shift** + **Ctrl** + **P**); see the chapter ?? on page ??, *Configuration of Grisbi*.

### 4.6.3 View menu

**Note:** in the *View* menu, entries are only active when an account is selected.  
This menu includes the following functions:

- *Show transaction form*: expands the Transaction/Scheduled form for the selected account;
- *Show reconciled*: displays reconciled transactions for the selected account (shortcut **Alt + R**);
- *Show lines archives*: displays the archive lines for the selected account (shortcut **Alt + L**);
- *Show closed accounts*: displays account(s) that have been closed and not deleted, see section ?? on page ??, *Account properties*??;

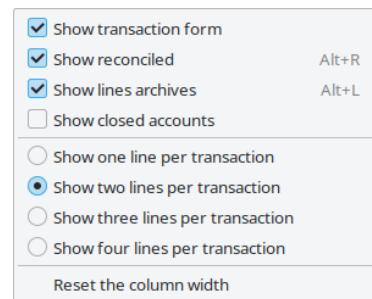


Fig. 4.7  
View Menu

The following four functions can be used to configure the display of transactions for the selected account:

- *Show one line per transaction*
- *Show two lines per transaction*
- *Show three lines per transaction*
- *Show four lines per transaction*

And finally, the last function in the view menu:

- *Reset the column width*: allows you to reset the columns of the transaction lists to their original width.

#### 4.6.4 Help menu

Most of the choices in this menu give links to websites. In order for these links to work, you must have specified to Grisbi the navigation software (or Web browser) that you wish to use, in the *Edit - Preferences* menu (see ?? on page ??, *Programmes*). The *Help* menu includes the following choices:

- *User's Manual*: opens the “Grisbi Manual” in your browser or in your PDF reader according to your choice (see ?? on page ??, *Help display*)(shortcut **F1**);
- *Quick start*: opens your browser to the “Grisbi Quick Start page”;
- *About*: displays the program information box: you will find details about the version, the link to Grisbi’s site, the acknowledgements page (contributors to the project) and the user license;
- *Grisbi website*: opens your browser to the *Grisbi*<sup>1</sup> web site
- *Report a bug*: opens your browser to the *Grisbi Bug Tracker page*<sup>2</sup> to allow you to report a bug that you have discovered. You can also follow on this page the evolution of the corrections made to the reported bugs;
- *Tip of the day*: opens a dialog box that displays a tip of use, different each time Grisbi starts; you can successively display all the tips, and choose whether or not the display of

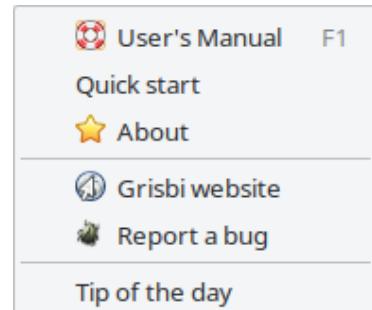


Fig. 4.8  
Help menu

<sup>1</sup><https://en.grisbi.org>

<sup>2</sup><https://www.grisbi.org/bugsreports/>

the tip of the day when starting Grisbi. To remove or reactivate the tip of the day, see ?? on page ??, *Tip of the day*.

## 4.7 Shortcut keys

Keyboard shortcuts make it easy to enter data and navigate through Grisbi's windows, avoiding the need to move and click. By using the ones corresponding to the most common manipulations for you, you improve your ergonomics by limiting the important movements of your arms.

Grisbi has a number of keyboard shortcuts, listed in the Grisbi preferences (see ?? on page ??), presented here according to different themes (see also 2.8.2 on page 16, *Typographical conventions in this manual*).

### 4.7.1 Application and files

- Create a new Grisbi file: **Ctrl + N**
- Open a Grisbi file: **Ctrl + O**
- Add a new account to the Grisbi file: **Ctrl + Shift ↑ + N**
- Save the Grisbi file: **Ctrl + S**
- Import a file: **Ctrl + I**
- Export to **QIF/CSV** file: **Ctrl + E**
- Close the Grisbi file: **Ctrl + W**
- Close Grisbi: **Ctrl + Q**

### 4.7.2 Navigation panel

- Select a tab or an account: **↑**, **↓**
- On the Accounts tab:
  - Opens the accounts list: **→**
  - Closes the accounts list: **←**
- On an account or the Scheduler tab:
  - Switches to the list of transactions or planned transactions: **→**
  - Switches to the navigation panel: **←**
- On a selected account:
  - Displays the character search window: **Ctrl + F**
- On the Reports tab:
  - Opens the search report properties window: **Ctrl + F**
- Select the first/last tab (Accounts/Reports): **PageUp** or **PageDown**

### 4.7.3 List of transactions or scheduled transactions

- Move selection: **↑** or **↓**
- Select a transaction: **Enter ↴**

- New transaction:
  - On an empty line: **Enter ↴**
  - On an existing transaction: **Ctrl + T**
- Modify a transaction: **Enter ↴**
- Delete a transaction: **Delete**
- Point ou unpoint a transaction for a reconciliation:
  - in the reconciliation mode: **Ctrl + P**, **F12** ou **Space**,
  - out of reconciliation mode: **Ctrl + P** or **F12**
- Reconcile or un-reconcile a transaction: **Ctrl + R**  
**Note:** out of reconciliation mode, grisbi opens a windows asking you to select a reconciliation.
- Show or hide reconciled transactions: **Alt + R**
- Roll out/in a splitted transaction: **Space**
- Show or hide archival lines: **Alt + L**
- In the list of account transactions:
  - Open the character search window: **Ctrl + F**

#### 4.7.4 Transaction/Scheduled form

- The **Enter ↴** key is configurable (see preferences ?? on page ??): it can be set to either move in the input form, or to validate the entry;
- Move to the next field: **Tab ⇝** (depending on your configuration choice);
- Cancel the current entry: **Esc**
- Accept auto-complete: **Tab ⇝** ou **Enter ↴** (depending on your configuration choice);
- Euro symbol: **Alt Gr + E**

#### 4.7.5 Drop down lists

- Open a list: **PageUp**, **PageDown** or **↓**
- Move to the top of the list: **PageUp**
- Move to the bottom of the list: **PageDown**
- Move in the list: **↑** or **↓**
- Validate a choice within a list: **Enter ↴** or **Tab ⇝** en fonction de votre configuration (see ?? on page ??);
- Currencies, financial years and methods of payment:
  - Open list: **Space**
  - Move in the list: **↑** or **↓**
  - Validate the item in the list: **Space**

#### 4.7.6 Dates entered on the calendar

- Open a monthly calendar (on the date field): **Ctrl + Enter ↴**
- Closes the calendar without changing the date: **Esc**
- Validate the selected date: **Enter ↴**
- Next or previous day: **[+]** or **[-]**, **→** or **←**
- Previous or next week: **[↑]** or **[↓]**
- Previous or next month: **PageUp** or **PageDown**
- First day or last day of the month: **Home / ↲** or **End**

#### 4.7.7 Dates entered by keyboard

- Next or previous day: **[+]** or **[-]**
- Previous or next week: **Ctrl + [+]** or **Ctrl + [-]**
- Previous or next month: **PageDown** or **PageUp**
- Previous or Next Year: **Ctrl + PageDown** or **Ctrl + PageUp**
- Validate the selected date: **Enter ↴**

#### 4.7.8 Payees, categories, budgetary lines, credits simulator, historical data and forecast

- Move selection: **[↑]**, **[↓]**, **PageUp** or **PageDown**
- Display sub-categories or sub-budgetary lines (on a sub-category or a sub-budgetary line): **[+]**
- Display the transactions of sub-categories or sub-budgetary lines (on a sub-category or a sub-budgetary line): **Enter ↴**

#### 4.7.9 Configuration

- Show the Grisbi preferences window: **Ctrl + Shift ↑ + P**

#### 4.7.10 Help

- Open the Grisbi Manual: **F1**

# 5 Importing and exporting accounts

You can not directly use data that has been created by other personal accounting applications in Grisbi, and vice versa. Because these applications work differently, their data is structured differently, so you need to convert their data structure before you can use it.

This conversion can not be done at once on all data, but must be done separately for each account managed by the application. To convert each of these accounts, you must first “export” them from the original application and then “import” them into the destination application.

**Note:** do not confuse the Grisbi file, with the [extension .gsb](#), which contains all the data of all the accounts created for the management of an accounting entity, and the “account files”, which are files that contain only data from one account at a time, and created only to export or import that data from one accounting application to another. These “account files” must have a [file format](#) (or [extension](#)) that must be compatible with the original application AND the destination application.

Grisbi currently supports [Gnucash](#), [OFX](#), [CSV](#) and [QIF](#) personal accounting data formats.

## 5.1 Importing accounts from another accounting application

If you want to use account data that has been created in another accounting application in Grisbi, you must first export each of the accounts of this application individually to a set of files, then import these same files into Grisbi.

### 5.1.1 Export an account file from the other accounting application

The first step is, in the originating personal accounting application, to export each account in a file in the chosen format. The chosen format must be compatible with the export formats supported by the original application *and* compatible with import to Grisbi.

The export procedure is obviously different for each accounting application, so refer to its documentation. If you want to export all accounts, you will need to get as many files as you have accounts managed by the application.

### 5.1.2 Importing account files from another accounting application to Grisbi

**Note:** Grisbi allows you to import one or more account files in one operation. Although you can import the account files one by one, it is important to import all the account files at the same time, so that Grisbi can recreate the links between the accounts, especially with regard to the transfer operations.

For more information on the account types that Grisbi can manage, see the ?? on page ??, *Grisbi account types* section.

The import can be configured in the *Edit - Preferences* menu (**Ctrl** + **Shift** + **P**), *Generalities - Import* menu, *Files import* tab (see section ?? on page ??).

You can define which date will be used for assigning a financial year to each imported operation, see ?? on page ??, *Definition of Financial Year*.

Grisbi also allows you to establish an association between a string of characters in this file and a payee. For example, all labels containing “rent” may be associated with a payee that represents your landlord. This must be configured in the *Edit - Preferences* menu (**Ctrl** + **Shift** + **P**), *Généralités - Import* menu, *Associations for import* tab (see the ?? on page ?? section).

In the Grisbi *File* menu, choose the option *Import file* (or use the shortcut **Ctrl** + **I**), which opens the import wizard window. The import of the account files takes place in five steps, to which one step must be added for each additional account:

1. Launches the import assistant (step 1/4): confirm with the *Following* button;
2. Selection of the account files to import (step 2/4) (fig. 5.1):
  - a) click the button *Add file to import...* button : a file manager window opens;

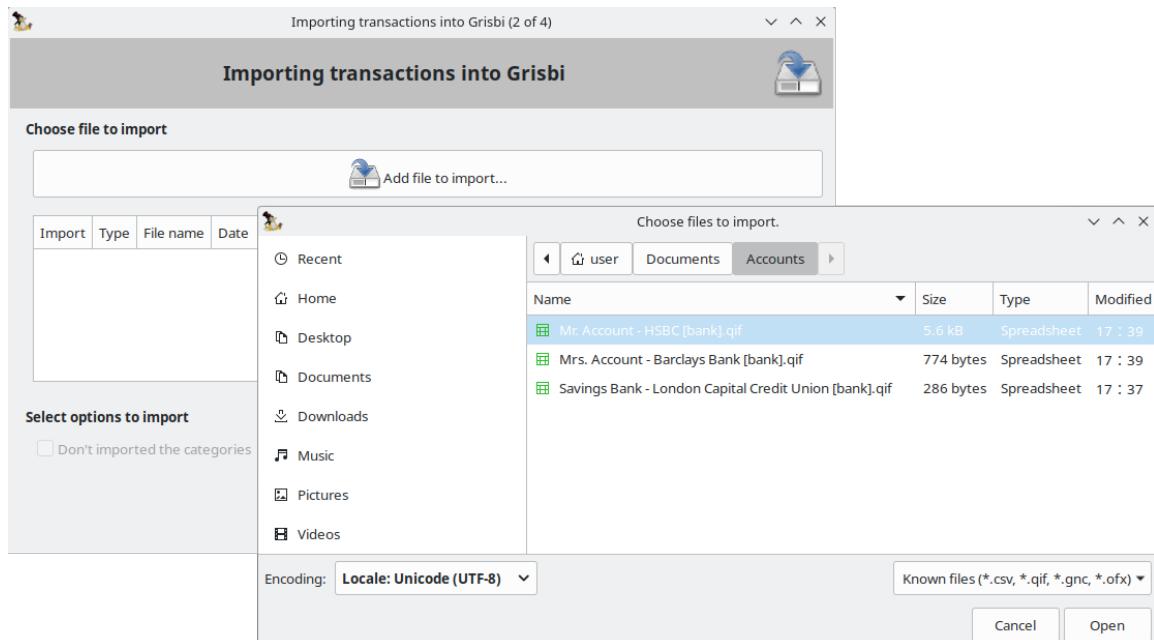


Figure 5.1: Selecting accounts to import

- b) look for the directory where these account files are,
- c) select one or more account files (with the combination **Ctrl** + **Left-Click** and **Shift** + **Left-Click**); you can also change the **locale** (**character encoding**) of the files to import from the *Encoding* drop-down menu,
- d) validate the window with the *Open* button to return to the account file selection window;
- e) you can choose not to import categories by ticking the appropriate option. When importing a **CSV** file, a new window allows you to choose the import settings (fig. 5.2 on the next page):

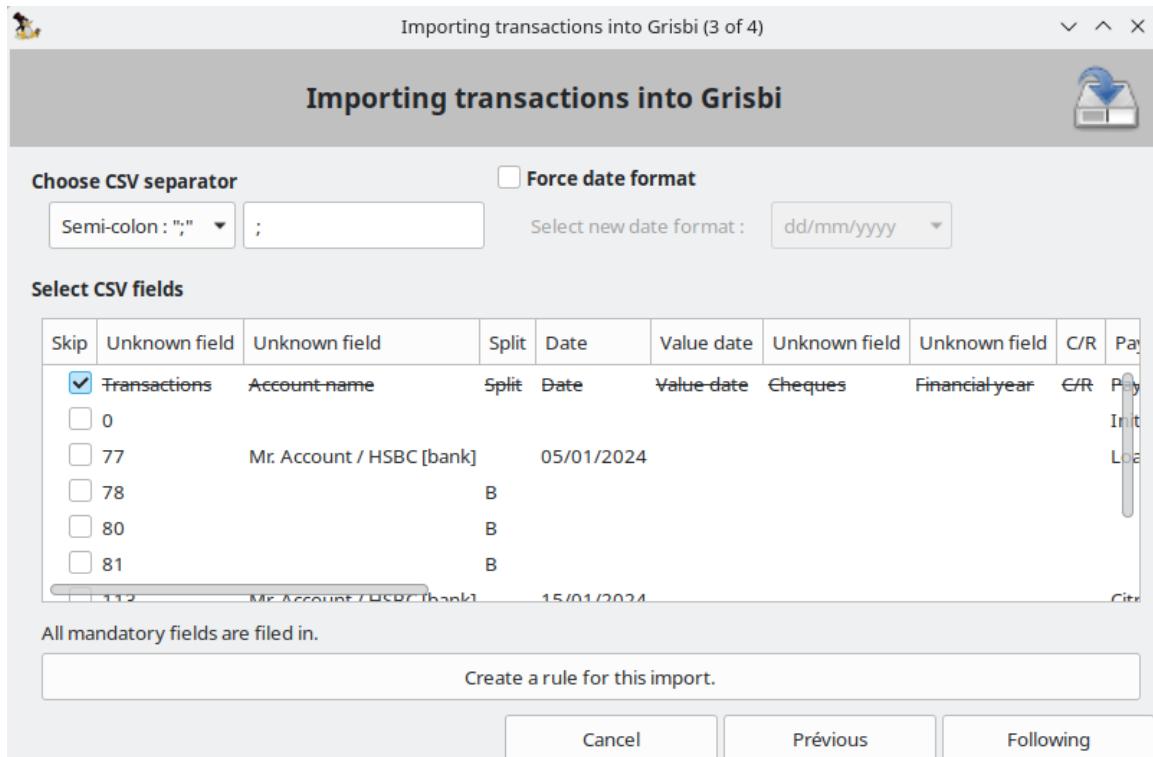


Figure 5.2: Configuring the import of a CSV file

- **Choose CSV separator:** the separator between data can be selected from the drop-down list in the left-hand window and is displayed in the right-hand window, where you can also modify it;
  - **Force date format:** the date format can be forced by ticking the appropriate box and selecting it from the drop-down list;
  - **Select CSV fields:** you can tick the data lines that *will not be* imported;
  - the “Create a rule for this import.” button (at the bottom) allows you to create an import rule that you will need to name in order to validate it. You will find it in the account toolbar (see ?? on page ??).
- f) when the desired files are checked, you can validate the selection with the *Following* button;
3. Complete the import of the account files: if everything went well, this window gives the list of the account files which will be imported; continue the import by confirming with the *Following* button;
  4. Creating and configuring each account imported into Grisbi (step 4): you can review each account and choose the following actions (fig. [5.3 on the next page](#)):
    - *Create a new account*: this will add the selected file as a new account in your Grisbi file. The drop-down menu *Account type* below will allow you to change the account type;
    - *Add transactions to an account*: if scheduled operations are found within the specified time interval, a specific window opens to ask what you want to do with them: either merge these scheduled operations with the corresponding imported operations, or add the imported operations in addition to them (see the section ?? on page ??, *Import settings*). The *Account name* drop-down menu below will allow you to select the account to which the transactions will be added;

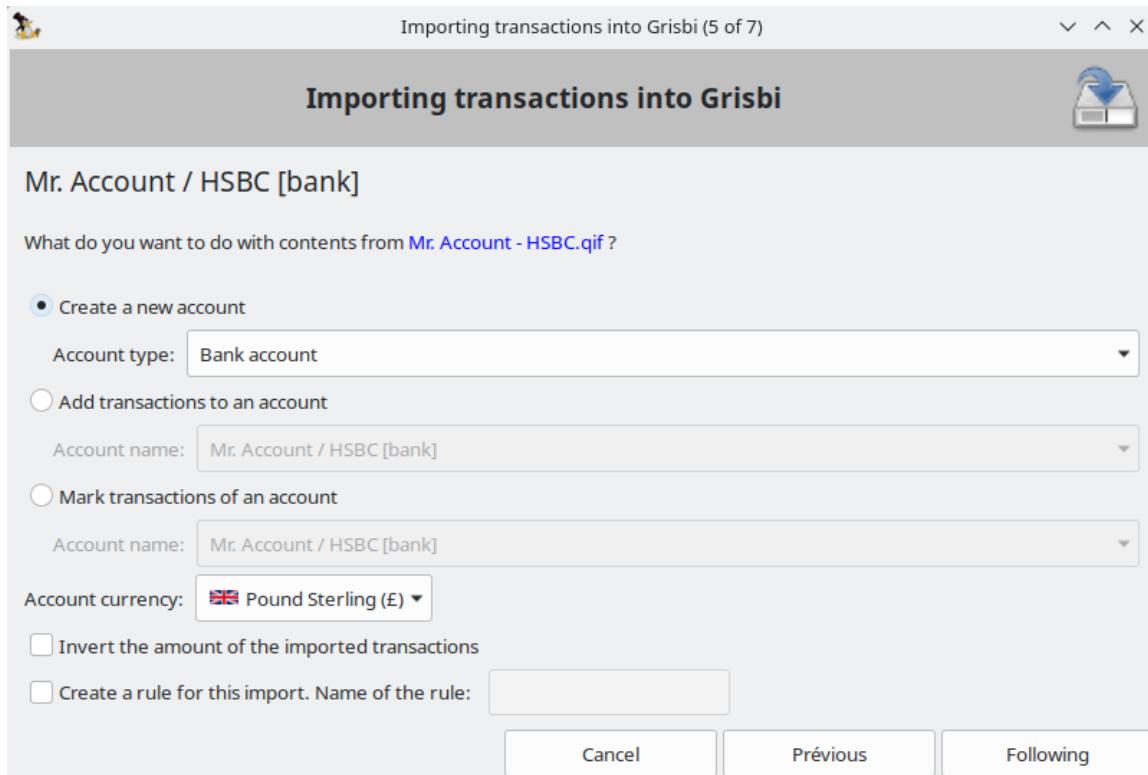


Figure 5.3: Configuration of each imported account

- *Mark transactions of an account:* this will mark the transactions with a “T” in the “C/R” column (?? on page ??) of the account concerned. If any orphan transactions are found, a window will open at the end of the import to ask what you want to do with them: either add them or ignore them. The *Account name* drop-down menu below will allow you to select the account in which the transactions will be marked;
- set the currency of the account (or create a new one);
- *Invert the amount of the imported transactions:* useful for credit card accounts for example;
- *Create a rule for this import:* allows you to define a quick import rule if the file is in **QIF**, **Gnucash**, or **OFX** format and only if you add or mark transactions to an account. This rule is specific to each account and must be named in order to be validated. You can find it in the account toolbar (see ?? on page ??);
- when everything is correct, confirm the import with the **Following** button;

5. Confirm the end of the import: confirm with the *Close* button.

If, and only if you have created your account file just before this account data import, return to the end of the [3.3 on page 22](#), **Creation of a new accounts file**. Go directly to the end of the account file creation process, at the paragraph beginning with *In one way or another... ,* which will prompt you to create other accounts right away.

Otherwise, you can start using the account you just created.

## 5.2 Export accounts from Grisbi

If you want to use account data created by Grisbi in another accounting application, you must first export this data to files and then import them into the other application using these files. The file format chosen must be compatible with the export by Grisbi *and* compatible with the import by the destination application.

In the *File* menu select the *Export accounts as QIF/CSV file* (ou use shortcut **Ctrl + E**) that opens the Exporting Grisbi accounts wizard. Exporting accounts involves at least four steps:

1. Starting the assistant (step 1/3): this window indicates that, since the **QIF** and **CSV** file formats do not support currency, all transactions will be converted into the currency of their respective account; confirm with the *Following* button;
2. Selecting accounts and options (fig. 5.4):

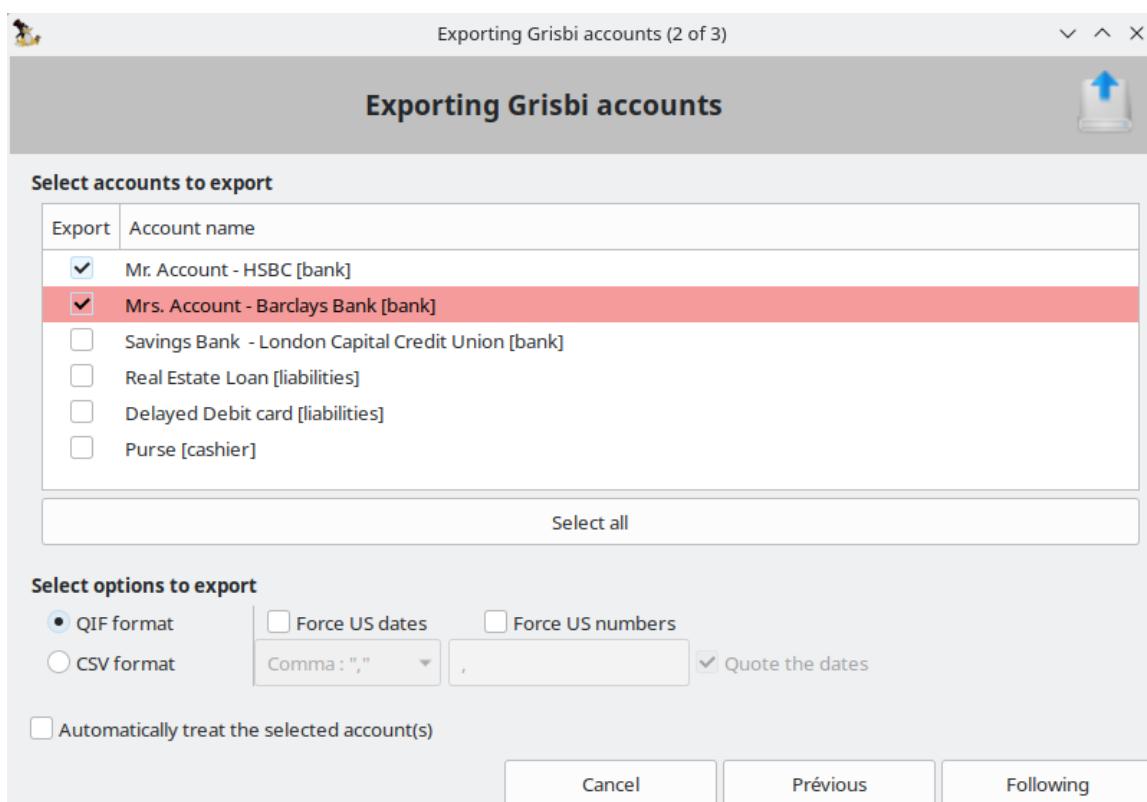


Figure 5.4: Exporting accounts

- **Select accounts to export** (step 2/3): select the accounts to export by clicking in the corresponding box or on the *Select all* button;
- **Select options to export:**
  - *QIF format*: exports the selected account(s) in **QIF** format; in addition, the option:
    - *Force US dates*: saves the date in the format “month/day/year” (mm/dd/yyyy),
    - *Force US numbers*: uses the period “.” as the decimal separator and the comma “,” as the thousands separator;
  - *CSV format*: exports the selected account(s) in **CSV** format; in addition to the options available in QIF format (above):

- the separator between data can be selected from the drop-down list in the left window and is displayed in the right window, where you can also modify it.
  - *Quote the dates*: if checked (default), dates will be enclosed in quotation marks, like other data. Hovering over the menu with the mouse opens an information window “Uncheck to write a date field without quotes”;
  - *Automatically treat the selected account(s)*: this option automatically exports the selected account(s):
    - with a file name generated as follows:  
[name of accounting entity]-[account name].[selected extension],
    - and saves it to the folder where the Grisbi file was opened; If the exported file(s) already exist(e), Grisbi will ask you to confirm whether you want to overwrite them; hovering over the menu with the mouse opens a following information window:  
“The generated files will be named as follows:  
[accounting entity]-[account name].[extension]  
The save folder will be the Grisbi file folder”
- Note:** it is recommended not to use the character “/” in the account name, otherwise an error may occur when exporting to [Linux](#) systems.
- confirm with the *Following* button;
3. For each account, define the name of the file, the destination directory and the export format; the option *Name files automatically* bypasses this step. Then confirm with the *Following* button;
  4. the export completion window appears; confirm with the *Close* button;

**WARNING:** in general, it is inadvisable to have accents, spaces or special characters in the names of directories and files used by Grisbi. If so, rename them now. For example, spaces can be replaced by underscores (\_).

# 6 Data management

The data you enter into Grisbi must be carefully preserved and protected against accidental loss. Grisbi provides three tools to address this issue:

- *Account files handling* created by Grisbi,
- the *Backups* of these same files,
- the *Archiving* of transactions stored in these files.

## 6.1 Account files handling

You can set the following management options in the menu *Edit - Preferences*:

- automatically load last file on startup;
- automatically saving on exit;
- Force saving of locked files;
- Encrypt Grisbi file;
- Compress Grisbi file (see [compression](#));
- Memorise last opened files.

All of these options are explained in detail and can be configured in the *Edit - Preferences* menu (see ?? on page ??, *Account files handling*).

## 6.2 Backups

In general, no matter what data you have on your computer's hard drive, you need to make backups of it, for the simple reason that *any data storage system has a limited lifetime*. Making backups is designed to limit the risk of data loss.

Grisbi allows you to make automatic backups of your accounts file. These backups should be stored in a special directory or a special [partition](#) of your computer's disk, with backups of all your other data, which would then allow you to easily back up this directory or partition, preferably on different types of media, independent of the computer, and put in a safe place.

**Note:** take these tips seriously and do not take risks with your data, this can save you many setbacks...

Grisbi can automatically save, in a directory to be defined:

- either a single backup file that is replaced regularly with a name of the form **name\_of\_file\_backup.gsb** and that is replaced regularly with,

- or backup files that accumulate in this directory; the name of these backup files is of the form **name\_of\_file\_YYYYMMDDTHHMMSS.gsb**, where:
  - “name\_of\_file” is the name of your Grisbi file,
  - “YYYYMMDD” is the date in year-month-day format
  - “T” (for *time*) separates the date (left) and time (right) indications,
  - “HHMMSS” is the time in hours-minutes-seconds.

This format is based on the international ISO 8601 date format, which means, among other things, that your backup directory can be automatically sorted alphanumerically and chronologically.

Grisbi provides you the following backup options:

- the creation of a single backup file, otherwise the backup files are added to their directory;
- the **compression** of the backup file, to occupy less disk space;
- backup after opening the Grisbi file;
- backup before saving the Grisbi file;
- setting the interval between two backups, in minutes;
- setting the deletion of backups according to their age, in months;
- setting the backup directory.

All of these options are described in detail and can be configured in the *Edit - Preferences* menu (see ?? on page ??, *Backups*).

## 6.3 Archiving

An archive is a little like “placing in parentheses” some of the entries from *all* the accounts in your file created by Grisbi. Entries inside an archive are no longer displayed and can no longer be processed, but are preserved. You can always unarchive an existing archive at any time to access its data.

When you use Grisbi, you enter transactions into your different accounts. These operations are all stored in the computer’s memory and hard disk, and a few of these are displayed on the screen. The display and processing of account entries consumes memory and microprocessor time.

As time goes by, there are more and more operations recorded, so their display and processing require more and more memory space and microprocessor time. Your computer (depending on its specification) will eventually start to run Grisbi more slowly.

To limit this loss of performance in the display and the processing, in particular in report generation or in the search for information, Grisbi prompts you to choose a portion of your transactions and to put them in an archive, that is, to set them apart so that they are not affected by future postings or operations.

### 6.3.1 Creating an archive

The creation of an archive can be triggered automatically or manually:

---

### 6.3.1.1 Automatic triggering of archive creation

When a certain number of registered transactions is reached, Grisbi can warn you that this quantity of operations has not yet been archived. To do this, you will need to activate *Automatic check* of archives in the Grisbi preferences (see paragraph ?? on page ??).

Check the option *Check at opening if creating archive is needed*:

- will launch the archiving assistant when you open your Grisbi file if the trigger threshold is reached,
- activates the warning threshold of three thousand transactions (minimum by default), labelled *Warn if more than ... transactions are not archived*.

The first window of the *Archive transactions* wizard will inform you of the total number of transactions recorded in your file.

Once archiving is complete, the counting process is reset to zero and Grisbi will display the same warning again after three thousand additional transactions.

### 6.3.1.2 Manual creation of an archive

Manual creation can be performed in addition to or instead of automatic launch. The warning about the number of unarchived transactions is not active.

1. in the menu bar, select *File - Archive transactions*: the archive creation wizard window appears; confirm by clicking the *Following* button;
2. in the next window, you can choose from three modes for selecting the transactions to be archived (fig. 6.1):

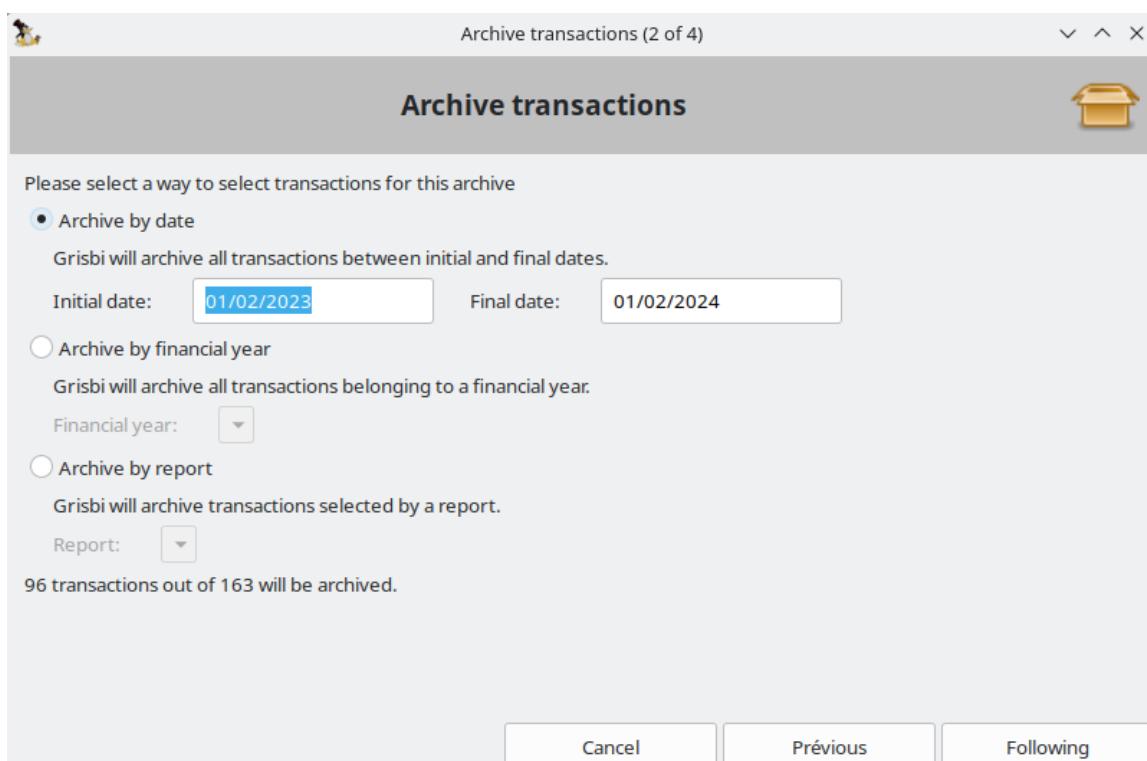


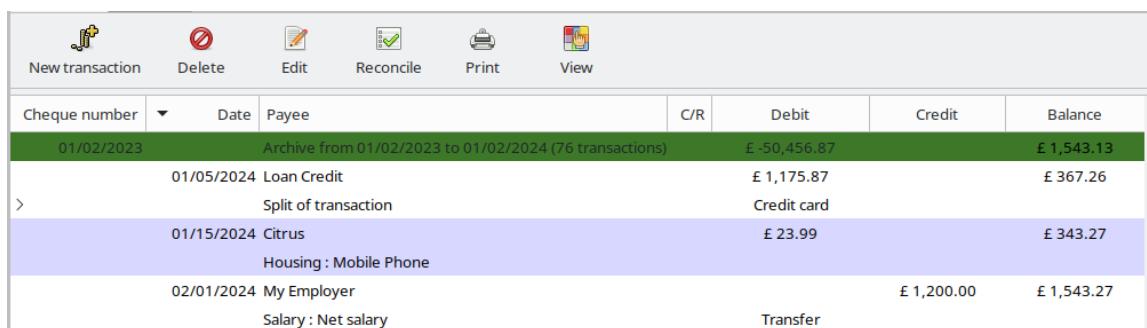
Figure 6.1: Creating an archive

- *Archive by date*: enter the *Initial date* and *Final date* in the appropriate fields,
  - *Archive by financial year*: select a financial year available from the drop-down list,
  - *Archive by report*: select a report available from the drop-down list;
- Note:** the last line of the window indicates either an error in entering these parameters (in red) or the number of transactions that will be archived (all accounts combined) out of the total number of transactions in your Grisbi file.
3. confirm by clicking the *Following* button;
  4. in the next window, enter the name you want to give to this archive; confirm with the *Apply* button;
  5. the last window informs you that the archive has been created and displays the name of the archive as well as the *number of archived transactions all accounts combined* out of the total number of transactions in your Grisbi file; confirm with the *Close* button or click on the *Previous* button to create another archive.

**Note:** in case Grisbi has become slower after creating an archive, you can configure it to not load the close transactions (R) on startup, in order to increase its speed, (see the ??, Tools bar).

### 6.3.2 Displaying archives

The display of an archive appears at the top of the list of transactions for *each account*, in the form of a transaction line on a **green background**, indicating the start date of the archive (for an archive by date), its name and creation parameters (dates, financial year or report name), as well as the *number of archived transactions for the account displayed* (fig. ?? on page ??).



The screenshot shows a transaction list in Grisbi. At the top, there are several icons: New transaction, Delete, Edit, Reconcile, Print, and View. Below the icons is a table header with columns: Cheque number, Date, Payee, C/R, Debit, Credit, and Balance. The first row of data is highlighted with a green background, representing an archive. This row shows the date range "Archive from 01/02/2023 to 01/02/2024 (76 transactions)" and a balance of £ 1,543.13. Subsequent rows show individual transactions: "01/05/2024 Loan Credit" (Debit £ 1,175.87, Balance £ 367.26), "Split of transaction" (Credit card), "01/15/2024 Citrus" (Debit £ 23.99, Balance £ 343.27), "Housing : Mobile Phone" (Transfer), and "02/01/2024 My Employer" (Debit £ 1,200.00, Balance £ 1,543.27). The transaction "Salary : Net salary" is partially visible below the last one.

Figure 6.2: Archive line displayed

You can display (or hide) the archive line for all accounts by selecting (or deselecting) the box in the *View - Show lines archives* menu, or by clicking on *View* in the menu bar, then checking (or unchecking) *Show lines archives* (**Alt** + **L**) in the drop-down list.

If you want to view the transactions within an archive, you can open this archive by double-clicking on its line: after confirmation in the window that appears, the operations are displayed in the list.

**Note:** this is only opening the archive for display, the archive is not deleted. The next time you use Grisbi, the green line of the archive will reappear at the top of each account list. To permanently delete the archive, see the section [6.3.5 on the following page](#), *Deleting an archive*.

### 6.3.3 Parameters of an archive

You can consult the parameters that were defined during the creation of an archive, in the *Edit - Preferences - Generalities - Archives* menu. For this see the ?? on page ??, *Known Archives*.

### 6.3.4 Editing an archive

You can only change the name of an archive in the *Edit - Preferences* menu. For this see the ?? on page ??, *Archive modification* section.

### 6.3.5 Deleting an archive

You can delete an existing archive, in the *Edit - Preferences* menu. There are two separate delete functions: deleting an archive while *retaining* its transactions, and deleting an archive while *deleting* all its transactions. For this see ?? on page ??, *Archive modification* section.

### 6.3.6 Export an archive

Exporting an archive creates a file containing a copy of the archive, so that you can store it or use it in another Grisbi account file or in another accounting application. Exporting can only be done using the file formats [.gsb](#), [QIF](#) or [CSV](#).

**WARNING:** QIF and CSV file formats do not support currency, and all transactions will be converted to the currency of their respective account.

To export an archive, follow these steps:

1. in the menu bar, select *File - Export an archive as GSB/QIF/CSV file*: the archive export wizard window is displayed; confirm with the *Following* button;
2. a table displays the list of existing archives with their names and, where applicable, their initial and final dates, their financial year or the name of the report; select the archive to be exported by ticking the box in its row; confirm by clicking the *Following* button.
3. a file manager window will appear; you can modify:
  - the name of the file under which the archive will be exported,
  - the folder where it will be saved,
  - the format of the export file between Grisbi (GSB), QIF or CSV formats.

**Note:** the QIF format only accepts one file per account; Grisbi will therefore create as many QIF files as there are accounts.

Confirm by clicking the *Following* button;
4. the last window informs you that the archive has been exported; confirm by clicking the *Close* button.

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# Glossary

**Note:** most of the definitions in this glossary are taken from articles of the same name in the free, collaborative encyclopaedia *Wikipédia*<sup>1</sup>. Although these texts have been modified and adapted to the specific context of this glossary, the author would like to thank Wikipedia for providing these references.

**C** C is a general-purpose computer programming language which was originally developed by Dennis RITCHIE between 1972 and 1973 to construct utilities running on Unix. Many later languages have borrowed directly or indirectly from C, including C++, C#, Unix's C shell, Java, Perl, PHP, and many others. [7](#)

**character encoding** Character encoding is the process of assigning numbers to graphical characters, especially the written characters of human language, allowing them to be stored, transmitted, and transformed using digital computers. Common examples of character encoding systems include ASCII and Unicode UTF-8. [37](#)

**compression** Data compression is the process of encoding information using fewer bits than the original representation. Typically, a device that performs data compression is referred to as an encoder, and one that performs the reversal of the process (decompression) as a decoder. [42](#), [43](#)

**CSV** (*Comma-Separated Values*) is a text file format that uses commas to separate values, and newlines to separate records. [8](#), [11](#), [23](#), [30](#), [33](#), [36](#), [37](#), [40](#), [46](#)

**CVS** (*Concurrent Versions System*) is a version control system originally developed by Dick GRUNE in July 1986. CVS operates as a front end to Revision Control System (RCS), an earlier system which operates on single files. It expands upon RCS by adding support for repository-level change tracking, and a client-server model. [12](#)

**Debian** also known as Debian GNU/Linux, is a Linux distribution composed of free and open-source software and optionally non-free firmware or software developed by the community-supported Debian Project, which was established by Ian MURDOCK. Debian is also the basis for many other distributions that have different purposes, like Proxmox for servers, Ubuntu or Linux Mint for desktops, Kali for penetration testing, and Pardus and Astra for government use. The word “Debian” was formed as a portmanteau of the first name of his then-girlfriend (later ex-wife) Debra LYNN and his own first name. [13](#)

**extension** This is a suffix to the name of a computer file. The extension indicates a characteristic of the file contents or its intended use. A filename extension is typically delimited from the rest of the filename with a period. For example, the readme.txt file is an plain text file. [19](#), [30](#), [36](#)

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<sup>1</sup><https://en.wikipedia.org/>

**file format** A file format is a standard way that information is encoded for storage in a computer file. It specifies how bits are used to encode information in a digital storage medium. File formats may be either proprietary or free. One popular method used by many operating systems is to determine the format of a file based on the end of its name, more specifically the letters following the final period. This portion of the filename is known as the filename extension. [15](#), [36](#)

**Free and Open Source Software** or *FOSS*, is software that is available under a license that grants the right to use, modify, and distribute the software, modified or not, to everyone free of charge. FOSS is in contrast to proprietary software, where the software is under restrictive copyright or licensing and the source code is hidden from the users. [1](#)

**free software** *Free software*, *libre software*, or *libreware* is computer software distributed under terms that allow users to run the software for any purpose as well as to study, change, and distribute it and any adapted versions. Un logiciel libre est un logiciel dont l'utilisation, l'étude, la modification et la duplication en vue de sa diffusion sont possibles techniquement et permises légalement. These rights are usually defined by a license. For instance, Grisbi is licensed under the *GPL* (*General Public License*). [17](#)

**Git** is a distributed version control system that tracks changes in any set of computer files, usually used for coordinating work among programmers who are collaboratively developing source code during software development. Git was originally authored by Linus TORVALDS in 2005 for development of the Linux kernel. Git is a free and open-source software shared under the GPL-2.0-only license. [9](#)

**GitHub** is a proprietary developer platform that allows developers to create, store, manage, and share their code. It uses Git to provide distributed version control. It is commonly used to host open source software development projects. [9](#)

**Gnome** originally an acronym for *GNU Network Object Model Environment*, is a free and open-source desktop environment for Linux and other Unix-like operating systems. [11](#)

**GNU Free Documentation License** (*GNU FDL* or simply *GFDL*) is a copyleft license for free documentation, designed by the *Free Software Foundation (FSF)* for the *GNU Project*. It is similar to the *GNU General Public License*, giving readers the rights to copy, redistribute, and modify (except for “invariant sections”) a work and requires all copies and derivatives to be available under the same license. Copies may also be sold commercially, but, if produced in larger quantities (greater than 100), the original document or source code must be made available to the work’s recipient. [14](#)

**GNU General Public License** (*GNU GPL* or simply *GPL*) is a series of widely used free software licenses, or copyleft, that guarantee end users the four freedoms to run, study, share, and modify the software. The license was the first copyleft for general use, and was originally written by Richard STALLMAN, the founder of the *Free Software Foundation (FSF)*, for the *GNU Project*. The last official GPLv3 was released by the FSF on 29 June 2007. [14](#)

**GNU/Linux** *GNU*, initially developed by Richard STALLMAN in 1984, is an extensive collection of free software, which can be used as an operating system or can be used in parts with other operating systems. *GNU* is a recursive acronym for “*GNU’s Not UNIX*”. The use of the completed *GNU* tools led to the family of operating systems popularly known as *Linux*. *Linux* is a family of open-source Unix-like operating systems based on the *Linux kernel*, an operating system kernel first released on September 17, 1991, by Linus TORVALDS. Many

Linux distributions use the word “Linux” in their name, but the *Free Software Foundation* uses and recommends the name “GNU/Linux” to emphasize the use and importance of GNU software in many distributions. [7](#)

**Gnucash** is an accounting program that implements a double-entry bookkeeping system. It was initially aimed at developing capabilities similar to Intuit, Inc.’s Quicken application, but also has features for small business accounting. Recent development has been focused on adapting to modern desktop support-library requirements. [8](#), [11](#), [23](#), [36](#), [39](#)

**Grisbi** Grisbi is a free personal accounting program. [2](#)

**.gsb** is the [extension](#) given to Grisbi account files. [30](#), [46](#)

**GTK** (*formerly The GIMP Toolkit and GTK+*) is a free software cross-platform widget toolkit for creating Graphical User Interfaces (GUIs). [7](#), [11–13](#)

**HTML** *HyperText Markup Language* or *HTML* is the standard markup language for documents designed to be displayed in a web browser. HTML provides a means to create structured documents by denoting structural semantics for text such as headings, paragraphs, lists, links, quotes, and other items. [11](#), [15](#), [17](#)

**hyperlinks** In computing, a hyperlink, or simply a link, is a digital reference to data that the user can follow or be guided to by clicking or tapping. For instance, on the *World Wide Web* most hyperlinks cause the target document to replace the document being displayed, but some are marked to cause the target document to open in a new window (or, perhaps, in a new tab). [15](#), [17](#)

**LATEX** is a software system for typesetting documents. LATEX uses the TeX typesetting program for formatting its output, and is itself written in the TeX macro language. Its name comes from its author Leslie LAMPORT. [11](#), [13](#), [15](#)

**Linux** see “GNU/Linux”. [41](#)

**Linux distributions** A Linux distribution, sometimes called a GNU/Linux distribution (often abbreviated as distro) is an operating system made from a software collection that includes the Linux kernel and often a package management system. Linux users usually obtain their operating system by downloading one of the Linux distributions, which are available for a wide variety of systems. [7](#)

**locale** In computing, a locale is a set of parameters that defines the user’s language, region and any special variant preferences that the user wants to see in their user interface. Usually a locale identifier consists of at least a language code and a country/region code. [37](#)

**macOS** originally Mac OS X, previously shortened as OS X, is a partially proprietary operating system developed and marketed by Apple since 1998, whose macOS Tahoe (version 26) was launched on September 15, 2025 for the general public. [7](#)

**OFX** *Open Financial Exchange* is a data-stream format for exchanging financial information (XML based) (that evolved from Microsoft’s Open Financial Connectivity (OFC)). [8](#), [11](#), [23](#), [36](#), [39](#)

**partition** Disk partitioning is the creation of one or more regions on secondary storage, so that each region can be managed separately. These regions are called partitions. Each partition then appears to the operating system as a distinct “logical” disk that uses part of the actual disk. Partitioning allows the use of different filesystems to be installed for different kinds of files. The best known filesystems are FAT32, NTFS, Ext2, Ext3 and Ext4. [42](#)

**PDF** *Portable Document Format* is a file format developed by Adobe in 1992 to present documents, including text formatting and images, in a manner independent of application software, hardware, and operating systems. [15](#), [17](#), [32](#)

**porting** In software engineering, porting is the process of adapting software for the purpose of achieving some form of execution in a computing environment that is different from the one that a given program (meant for such execution) was originally designed for. [7](#), [14](#)

**QIF** *Quicken Interchange Format* is an open specification for reading and writing financial data to media. [8](#), [9](#), [11](#), [23](#), [30](#), [33](#), [36](#), [39](#), [40](#), [46](#)

**Red Hat** Red Hat, Inc. (formerly Red Hat Software, Inc.) is an American software company that provides open source software products to enterprises and is a subsidiary of IBM. Red Hat creates, maintains, and contributes to many free software projects. [14](#)

**Slackware** is a Linux distribution created by Patrick VOLKERDING in 1993. Originally based on Softlanding Linux System (SLS), Slackware has been the basis for many other Linux distributions, most notably the first versions of SUSE Linux distributions, and is the oldest distribution that is still maintained. Slackware aims for design stability and simplicity and to be the most “Unix-like” Linux distribution. [14](#)

**SVG** *Scalable Vector Graphics* is an XML-based vector image format for defining two-dimensional graphics, having support for interactivity and animation. [8](#), [12](#)

**text editor** A text editor is a type of computer program that edits plain text. Text editors are provided with operating systems and software development packages, and can be used to change files such as configuration files, documentation files and programming language source code. There are important differences between plain text (created and edited by text editors) and rich text (such as that created by word processors or desktop publishing software). Plain text exclusively consists of character representation. Plain text contains no other information about the text itself, not even the character encoding convention employed. Rich text, on the other hand, may contain metadata, character formatting data (e.g. typeface, size, weight and style), paragraph formatting data (e.g. indentation, alignment, letter and word distribution, and space between lines or other paragraphs), and page specification data. [15](#)

**to encrypt** In cryptography, encrypt a document is the process of encoding information. This process converts the original representation of the information, known as plaintext, into an alternative form known as ciphertext. Ideally, only authorized parties can decipher a ciphertext back to plaintext and access the original information. [20](#)

**UTF-8** is a variable-length character encoding standard used for electronic communication. Defined by the Unicode Standard, the name is derived from Unicode Transformation Format – 8-bit. It was designed for backward compatibility with ASCII, limited to 95 printable characters. [11](#)

**Windows** is a range of proprietary operating systems developed by Microsoft. The first version of Windows, in 1985, was simply a graphical interface for MS-DOS used on IBM computers. Versions 2, 3, 95 (released in 1995 and sold pre-installed on almost all personal computers, due to the many exclusive agreements signed with computer manufacturers prohibiting them from installing another system on pain of financial penalties), XP, Vista, 7, 8 and 10 followed. Version 11 is the current version in 2025. [7](#), [20](#)

**XML** *eXtensible Markup Language* is a markup language and file format for storing, transmitting, and reconstructing arbitrary data, inherited from SGML. [11](#)