



Account Plus

A Complete Expense Management System.



AccountPlus

User Guide

Version 2.0.0.0

Note:

AccountPlus is an Open Source application for shared expense management. Users are free to modify the source code as well functionality as per their need. Even individual components of account plus may also be used freely.

For any query or feedback leave a comment to

<http://aktripathi.wordpress.com/category/open-source/accountplus/>

Or drop a mail to ak.tripathi@yahoo.com with subject line as AccountPlus

Table of Contents

1. Pre-Requisites	4
2. AccountPlus Overview	5
2.1 Introduction	5
2.2 User Roles and their Rights.....	5
Working with AccountPlus.....	6
3. Login.....	6
Logon Information	6
4. User Management	7
4.1 Creating new user	7
4.2 Searching any user	8
4.3 Editing user information	8
4.4 De activating user	8
4.5 Activating user	8
5. Item Management	9
5.1 Creating new Item.....	9
5.2 Searching an item	9
5.3 Editing item details	10
6. Expense Management	11
6.1 Adding new expense	11
6.2 Editing expense details	11
6.3 Deleting expense.....	12
7. Reports.....	12
7.1 Expense Report	13

7.2 Monthly Report.....	14
7.3 Analytic Report.....	15
8. Finalizing expense	16
How to finalize the expense?	16
9. Edit user profile.....	17
How to change password?	17
10. Database information	18
11. System diagnostics	19
12. Version information	19
13. Report a bug or contact author	20

1. Pre-Requisites

To run Account Plus, the target machine should have,

- Microsoft .NET Framework 2.0. To download the version, click the link below:
<http://www.microsoft.com/downloads/details.aspx?FamilyID=0856eacb-4362-4b0d-8edd-aab15c5e04f5&displaylang=en>
- Acrobat Reader. To download the version, click the link below:
<http://get.adobe.com/reader/>
- Any of the following database
 - i. MS Access
 - ii. SQL Server
 - iii. My Sql
 - iv. Oracle

2. AccountPlus Overview

2.1 Introduction

AccountPlus is an application which can be used for shared account/expense management with proper reporting and general analytics.

In order to justify the significance of AccountPlus, we should compare the traditional account management system (paper based account management) with the features of AccountPlus.

Paper Based Account Management: Many times, it happens that multiple people share their daily expenditures. To maintain all these accounts, usually we use paper to keep track of all the individual expenses.

Drawbacks of Paper Based Account Management System

- At the end of the month, it involves a tedious calculation to find out who had expensed what, and how much amount someone is either supposed to pay or got from others.
- Another major drawback of paper based account management system is that we won't be able to analyze on which item our expense is increasing so that we can control the same.
- Paper based Account Management system has some security flaws like someone can very easily alter the expenses entered by others.

Like this, there are many disadvantages of paper based account management. But with the help of AccountPlus, at every instant we are capable of analyzing the expenses and doing the proper kind of analysis to have a better control on expenditure with full security.

2.2 User Roles and their Rights

AccountPlus has two user roles,

1. Admin : Admin is the super user for the application who is mainly responsible for
 - a. Creating/ modifying the user details to access the system.
 - b. Finalizing the expenses.
2. General User: General user is the user who accesses the system very frequently. General users are responsible for,
 - a. Add/ Update/ Delete the expenses. (User can't edit or delete expense of other users)
 - b. Generating and analyzing the expenses.**

Working with AccountPlus

3. Login

Provide the User name and password and click on 'Login' button to login into the application.

If you are selecting 'Remember me' then for next time application will automatically populate Username and Password.



The screenshot shows the 'Login' window of AccountPlus 2.0.0.0. The window has a blue title bar and a light blue background. On the left, there is a small image of a hand using a calculator. On the right, there is a globe icon. The text 'AccountPlus 2.0.0.0' is prominently displayed, followed by 'A Complete Expense Management System.' Below this, there are two input fields for 'Username' and 'Password'. A checkbox labeled 'Remember me' is checked. At the bottom, there are three buttons: 'Login', 'Cancel', and 'Info >>'.

Logon Information

Click on info button to know the last log on information.



This screenshot shows the same 'Login' window, but with the 'Logon Information' section expanded. The 'Info >>' button from the previous window is now 'Info <<'. The expanded section displays the following information: 'Computer name : PRODSK0198', 'Last logon by : testuser1', and 'Last logon date : 8/24/2009 3:14:18 PM'. The other elements of the window, including the title bar, icons, and input fields, remain the same.

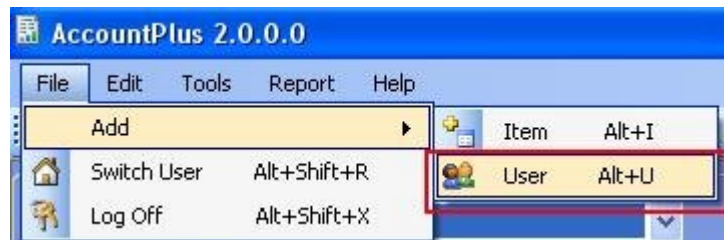
4. User Management

User management i.e. adding new users and modifying user details right is reserved for the admin user role only.

4.1 Creating new user

Login to the application as an admin user role,

1. Press 'ALT+U' or Go to File→ Add→ User



2. A new window would appear. Select the desired user role and enter the user details. Click on 'Add' button to create user.

Create New User

New User Details :

Role : Username :

Password : Confirm Password :

First Name : Last Name :

Email : Mobile :

☒ Active

UserName	Role	FirstName	LastName	Email	Mobile	IsActiv
admin	Admin	Admin	Admin	ak.tripathi@gmail...	9880946821	<input checked="" type="checkbox"/>
testuser1	User	Test	User1	ak.tripathi@yaho...	9880946821	<input checked="" type="checkbox"/>
testuser2	User	Test	User2	testadmin	12	<input checked="" type="checkbox"/>
ashish	User	Ashish	Tripathi	ak.tripathi@yaho...	9880946821	<input checked="" type="checkbox"/>
testadmin	Admin	testadmin	testadmin	testadmin	12	<input checked="" type="checkbox"/>
newrec	Admin	newrec	newrec	newrec		<input checked="" type="checkbox"/>
g	Admin	Ash'ish	g	g	6	<input checked="" type="checkbox"/>
u	Admin	u	u	u	7	<input checked="" type="checkbox"/>

4.2 Searching any user

Press 'ALT+U' or go to File → Add → User. Into the window opened enter any of the details and click on search button.

Note: All the fields are not mandatory you may enter any of the details to search.

4.3 Editing user information

'ALT+U' or go to File → Add → User. Select the user from the grid whose information you want to edit. Selection of any row containing user information will make the user details available to the upper area where details may be changed. Click on 'Update' button to save the changes.

Create New User

New User Details :

Role : User Username : testuser1

Password : ***** Confirm Password : *****

First Name : Test Last Name : User1

Email : ak.tripathi@yahoo.com Mobile : 9880946821

☒ Active

Update Add Search Clear

UserName	Role	FirstName	LastName	Email	Mobile	IsActive
admin	Admin	Admin	Admin	ak.tripathi@gmail...	9880946821	<input checked="" type="checkbox"/>
testuser1	User	Test	User1	ak.tripathi@yahoo...	9880946821	<input checked="" type="checkbox"/>
testuser2	User	Test	User2	testadmin	12	<input checked="" type="checkbox"/>

4.4 De activating user

'ALT+U' or go to File → Add → User. Select the user from the grid want to deactivate. Selection of any row containing user information will make the user details available to the upper area. Uncheck the 'Active' check box and click on 'Update' button to save the changes.

4.5 Activating user

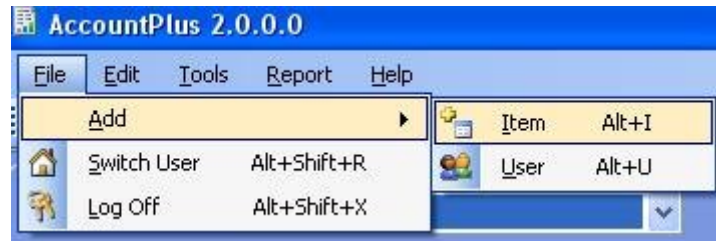
'ALT+U' or go to File → Add → User. Select the user from the grid want to activate. Check the 'Active' check box and click on 'Update' button to save the changes.

5. Item Management

Item management i.e. adding new item and modifying item details right is given to all the user roles.

5.1 Creating new Item

1. Press 'ALT+I' or Go to File → Add → Item



2. A new window would appear. Enter the item details. Click on 'Add' button to create new item.

 The screenshot shows the 'Item' window. At the top, there's a title bar 'Item' with a close button. Below it, the 'Add New Item' section contains two text input fields: 'Item :' and 'Desc :'. Below these fields are four buttons: 'Update', 'Add', 'Search', and 'Clear'. At the bottom, there is a table listing existing items.

Item Name	Description	IsActive
Miscellaneous	This item code is used for M...	<input checked="" type="checkbox"/>
Rice	General house hold item edi...	<input checked="" type="checkbox"/>
Chicken	General house hold item edi...	<input checked="" type="checkbox"/>
Water	General house hold item	<input checked="" type="checkbox"/>

 A 'Close' button is located at the bottom right of the window.

5.2 Searching an item

Press 'ALT+I' or go to File → Add → Item. Into the window opened enter any of the details and click on search button.

Note: All the fields are not mandatory you may enter any of the details to search.

5.3 Editing item details

Press 'ALT+U' or go to File → Add → User. Select the user from the grid whose information you want to edit. Selection of any row containing user information will make the user details available to the upper area where details may be changed. Click on 'Update' button to save the changes.

The screenshot shows a window titled 'Item' with a close button in the top right corner. Inside the window, there is a section titled 'Add New Item' which contains two text input fields: 'Item :' with the value 'Rice' and 'Desc :' with the value 'General house hold item edited.'. Below these fields are four buttons: 'Update', 'Add', 'Search', and 'Clear'. At the bottom of the window is a table with three columns: 'Item Name', 'Description', and 'IsActive'.

Item Name	Description	IsActive
Miscellaneous	This item code is used for M...	<input checked="" type="checkbox"/>
Rice	General house hold item edi...	<input checked="" type="checkbox"/>

6. Expense Management

Only general users can add, update or delete the expenses. Admin can't enter any expense. Users can edit or delete only their own expenses not other user's expenses but can view all the users expense.

6.1 Adding new expense

Select the item against which you want to enter the expense. Selection of item will automatically populate the expense description where as user can change the same. Enter other information like amount and date. Click on the 'Add' button to save the changes.

Item : Bill Rent

Desc : House rent paid or general bills like news paper, broadband and telephone etc.

Expense Amount : 40 IHR [Rs.]

Expense Date : 28 Aug 2009

Buttons: Delete, Update, Add, Clear

Once item is added successfully, newly added expense details would appear into the expense details grid shown right side of the screen.

Note: Expense date can't be greater than today's date.

6.2 Editing expense details

Select the particular expense from the grid needs to be edited. Selection of any row containing expense details will make the details available to the left side of the screen where details may be edited. Click on 'Update' button to save the changes.

Item : Bill Rent

Desc : House rent paid or general bills like news paper, broadband and telephone etc.

Expense Amount : 4000 IHR [Rs.]

Expense Date : 28 Aug 2009

Buttons: Delete, Update, Add, Clear

Item	Details	Amount	Expensed By	Date
Gas	LPG	90	Test	07 Aug 2009
Water	General house h...	110	Test	24 Aug 2009
Bill Rent	House rent paid ...	4000	Test	28 Aug 2009

6.3 Deleting expense

Select the particular expense from the grid needs to be deleted. Selection of any row containing expense details will make the details available to the left side of the screen where details may be edited or deleted. Click on 'Delete' button to delete the expense.

The screenshot shows the AccountPlus application interface. On the left, the 'Expenses Details' form is visible with the following fields:

- Item:** Bill\ Rent
- Desc:** House rent paid or general bills like news paper, broadband and telephone etc.
- Expense Amount:** 4000 INR [Rs.]
- Expense Date:** 28 Aug 2009
- Buttons:** Delete, Update, Add, Clear

On the right, the 'Expenses Details' grid is displayed with the following data:

Item	Details	Amount	Expensed By	Date
Gas	LPG	90	Test	07 Aug 2009
Water	General house h...	110	Test	24 Aug 2009
Bill\ Rent	House rent paid ...	4000	Test	28 Aug 2009

A confirmation dialog box titled 'AccountPlus [15]' is open, asking: 'Are you sure you want to delete the expense of INR [Rs.] 4000 entered for Bill\ Rent?'. The dialog has 'Yes' and 'No' buttons.

7. Reports

Reporting is the most exciting part of AccountPlus. AccountPlus has mainly three reports:

Expense Report

Monthly Report

Analytic Report



7.1 Expense Report

Press F4 or click on the button present on tool bar to open expense report.

Once item is added successfully, newly added expense details would appear into the expense details grid shown right side of the screen.



The screenshot shows a software window titled "Expense Report". At the top, the title bar says "Expense Report" with a close button. Below the title bar, the text "EXPENSE REPORT" is centered. Underneath, there is a "Details:" section. This section contains two boxes. The left box lists: "Total Expense IHR [Rs.] : 4240", "No of Participants : 2", and "Individual Contribution (IHR [Rs.]) : 2120". The right box lists: "Date : Friday, August 28, 2009", "Days : 22", and "Per Day Expense (IHR [Rs.]) : 192.73". Below the details section is a table with the following data:

Sl No.	Name	Has Paid	Pay / Get	Amount
1	User1	4200	Has to Get	2080
2	User2	40	Has to Pay	2080

At the bottom right of the window, there are two buttons: "Finalize" and "Close".

Expense Report gives us the information about the

- Total expense in the tenor.
- Number of persons sharing the expense.
- How much is the expense for each one. (Individual Contribution)

Based on these three pieces of information, AccountPlus calculates "How much each user has paid, and how much each participant is either supposed to pay to others participants or supposed to get from other participants".

7.2 Monthly Report

Press F5 or click on the button present on tool bar to open monthly report.

Select the Month, Year for which report needs to be generated and click on 'Generate' button. Apart from the expense details this report will give the information about some other important things like Finalization Date, Total Expense and Days etc.

Monthwise Report

Custom Report

Report Parameters :
 Month : Aug Year : 2009
☒ : Individual ☐ : Item Wise **Generate**

Statistics :
 Total Expense : 5884 INR [Rs.]
 Participants: 2
 Days : 31 Days
 Individual Expense : 2942 INR [Rs.]
 Per day expense : 189.81 INR [Rs.]
 Finalization Dates : 1. 17 Aug, 2009

ExpenseBy	TotalExpense
User1	5635
User2	194
Ashish	55

Monthwise Report

Custom Report

Report Parameters :
 Month : Aug Year : 2009
☐ : Individual ☒ : Item Wise **Generate**

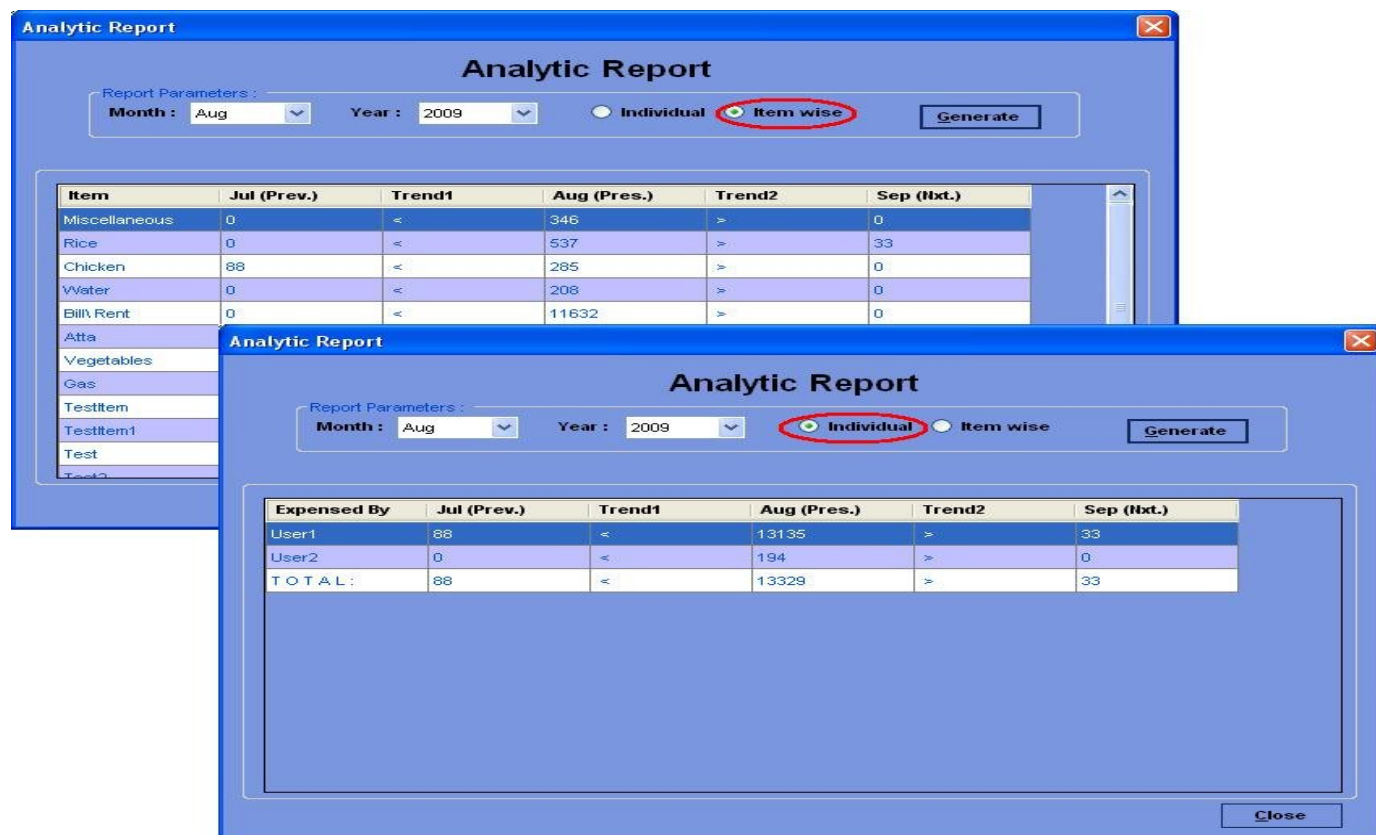
Statistics :
 Total Expense : 5884 INR [Rs.]
 Participants: 2
 Days : 31 Days
 Individual Expense : 2942 INR [Rs.]
 Per day expense : 189.81 INR [Rs.]
 Finalization Dates : 1. 17 Aug, 2009

ItemName	Expense
Atta	154
Bill's Rent	4132
Chicken	285
Gas	189
Miscellaneous	346
Rice	537
Test2	33
Water	208

7.3 Analytic Report

Press F6 or click on the button present on tool bar to open analytic report.

Select the Month, Year for which report needs to be generated and click on 'Generate' button.



Same as Monthly report, Analytic Report also has two views Individual and Monthly.

Whenever we are generating the Analytic Report for a particular Month and Year, the Analytic Engine of AccountPlus checks whether expense data exists for the previous and next month data for the selected month and year. If data exists, Analytic Report will give the trend on a particular item or user about whether the expense has increased or decreased from the previous or next month.

Example

Suppose you have selected Dec, 2007 to generate the analytic report. Now, the Analytic Engine of AccountPlus will check whether the data exists for Nov, 2007 and Jan, 2008. If the data exists, then Analytic Report will compare the expense on each item or expense by users based on the view selected (Individual or Item wise). If data for previous month does not exist then Analytic Report will compare only the selected month and the next month.

8. Finalizing expense

Only admin user role has got the rights to finalize the expenses.

In order to understand the Finalization process, we will take the example of paper based account management system. In paper based account management system, at the end of the month, all the expenses occurred needs to be summed up, to calculate the total expense for the month. Then divide the total expense by number of persons supposed to share the expense. Like this, individual contribution is calculated. Now all the members will either receive an amount by another member or pay the amount to other members based on individual contribution and amount paid by each participant.

Once this process is completed, expense sheet needs to be tear up or to be cross marked.

Finalizing the expense in AccountPlus is the same process where admin makes sure that all the users have cleared their dues i.e. each participant have received or paid their dues. After finalizing the expense, current expense details would not be displayed on the home page but the data will remain in the database for analysis and reporting purposes.

How to finalize the expense?

Login as admin.

- Press F4 to generate the expense report.
- Click on Finalize button.



Expense report provides information about total expense and the dues for the particular tenor. Pay/Get is very important information in order to clear the dues, this information gives the information among the users about who is supposed to pay and who is supposed to get.

9. Edit user profile

Press 'Alt+P' or go to Edit→ Profile to bring the screen where user profile can be edited.

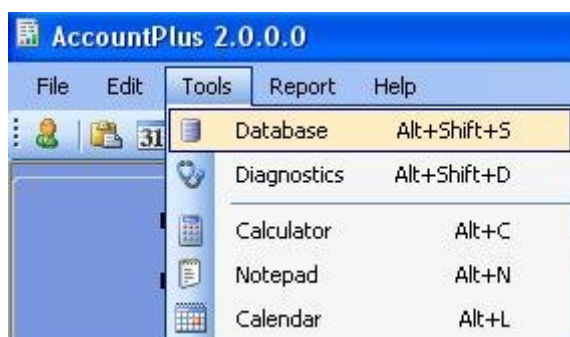


The screenshot shows a 'Profile' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog contains a 'Details' section with the following fields: 'user ID' (containing 'admin'), 'First Name' (containing 'Admin'), 'Last Name' (containing 'Admin'), 'Email' (containing 'ak.tripathi@gmail.com'), and 'Mobile' (containing '9880946821'). Below these fields is a checkbox labeled 'Change Password', which is checked and circled in red. Underneath the checkbox are three more text fields: 'Old Password', 'Password', and 'Confirm Password'. At the bottom right of the dialog are two buttons: 'Submit' and 'Close'.

How to change password?

Check the check box 'Change Password'. Enter old password, password and confirm passwords field s and click on 'Submit' button to save the details.

10. Database information



Press 'Alt+Shift+S' or go to Tools→ Database to open the database information window.

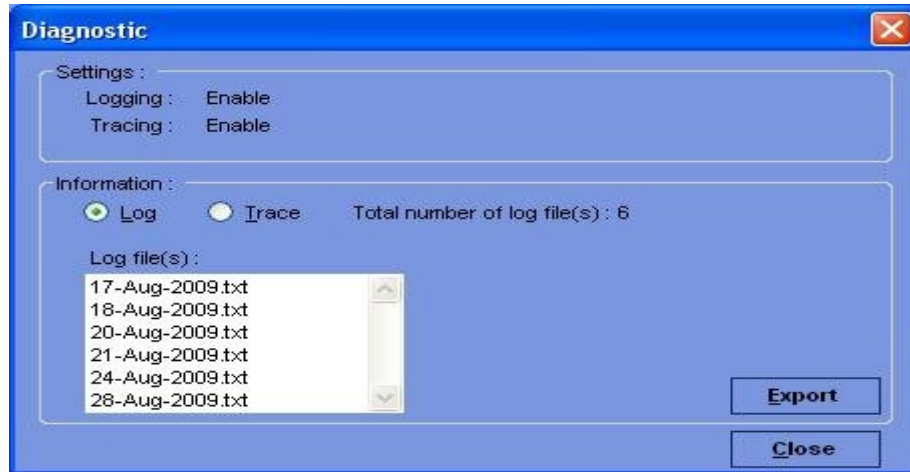


Note:

- Only admin user role has got rights to back up the database.
- Current version supports backup operation for MS Access database only.

11. System diagnostics

Press 'Alt+Shift+D' or go to Tools→ Diagnostics to open the diagnostics information window where application logs and trace can be viewed.



- Select the Log or Trace radio buttons to view Log or Trace files. Double click to open the file.
- Export button may be used to export the Log/ Trace files.

12. Version information

Press F2 or go to Help→ About to open the about dialog box.



13. Report a bug or contact author

Press F3 or go to Help→ Contact Admin to open window which helps the user to post their feed back or comments to the author.

The screenshot shows a Windows-style dialog box titled "ContactAdmin". Inside the dialog, there is a section titled "Contact Admin" with a "Rearding:" label. Below this label are four radio buttons: "Report bug" (which is selected), "Query..", "Feature request", and "Suggestion". Below the radio buttons is a "Subject:" label followed by a text box containing "Account Plus : Bug Report". Below the subject box is a "Message:" label followed by a large, empty text area. At the bottom of the dialog, there are three buttons: "Close", "Clear", and "Send using Outlook". The "Send using Outlook" button is highlighted with a red rectangular border.

- Select appropriate option e.g. Report Bug, Feature request etc
- Enter the message into the message text area.
- Click 'Send using Outlook' to post the message to admin using Microsoft Outlook.