Starting from your left you will find:

1. DATE COLUMN: the date relative to the transaction not to the date of recording. (year-month-day)

2. FORM OF PAYMENT: this column indicates in which way a payment was made; for instance, in cash or with a cheque (check). To itemise all the payments place the cursor on the drop-down menu, select the category and click "GO". The page will refresh with all the entries made in that specific form of payment.

3. CATEGORY: payments are divided into categories such as "gas", "electricity", " maid" etc. For example, under the category "maid" you will find all the payments made for maid service and cleaning. To enable you to itemise all the maid entries, put the cursor on the drop down menu to select the category and then put the cursor to "GO". The page will refresh with all the entries made in the selected category, with the BALANCE column showing the total amount paid through OFFICE LIQUIDITY.

Important : It is also possible to combine both FORM OF PAYMENT and a category by selecting the categories that interest you from the appropriate drop down menus. For example, should you wish to see how many telephone bills were paid by the bank, select category "bank" and "telephone", and put the cursor on each of the relevant "GO" signs. The page will refresh with all the entries made in both categories.

4. DESCRIPTION: a brief description of each entry.

5. PERSONAL BANK ACCOUNT (PBA) – IN & OUT: this column is highlighted and indicates when payments are NOT made out of the OFFICE LIQUIDITY, for example, when payments are made automatically through a bank account (i.e. gas or electric bills) or when a wire transfer is paid or received. Cash withdrawals will be recorded.

6. OFFICE LIQUIDITY – IN & OUT: these two columns indicate the movements in or out.

7. BALANCE: this column indicates the balance of the OFFICE LIQUIDITY (which may be positive or negative). The last cell of this column is the present balance.

Each entry will have the date, form of payment, category, brief description of entry, and whether it was paid IN or OUT from either PERSONAL BANK ACCOUNT or from OFFICE LIQUIDITY. The last cell in the BALANCE column will indicate the negative or positive balance of the account up to the date of the last entry.

Bottom tool bar: you will notice that at the end of your account page there are 4 links-

1. PRINT : if you wish to print each category separately and you have used the filters, the system will print the last account page viewed. For example, to print a copy of the category "maid", go to the drop-down menu, select "maid" then put the curser on "GO". When the page has refreshed, put the cursor on print preview, the print-friendly version will appear. This procedure may be repeated for each and every category.

2. HELP: will open this page.

3. E-MAIL: will automatically open your email program so you may write to us about your account.

4. LOG OUT: will automatically cancel your user-name and password from the temporary folder of your computer and you will be logged out from your account. IT IS ESSENTIAL TO LOG-OUT, especially if you are not using your computer. If you do not log out someone else can access your account.