Mr-Moneybags

User Guide

Version 1.x

[Logo Placeholder]

August 2025

Table of Contents

1 Introduction & Overview

Welcome to **Mr-Moneybags v1.x**, an open-source, non-profit fund-accounting platform built with Node.js/Express and a PostgreSQL back-end. This comprehensive solution has been designed specifically to meet the unique financial management needs of charitable organizations, foundations, and other non-profit entities.

Mr-Moneybags delivers a complete set of features that enable efficient financial management:

- **True fund accounting** with support for multiple entities and funds, allowing proper segregation of restricted and unrestricted resources
- **Full banking workflow** including reconciliation, deposits, and check printing to streamline day-to-day financial operations
- **Electronic vendor payments** with NACHA export capabilities for efficient disbursements
- **Role-based security** with session persistence to ensure proper access controls
- **Custom report builder** and interactive dashboards for meaningful financial insights

> *Audience: This guide is intended for finance staff, treasurers, auditors, and system administrators of charitable organizations who need to manage financial operations efficiently while maintaining proper fund accounting principles.*

Version 1.x represents a significant evolution from previous releases, with enhanced banking modules, improved security features, and a more intuitive user interface. This guide will walk you through all aspects of the system, from basic navigation to advanced financial operations.

2 Getting Started

This section covers the essential first steps for using Mr-Moneybags, including logging in, understanding authentication, and working with user roles.

2.1 Logging In

Mr-Moneybags features a secure authentication system with session management. Follow these steps to log in:

1. Open your web browser and navigate to **https://<server>/login.html**, where <server> is your installation's domain name or IP address.
2. Enter your assigned *Username* in the first field.
3. Enter your *Password* in the second field.
4. If you want to remain logged in for 24 hours, check the **Remember me** box. Otherwise, your session will expire after 60 minutes of inactivity.
5. Click the **Sign In** button to authenticate.

[Screenshot: Login Screen showing username/password fields and Remember me checkbox]

Note: On successful authentication, you will be redirected to the Dashboard. If authentication fails, a red toast notification will appear with an error message.

For security reasons, after five consecutive failed login attempts, your account will be temporarily locked for 15 minutes. If you need immediate access, contact your system administrator to reset your account.

2.2 Authentication & Sessions

Mr-Moneybags implements a robust session management system:

- Sessions are stored securely in the PostgreSQL database, providing persistence across server restarts.

- Every API call automatically includes the session cookie to maintain your authenticated state.

- Sessions expire after 60 minutes of inactivity, unless the "Remember me" option was selected during login.

- To manually end your session, click your username in the top-right corner of any page and select **Log out**.

> **Tip:** For security reasons, always log out when you're finished using the system, especially on shared computers.

The system uses HTTP-only cookies for session management, which provides protection against cross-site scripting (XSS) attacks. All authentication traffic is encrypted when using HTTPS, which is strongly recommended for production environments.

2.3 Roles

Mr-Moneybags implements role-based access control to ensure users have appropriate permissions. The system includes two primary roles:

Role	Permissions
admin	Full access to all system features, including the Settings tab, user management, and system configuration.
user	Access to day-to-day accounting and banking operations. The Settings tab is not visible, and certain administrative functions are restricted.

Your assigned role determines which features and modules you can access. If you attempt to access a restricted area, you will be automatically redirected to the Dashboard.

> **Important:** Role names are case-sensitive. The system recognizes "admin" (lowercase) but not "Admin" (capitalized).

3 Dashboard Navigation

The Dashboard serves as the central hub for navigating Mr-Moneybags. It provides quick access to all modules and displays key financial information at a glance.

[Screenshot: Dashboard showing navigation menu, widgets, and activity feed]

The Dashboard is organized into several key areas:

1. **Global Header** - Located at the top of every page, this area includes:
   - Current entity selector - Allows you to switch between different organizational entities
   - Fund selector - Filters data by specific fund
   - User menu - Shows your username and provides access to logout and profile options

2. **Left Navigation** - The primary menu for accessing different modules:
   - Dashboard - Returns to the main dashboard from any page
   - Accounts - Chart of accounts management
   - Journal Entries - Create and manage accounting transactions
   - Banking modules - Bank Reconciliation, Bank Deposits, Check Printing
   - Vendors - Vendor management and payments
   - Reports - Financial reporting and analytics
   - Settings - System configuration (admin users only)

3. **At-a-Glance Widgets** - Dashboard cards showing key metrics:
   - Cash Balances - Current balances for all bank accounts
   - Open Deposits - Deposits awaiting confirmation
   - Unreconciled Items - Transactions pending reconciliation
   - Pending Checks - Checks in queue for printing

4. **Recent Activity Feed** - Chronological list of recent financial transactions and system activities

For efficient navigation, Mr-Moneybags supports keyboard shortcuts. The most commonly used shortcuts include:

- `g` + `d` - Navigate to Dashboard
- `g` + `b` - Navigate to Bank Reconciliation
- `g` + `v` - Navigate to Vendor Payments

All banking module pages feature a consistent green **Back to Dashboard** button at the top of the page, providing a standardized way to return to the main dashboard.

Tip: Hover over dashboard widgets to see additional details or quick action buttons.

4 Core Fund Accounting

Mr-Moneybags implements true fund accounting principles, essential for non-profit organizations that need to track and report on multiple funds with different restrictions.

4.1 Entities & Funds

Entities represent organizational units within your non-profit structure. They can be arranged in a parent/child hierarchy to reflect your organizational structure.

To manage entities:

1. Navigate to **Settings → Entities** (admin users only)
2. Click **Add Entity** to create a new organizational unit
3. Enter the entity name, code, and select a parent entity if applicable
4. Click **Save** to create the entity

Funds are accounting entities established for specific purposes, particularly to ensure that restricted resources are used only for their intended purposes.

To manage funds:

1. Navigate to **Settings → Funds** (admin users only)
2. Click **Add Fund** to create a new fund
3. Enter the fund name, code, and set the **Restricted** flag as appropriate:
    - **Restricted = true**: Resources can only be used for specific purposes
    - **Restricted = false**: Resources can be used for any legitimate organizational purpose
4. Click **Save** to create the fund

Practical Example: Creating a Scholarship Fund

1. Navigate to **Settings → Funds**
2. Click **Add Fund**
3. Enter "Scholarship Fund" as the name
4. Enter "SCHOL" as the code
5. Set **Restricted** to "true"
6. Add a description: "For student scholarships only"
7. Click **Save**

4.2 Chart of Accounts

The Chart of Accounts is the foundation of your accounting system, organizing all financial transactions into appropriate categories.

To manage accounts:

1. Navigate to the **Accounts** module
2. Click **New Account** to create a new account
3. Enter the account details:
   - **Account Number**: Unique identifier (recommended: 4-digit natural numbers)
   - **Name**: Descriptive account name
   - **Type**: Asset, Liability, Equity, Revenue, or Expense
   - **Parent Account**: Optional parent for hierarchical organization
   - **Active**: Whether the account is available for transactions

4. Click **Save** to create the account

Tip: Consider using a structured account numbering system, such as:

- 1000-1999: Assets
- 2000-2999: Liabilities
- 3000-3999: Equity
- 4000-4999: Revenue
- 5000-5999: Expenses

You can also add fund/department segments if required (e.g., 5100-SCHOL for scholarship-related expenses).

4.3 Journal Entries

Journal entries are the fundamental records of financial transactions in the system. Each entry must balance (debits = credits) following double-entry accounting principles.

To create a journal entry:

1. Navigate to **Journal Entries** from the main menu
2. Click **New Entry** to open the journal entry form
3. Enter the header information:
   - **Date**: Transaction date
   - **Reference**: Optional reference number or identifier
   - **Memo**: Description of the transaction
   - **Entity**: The organizational entity for this transaction

4. Add debit and credit lines:
   - Click **Add Line** to add each transaction line
   - Select the **Account** from the dropdown
   - Enter either a **Debit** or **Credit** amount
   - Select the **Fund** if applicable
   - Add a line-specific **Memo** if needed

5. Verify that the entry balances (total debits = total credits)
6. Click **Post** to record the entry in the ledger

[Screenshot: Journal Entry Form showing header and line items]

The system enforces double-entry accounting rules and will not allow you to post an unbalanced entry. A running total at the bottom of the form shows the current balance status of the entry.

Note: Once posted, journal entries cannot be deleted. To correct an error, create a reversing entry.

5 Banking Operations

Mr-Moneybags v1.x includes comprehensive banking modules that streamline day-to-day financial operations. These modules handle bank reconciliation, deposits, and check printing with professional-grade features.

5.1 Bank Reconciliation

The Bank Reconciliation module allows you to match your internal records with your bank statements, ensuring accuracy and identifying discrepancies.

[Screenshot: Bank Reconciliation Workspace showing matching interface]

The reconciliation process consists of three main steps:

Step 1: Upload Bank Statement

1. Navigate to the **Bank Reconciliation** page
2. Select the **Bank Statements** tab
3. Click **Upload Statement** to open the upload dialog
4. Select the **Bank Account** from the dropdown
5. Enter the **Statement Date** and **Ending Balance**
6. Choose the file format:
    - **CSV**: Comma-separated values (most common)
    - **QIF**: Quicken Interchange Format
    - **OFX**: Open Financial Exchange
7. Click **Choose File** to select your statement file
8. Click **Upload** to import the statement

> **Tip:** If your bank doesn't offer statement downloads, you can manually enter transactions by clicking **Add Transaction** on the Bank Statements tab.

Step 2: Match Transactions

After uploading a statement, switch to the **Workspace** tab to begin matching transactions:

1. Review the **Auto-Matched** section, which shows transactions the system has automatically paired based on amount, date, and description
2. For unmatched transactions, use the drag-and-drop interface:
   - The left panel shows your book transactions (from your accounting records)
   - The right panel shows bank statement transactions
   - Drag a transaction from one side to the other to create a match
3. For transactions that appear only in the bank statement (like bank fees or interest):
   - Click **Create Adjustment**
   - Select the appropriate account (e.g., Bank Fees Expense)
   - Enter the amount and description
   - Click **Save** to create a new journal entry for this item

The system provides a real-time reconciliation summary showing:

- **Statement Balance**: Ending balance from the bank statement
- **Reconciled Balance**: Sum of all matched and cleared transactions
- **Difference**: The amount remaining to be reconciled

Step 3: Finalize Reconciliation

1. Once the **Difference** equals zero, review all matches for accuracy
2. Click **Finish Reconciliation** to complete the process
3. The system will generate a reconciliation report in PDF format
4. All matched transactions will be marked as "Cleared" in your accounting records

Important: Once a reconciliation is finalized, it cannot be undone. Make sure all matches are correct before completing this step.

Completed reconciliations are stored in the system and can be viewed at any time from the **Reports** tab of the Bank Reconciliation module.

5.2 Bank Deposits

The Bank Deposits module streamlines the process of recording and tracking deposits to your bank accounts. It supports multi-item deposits and generates professional deposit slips.

Creating a New Deposit

1. Navigate to **Bank Deposits** from the main menu
2. Click **New Deposit** to open the deposit form
3. Enter the deposit header information:
   - **Bank Account**: Select the destination account
   - **Deposit Date**: Date the deposit will be made
   - **Reference**: Optional reference number
   - **Description**: Brief description of the deposit

4. Add deposit items:
   - Click **Add Item** for each check, cash amount, or ACH gift
   - Select the **Type**: Check, Cash, or ACH
   - For checks, enter the **Check Number** and **Payer**
   - Enter the **Amount**
   - Select the appropriate **Revenue Account** and **Fund**
   - Add a **Memo** if needed

5. Verify the deposit total, which updates in real-time as you add items
6. Click **Submit Deposit** to save the deposit with a status of *Pending*

[Screenshot: Bank Deposit Form showing header and item entry]

Deposit Workflow

Deposits follow a status workflow:

1. **Draft**: Initial state, deposit is being prepared
2. **Pending**: Deposit has been submitted but not yet confirmed by the bank

3. **Cleared**: Deposit has been confirmed by the bank and funds are available

To update a deposit's status:

1. Navigate to the **Deposits List** tab
2. Find the deposit you want to update
3. Click the **Actions** button and select **Mark as Cleared**
4. Enter the date the deposit cleared the bank
5. Click **Confirm** to update the status

Generating Deposit Slips

Mr-Moneybags can generate formatted deposit slips for printing:

1. Navigate to the **Deposit Slip** tab
2. Select the deposit from the dropdown list
3. Click **Generate Deposit Slip**
4. A printable deposit slip will be displayed, formatted to fit standard deposit slip forms
5. Click **Print** to send the slip to your printer

> **Tip:** Deposit slips can be printed on plain letter paper. There's no need for special forms.

5.3 Check Printing

The Check Printing module provides a complete solution for managing and printing checks. It supports multiple check formats, maintains a check register, and tracks the status of each check through its lifecycle.

The module is organized into four tabs:

- **Check Register**: Lists all checks with their current status
- **New Check**: Form for creating new checks
- **Print Queue**: Manages checks waiting to be printed
- **Check Formats**: Configures templates for different check stock types

Check Workflow

Checks follow a defined workflow through several statuses:

Status	Description
Draft	Initial state when a check is first created
In Queue	Check has been added to the print queue but not yet printed
Printed	Check has been physically printed
Void	Check has been invalidated (creates reversing journal entry)
Cleared	Check has been processed by the bank

Creating a New Check

1. Navigate to the **New Check** tab
2. Enter the check header information:
    - **Bank Account**: Source account for the check
    - **Payee**: Recipient of the check
    - **Date**: Check date
    - **Amount**: Total check amount
    - **Memo**: Optional memo to print on the check
3. Add accounting lines:

- ○ Click **Add Line** for each expense or account to be charged

- ○ Select the **Account** from the dropdown

- ○ Enter the **Amount** for this line

- ○ Select the **Fund** if applicable

- ○ Add a line-specific **Memo** if needed

4. Verify that the sum of all lines equals the check amount

5. Click **Save as Draft** to save the check

6. Click **Add to Print Queue** to move the check to the print queue

[Screenshot: New Check Form showing payee, amount, and accounting lines]

Printing Checks

1. Navigate to the **Print Queue** tab

2. Select the checks you want to print by checking the boxes next to them

3. Click **Print Selected** to open the print preview

4. Verify that the check information is correct

5. Load your check stock into the printer

6. Select the appropriate **Check Format** from the dropdown

7. Enter the **Starting Check Number** that matches your physical check stock

8. Click **Print** to send the checks to your printer

9. After successful printing, click **Confirm Printed** to update the check status

Important: Always verify that your printer is properly aligned with your check stock before printing. Use the **Test Print** option to print a sample on plain paper first.

Managing Check Formats

The system comes with four predefined check formats:

- **Standard**: Standard business check with detachable stub

- **QuickBooks**: Compatible with QuickBooks check stock

- **Voucher**: Check with detailed voucher section
- **Wallet**: Smaller format for personal-sized checks

Administrators can customize these formats or create new ones:

1. Navigate to the **Check Formats** tab
2. Click **Duplicate** next to an existing format to create a copy
3. Edit the format settings:
   - **Name**: Descriptive name for the format
   - **Description**: Optional detailed description
   - **Field Positions**: X/Y coordinates for each check element (date, payee, amount, etc.)
   - **Margins**: Top, bottom, left, and right margins
4. Click **Save** to store the format
5. Use the **Test Print** button to verify alignment

6 Vendor Management

Mr-Moneybags provides comprehensive vendor management capabilities, including maintaining vendor information, bank account details for electronic payments, and batch payment processing with NACHA file generation.

6.1 Vendors & ACH Details

The Vendors module allows you to maintain a database of your suppliers and service providers, including their contact information and payment details.

Creating a New Vendor

1. Navigate to **Vendors** from the main menu
2. Click **New Vendor** to open the vendor form
3. Enter the vendor information:
    - **Name**: Legal name of the vendor
    - **Code**: Short identifier for the vendor
    - **Tax ID**: EIN or SSN for tax reporting
    - **Address**: Mailing address for checks and correspondence
    - **Contact Information**: Phone, email, and contact person
    - **Default Expense Account**: Primary GL account for this vendor
4. Click **Save** to create the vendor record

Adding ACH Payment Details

For vendors who accept electronic payments, you can add bank account information:

1. Open the vendor record by clicking on their name in the vendors list
2. Navigate to the **Bank Accounts** tab
3. Click **Add Bank Account**
4. Enter the account details:
    - **Account Name**: Description of the account (e.g., "Operating Account")

- ○ **Routing Number**: 9-digit ABA routing number
- ○ **Account Number**: Bank account number
- ○ **Account Type**: Checking or Savings
- ○ **Default**: Check this box if this is the primary account for payments

5. Click **Save** to store the bank account information

Note: Bank account information is encrypted in the database for security. Only the last four digits of account numbers are displayed after initial entry.

[Screenshot: Vendor Bank Account Entry Form]

6.2 **Payment Batches**

The Vendor Payments module allows you to create batches of payments for efficient processing. You can generate NACHA files for electronic payments through your banking system.

Creating a Payment Batch

1. Navigate to **Vendor Payments** from the main menu
2. Click **New Batch** to create a payment batch
3. Enter the batch header information:
   - **Batch Name**: Descriptive name (e.g., "July Utilities")
   - **Payment Date**: Date payments should be processed
   - **Bank Account**: Source account for the payments
   - **Description**: Optional detailed description

4. Add payment items:
   - Click **Add Payment** for each vendor payment
   - Select the **Vendor** from the dropdown
   - The system will automatically select the default bank account if available
   - Enter the **Amount**
   - Enter an **Invoice Number** if applicable
   - Add a **Description** that will appear on the vendor's bank statement
   - Select the appropriate **Expense Account** and **Fund**

5. Alternatively, click **Import Invoices** to upload a CSV file of invoices to pay
6. Review the batch total and payment items
7. Click **Save as Draft** to save the batch for later editing
8. Click **Approve Batch** when ready to process

Generating NACHA Files

Once a batch is approved, you can generate a NACHA file for submission to your bank:

1. Navigate to the **Batches** tab in Vendor Payments
2. Find the approved batch you want to process
3. Click **Generate NACHA**

4. The system will validate all bank account information

5. If validation passes, a NACHA file will be generated and available for download

6. The batch status will change to *Sent*

[Screenshot: NACHA File Generation Interface]

Payment Batch Workflow

Payment batches follow a status workflow:

- **Draft**: Initial state, batch can be edited
- **Approved**: Batch is ready for NACHA file generation
- **Sent**: NACHA file has been generated and submitted to the bank
- **Cleared**: All payments in the batch have cleared the bank

To update a batch's status to Cleared:

1. Navigate to the **Batches** tab

2. Find the batch you want to update

3. Click **Mark as Cleared**

4. Enter the date the payments cleared the bank

5. Click **Confirm** to update the status

Note: The system tracks each batch and item status separately. This allows for detailed reconciliation and audit trails.

7 Reporting & Analytics

Mr-Moneybags provides powerful reporting capabilities to help you analyze your financial data, prepare for audits, and make informed decisions.

Creating a Custom Report

1. Navigate to **Reports** from the main menu

2. Click **Create Report** to open the report builder

3. Select a report template:
   - **Statement of Activities**: Revenue and expenses for a period
   - **Trial Balance**: List of all accounts with their balances
   - **Fund Balance Report**: Balance and activity by fund
   - **General Ledger**: Detailed transaction listing
   - **Bank Reconciliation Summary**: Reconciliation status by account

4. Configure report filters:
   - **Entity**: Select specific organizational entities
   - **Fund**: Filter by specific funds
   - **Period**: Select date range or fiscal period
   - **Account Types**: Include specific account categories
   - **Comparison**: Enable period-to-period comparison

5. Click **Preview** to see the report

6. Adjust filters as needed

7. Click **Save Definition** to store the report configuration for future use

8. Enter a name and description for the saved report

[Screenshot: Report Builder Interface]

Exporting Reports

Reports can be exported in several formats:

1. Generate the report by selecting a saved definition or creating a new one
2. Click the **Export** button
3. Select the desired format:
   - **PDF**: Portable Document Format (best for printing)
   - **Excel**: Microsoft Excel spreadsheet (for further analysis)
   - **CSV**: Comma-separated values (for data import to other systems)
4. The report will be generated and downloaded to your computer

Scheduled Reports

Administrators can set up automatic report generation and delivery:

1. Save a report definition as described above
2. Contact your system administrator to configure the schedule
3. The administrator will edit the `reports_schedule` table to set up:
   - Frequency (daily, weekly, monthly)
   - Delivery method (email, file system)
   - Recipients
   - Format

Tip: For board meetings or regular financial reviews, set up scheduled reports to be delivered automatically before the meeting date.

8 Administrative Functions (Admin Only)

This section covers functions available only to users with the **admin** role. These functions allow for system configuration, user management, and security settings.

8.1 User Management

Administrators can create and manage user accounts through the Settings module.

Adding a New User

1. Navigate to **Settings → Users**

2. Click **Add User** to open the user form

3. Enter the user information:

   ○ **Username**: Unique login identifier

   ○ **First Name** and **Last Name**

   ○ **Email**: User's email address

   ○ **Role**: Select "admin" or "user"

   ○ **Temporary Password**: Initial password (user will be prompted to change at first login)

4. Click **Save** to create the user account

> **Important:** Role names are case-sensitive. Use lowercase "admin" or "user" for proper functionality.

Managing Existing Users

To modify or disable a user account:

1. Navigate to **Settings → Users**

2. Find the user in the list

3. Click **Edit** to modify their information

4. To disable a user, uncheck the **Active** checkbox

5. To reset a password, click **Reset Password** and enter a new temporary password

6. Click **Save** to apply the changes

> **Note:** For security reasons, user accounts cannot be deleted from the system. Instead, they should be disabled when no longer needed.

8.2 System Settings

The Settings module allows administrators to configure various system parameters.

Company Information

1. Navigate to **Settings → Company**

2. Enter your organization's details:
   - **Name**: Legal name of the organization
   - **Address**: Physical and mailing address
   - **Tax ID**: EIN for tax purposes
   - **Fiscal Year**: Start and end dates of your fiscal year
   - **Logo**: Upload your organization's logo for reports

3. Click **Save** to update the information

NACHA Settings

1. Navigate to **Settings → NACHA**

2. Configure your ACH payment settings:
   - **Company ID**: Your ACH company identifier
   - **Company Name**: Name to appear on recipient statements
   - **Originating DFI**: Your bank's routing number
   - **Destination Name**: Your bank's name
   - **Entry Description**: Default description for ACH entries

3. Click **Save** to update the settings

Check Numbering

1. Navigate to **Settings → Checks**

2. Configure check numbering for each bank account:
   - **Bank Account**: Select the account
   - **Next Check Number**: Set the starting number for new checks
   - **Auto-increment**: Enable/disable automatic numbering

3. Click **Save** to update the settings

8.3 Security Tips

As an administrator, consider these security best practices:

- **HTTPS Enforcement**: Always configure your web server to use HTTPS to encrypt all traffic.
- **Password Rotation**: Require admin passwords to be changed quarterly.
- **Session Management**: Back up the `session` table daily to preserve active logins after database restores.
- **Access Control**: Regularly audit user accounts and disable those that are no longer needed.
- **Database Backups**: Schedule regular backups of the PostgreSQL database.
- **Audit Logs**: Review system logs periodically for unusual activity.

> **Important:** Never share admin credentials or allow multiple users to use the same account. Each user should have their own account with appropriate permissions.

9 Troubleshooting

This section provides solutions to common issues you might encounter while using Mr-Moneybags.

Symptom	Likely Cause	Fix
"Loading..." message never ends	Session cookie missing or invalid	Clear browser cookies, re-login. Ensure API fetches use `credentials:"include"`.
Settings tab invisible for admin user	User role not lowercase "admin"	Check Users table; update role to lowercase "admin".
Cannot print checks – blank preview	Check format has zero margins	Go to Check Formats → edit layout offsets.
Bank statement import fails	Wrong CSV headers or format	Use provided sample template in Help → Samples.
`psql: relation "..." does not exist`	Database schema not loaded	Run `psql -f database/master-schema.sql`.
Journal entry won't post	Debits and credits don't balance	Check that total debits equal total credits.
NACHA file generation fails	Missing vendor bank information	Verify routing and account numbers for all vendors in the batch.
Report shows no data	Filter criteria too restrictive	Broaden date range or remove some filters.
User cannot log in despite correct password	Account may be disabled	Admin should check user's "Active" status in Settings → Users.
Reconciliation shows persistent difference	Missing transaction or incorrect amount	Create an adjustment entry for the difference after verifying with bank.

Diagnostic Information

When troubleshooting issues, check these sources of diagnostic information:

- **Server Logs**: Located in `logs/server.log`, these contain backend errors and API request information.

- **Browser Console**: Press F12 in most browsers to open developer tools and view JavaScript errors and network requests.

- **Database Queries**: Administrators can run direct SQL queries to investigate data issues.

Common Error Messages

- **"Unauthorized"**: Session expired or invalid. Re-login.

- **"Validation Error"**: Form data doesn't meet requirements. Check input fields.

- **"Database Error"**: Problem with data storage or retrieval. Check server logs.

- **"Network Error"**: API request failed. Check internet connection and server status.

Tip: If you encounter a persistent issue not covered here, check the server logs and contact your system administrator with the exact error message and steps to reproduce the problem.

10 Appendices

A Keyboard Shortcuts

Mr-Moneybags supports various keyboard shortcuts to improve efficiency. Press the keys in sequence, not simultaneously.

Action	Keys
Navigate to Dashboard	`g` then `d`
Navigate to Bank Reconciliation	`g` then `b`
Navigate to Vendor Payments	`g` then `v`
Create New Journal Entry	