GnuCash Help Manual

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This manual describes how to use the GnuCash Financial software.

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Chapter 1. Introduction to GnuCash

What is GnuCash?

GnuCash is a personal and small business finance application. Its designed to be easy to use, yet powerful and flexible. GnuCash allows you to track your income and expenses, reconcile bank accounts, monitor stock portfolios and manage your small business finances. It is based on professional accounting principles to ensure balanced books and accurate reports.

Chapter 2. Using This Document & Getting Help

Table of Contents

This document is organized in two dimensions;

- From the GUI (Graphical User Interface) explaining the available options and their functions, with links to deeper descriptions and usage. Chapter 4
- By classifying Operations, Tasks, or Functions based on whether it is an Account, Transaction, Reporting or other oriented operation. Examples are;
    - o Account Actions - Chapter 5
    - o Transaction/Register Actions - Chapter 6
    - o Tools and Wizards - Chapter 7
    - o Reporting & Charting - Chapter 8
    - o Customization - Chapter 9

2.1. Accessing Help

This window is accessed by going to the Help menu and selecting either the **Tutorial and Concepts Guide** or the **Contents (F1)**. Help Menu

The Help Window has a toolbar for navigation. The toolbar is described below;

- **Back** Used to navigate to topics previously viewed.
- **Forward** Used to navigate to topics previously viewed.
- **Help** Used to access various GNOME Help files.
- **Search** Enter search term to search GNOME Help files. Does not search GnuCash Help file.

The right side of the Help Window displays the currently opened help page. The left side of the Help Window contains the help Topics list tab. Selecting one of the help topics will load that page on the right side.

2.2. GnuCash Tutorial and Concepts Guide

This guide is the counterpart to this help. It explains the concepts used in GnuCash and has a tutorial that takes you through using GnuCash to manage your accounts. It will appear if you choose Open the new user tutorial in the **Welcome to GnuCash!** menu.

To open this Guide manually go to **Help** -> **Tutorial and Concepts Guide**.

It is strongly recommended to read this guide if you are new to GnuCash or unfamiliar with accounting concepts.

2.3. GnuCash On-line Assistance

Quoting the Tip of the Day "The GnuCash developers are easy to contact." GnuCash has several mailing lists;

- **User List** <gnucash-user@gnucash.org> - User questions and discussions. The developers and many very helpful users "hang-out" here.
- **Development List** <gnucash-devel@gnucash.org> - Discussion of issues related to the design and development of GnuCash and submission of patches.
- You can chat live with the developers on IRC! Join them on #gnucash at irc.gnome.org. Much more at the GnuCash web site including links to WIKI and Bugzilla !!

Chapter 3. Getting Started

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3.1. Running GnuCash for the first time

The very first time you run GnuCash you will be presented with the **Cannot Find Default Values** display with three choices; Quit, Skip, Setup. The following table describes the contents of the menu.

Table 3.1. First time running GnuCash options

Option Button	Action Description
Quit	Exit from GnuCash without any setups.
Skip	Continue into GnuCash without any setups.
Setup	Create a new set of default settings.

- The Cancel button is used to exit GnuCash.
- The Skip button is used to continue without any setting of display defaults for GnuCash.
- The Setup button will display the **Update GnuCash Configuration Data** screen to start the setup dialog.

The **Update GnuCash Configuration Data** druid opens with a screen that briefly describes what this druid does. The three buttons at the very bottom of the screen will not change until the final screen of the druid.

- The Cancel button is used to exit the druid and cancel creating a new set of accounts. Any selections you have made in this druid up to this point will be lost.
- The Back button in the following screen will bring up the previous screen so you can change a selection made on that screen, on the first screen since there is no previous screen the button will be pale.
- The Forward button will bring up the next screen so you can continue though the druid.

The second screen allows you to **Choose a Method** of setting gconf configuration for GnuCash. The screen describes the options, "Update Search Path" and "Install in Home Directory", and the impact of each. The Update Search Path button will modify .gconf.path in the user's home directory. The Install in Home Directory button on this screen will install the configuration files in the .gconf directory in the user's home directory.

After making your selection press the Forward button for the next screen.

If you selected "Install in Home Directory" the next screen presents you with three options;

1. GnuCash will install the data.
2. You will install the data yourself.
3. The data has already been loaded.

If you selected "Update Search Path" the next screen presents you with three options;

1. GnuCash will update search path.
2. You will update search path yourself.
3. The update search path has already been updated.

The final screen has the usual three buttons, with the difference that the Forward has changed to Applyguilabel>. Pressing the Apply button will commit your selections, and will complete the initial defaults.

After the initial defaults are completed you will be presented with the **Welcome to GnuCash!** menu with three choices. The following table describes the contents of the menu.

Table 3.2.

Menu Item	Description
Create a new set of accounts	Runs the New Account Hierarchy Setup Druid.
Import my QIF files	Runs the Import QIF Files Druid.
Open the new user tutorial	Opens the GnuCash Tutorial and Concepts Guide.

This menu is intended for you to use to get up and running quickly.

- The Cancel button is used to exit the dialog. It will then prompt you with **Display Welcome Dialog Again?**
    1. If you do not want to see the **Welcome to GnuCash!** menu again press the **No** button.
    2. Press the **Yes** button or press the keyboard enter for the default which is to have the **Welcome to GnuCash!** menu run again.

    Selecting either of these options will leave you with a minimum GnuCash window. Operations in this window are described in section GnuCash Windows & Menus Options Overview. Chapter 4

You can either use a preset hierarchy of accounts, import Quicken files (QIF files) or view the GnuCash Tutorial and Concepts Guide. Each of these choices will be explained in more depth in the following sections.

- If you wish to have a basic set of accounts to add account transactions into choose Create a new set of accounts.
- If you already have Quicken files (QIF files) from another financial application and wish to import them then choose Import my QIF files.
- If you are a new to GnuCash and just want to be guided though setting up GnuCash then choose Open the new user tutorial.

It is possible to run these items after you have made a choice here but this **Welcome to GnuCash!** menu will not reappear. To try one of the other choices later, use the following sections to start the other items from the GnuCash menu.

3.2. New Account Hierarchy Setup

This druid helps you to create a set of GnuCash accounts. It will appear if you choose Create a new set of accounts in the **Welcome to GnuCash!** menu.

To start this druid manually go to **File ->New -> New File**. This will create a new blank GnuCash file and then automatically start the **New Account Hierarchy Setup** druid.

The **New Account Hierarchy Setup** druid opens with a screen that briefly describes what this druid does. The three buttons at the very bottom of the screen will not change while using the druid.

- The Cancel button is used to exit the druid and cancel creating a new set of accounts. Any selections you have made in this druid up to this point will be lost.
- The Back button will bring up the previous screen so you can change a selection made on that screen.
- The Forward button will bring up the next screen so you can continue though the druid.

The next screen allows you to select the default currency to use for your accounts.

- The **Currency:** drop down list defaults to USD (US Dollar). If you wish your accounts to use a different default currency select one from the list.
- The Forward button is used to confirm your selection and continue to the next screen.

The next screen is used to choose a hierarchy of accounts to create. You will see a screen divided into three parts.

- The left upper portion has a list of **Categories** for commonly used hierarchies of accounts. Select from this list the types of accounts you wish to use. You can select as many of the categories of accounts as you wish.
- The left lower section has a **Category Description** that displays a detailed description of the category currently highlighted.
- The right side has a list of the **Accounts** that will be created from the selected category.
- The Select All button allows you to include all of the account categories.
- The Clear All button allows you to deselect all of the categories selected.

The next screen allows you to enter opening balances for your accounts and also select if the account is a placeholder account. Placeholder accounts are used to create a hierarchy of accounts and normally do not have transactions or opening balances. Equity accounts also do not have opening balances.

Follow the instructions in the display on how to select the account and entering an opening balance for the account. A single "click" is used to highlight an account.

- The left side of the screen has a list of **Account Names**. Select an account by "clicking" once in the Account Names column with the account highlighted. This will open the account name for changes.
- The right side of the screen has a check-box to make an account a Placeholder and a box to add the **Opening Balance** for the selected account. Again a single click in the Opening Balance or Placeholder column will open the field for changes.

The last screen gives you a final list of the three choices to finish the druid.

- The Cancel button is used to exit the druid and cancel creating a new set of accounts. Any selections you have made in this druid up to this point will be lost.
- The Back button will bring up the previous screen so you can change a selection made on that screen.
- The Finish button creates the accounts you have selected.

You should now have a hierarchy of accounts in your main GnuCash account window.

3.3. Import QIF Files

This Druid helps you import Quicken (QIF) files. It will appear if you choose Import my QIF files in the **Welcome to GnuCash!** menu.

To start this druid manually go to **File** -> **Import ...** -> **Import QIF...** or press Ctrl-I.

The **Import QIF files** druid opens with a screen that briefly describes what this druid does and requests the file(s) to import. The three buttons at the very bottom of the screen will not change while using the druid.

- The Cancel button is used to exit the druid and cancel importing Quicken file data. Any selections you have made in this druid up to this point will be lost.
- The Back button will bring up the previous screen so you can change a selection made on that screen.
- The Forward button will bring up the next screen so you can continue though the druid.

The next screen allows you to **Select a QIF file to load**. The Select... button on this screen is used to access the list of files. The Select... button brings up the **Select QIF File** dialog.

- The left panel allows you to select the top level directory, mounted device, or "bookmark".
- The Add button allows you to create a "bookmark" in the left panel, for easier access to a file location.
- The Remove button allows you to remove unwanted "bookmarks" from the left panel.
- The upper right bar allows you to easily navigate the selected directory structure.
- The right panel displays the file(s), and directory(ies) available for your selection.
- The pull down list below the file window filter the files displayed based on the extension selected.
- The Import button is used to confirm your selection.
- The Cancel button is used to exit the dialog without using any changes you have made.

Navigate to where you have stored your QIF files and select the first one then click Import. The next screen will display it in the **Select a QIF File to Load** field.

> **Note**
>
> If the file you are loading does not have an QIF date listed in it you will see the **Set a date format for this QIF file** screen. Select the proper format from the pull down list and continue.

> **Note**
>
> If the file you are loading does not have an account name listed in it you will see the **Set the default QIF account name** screen. Otherwise you will skip this screen and go on to the screen in the next section that shows loaded QIF files.
>
> - The **Account name:** field is used to set an account name for this QIF file.

The next screen shows you the **QIF files you have loaded**. You can use this screen to return to the previous screen and load more QIF files. It will also let you unload any files you have loaded by mistake.

- The top panel shows the list of **QIF Files** you have loaded.
- The **Load another file** button takes you back to the previous screen to load another QIF file.
- The **Unload selected file** allows you to select a file from the top panel and remove it from the list.

The next screen gives a description of the **Accounts and stock holdings** matching process on the **Match QIF accounts with GnuCash accounts** screen. This and other informational screens in the **Import QIF files** druid

can be turned off in the **On-line Banking & Importing** section of the **GnuCash Preferences**. Please refer to the **GnuCash Preferences** section of the help for instructions on this.

The next screen lets you **Match QIF accounts with GnuCash accounts**. You will see a list of **QIF account names** on the left and suggested **GnuCash account names** on the right. The **New?** column indicates if the GnuCash account name will be created by the QIF Import.

To change the GnuCash account to a different one select the QIF account. A dialog will pop up to select another account or create a new one.

- Select an account from the list to choose a already existing account.
- The New Account button allows you to add a new account name as a sub-account (child of selected) of the selected account.
- The OK button is used to confirm your selection.
- The Cancel button is used to exit the dialog without using any changes you have made.

The next screen gives a description of the **Income and Expense categories** matching process on the **Match QIF categories with GnuCash accounts** screen.

The next screen lets you **Match QIF categories with GnuCash accounts**. You will see a list of **QIF category names** on the left and suggested **GnuCash account names** on the right. The **New?** column indicates if the GnuCash account name will be created by the QIF Import.

To change the GnuCash account to a different one select the QIF category. A dialog will pop up to select another account or create a new one.

- Select an account from the list to choose a already existing account.
- The New Account button allows you to add a new account name as a sub-account (child of selected) of the selected account.
- The OK button is used to confirm your selection.
- The Cancel button is used to exit the dialog without using any changes you have made.

The next screen gives a description of the **Payees and memos** matching process on the **Match payees/memos to GnuCash accounts** screen.

The next screen lets you **Match payees/memos to GnuCash accounts**. You will see a list of **QIF payee/memo names** on the left and suggested **GnuCash account names** on the right. The default GnuCash account used is called Unspecified. The **New?** column indicates if the GnuCash account name will be created by the QIF Import.

To change the GnuCash account to a different one select the QIF payee/memo. A dialog will pop up to select another account or create a new one.

- Select an account from the list to choose a already existing account.
- The New Account button allows you to add a new account name as a sub-account of the selected account.
- The OK button is used to confirm your selection.
- The Cancel button is used to exit the dialog without using any changes you have made.

The next screen allows you to **Enter the currency used for new accounts**. The drop down list defaults to USD (US Dollar). If you wish the new accounts to use a different currency select one from the list.

The next screen gives a description of the **Tradable Commodities** process on the screen.

The next screen, **Tradable Commodities** lets you set the exchange, full name, and symbol of stocks/mutual funds or commodities being imported.

A series of screens, one for each of the stock, mutual fund, or commodity, with display the exchange, full name, and symbol. These screens allow you to set the correct parameters.

The next screen gives a description of the **Match duplicate transactions** process on the **Select possible duplicates** screen.

The next screen lets you **Select possible duplicate transactions**. Imported transactions are shown on the left panel and possible matches to each selected transaction are shown on the right.

- The left panel shows the list of Imported transactions to select from for matching duplicates
- The right panel shows the list of Possible duplicates for the selected imported transaction. Select the one that most closely matches

The last screen, Update your GnuCash accounts, gives you a list of three choices to finish the druid.

- The Cancel button is used to exit the druid and cancel creating a new set of accounts. Any selections you have made in this druid up to this point will be lost.
- The Back button will bring up the previous screen so you can change a selection made on that screen.
- The Apply button imports the data and creates the accounts you have specified.

You should now have successfully imported your accounts.

3.4. Tip of The Day

The **Tip of the Day** screen starts whenever you start GnuCash unless it has been disabled. It gives tips on features and using GnuCash. You can use the three buttons at the bottom of the screen to look through the tips.

- The Close button is used to dismiss the **Tip of the Day** dialog
- The Prev button is used to look at the previous tip
- The Next button is used to look at the next tip.
- The Show tips at startup check-box is used to enable or disable the **Tip of the Day** from running at GnuCash start-up.

It is also possible to configure the **Tip of the Day** to run at start-up in **Edit** -> **Preferences** -> **General**. The **Tip of the Day** can also be manually run by going to **Help** -> **Tip of the Day**.

Chapter 4. GnuCash Windows & Menus Options Overview

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The main GnuCash window displays the accounts, reports, menu selections and tools you may use to process your financial data. This section gives you an overview of the different windows and sections of windows that you will see in GnuCash.

Links in the various tables will lead to additional details on the topic.

4.1. GnuCash Windows and Menus

4.1.1. Main GnuCash Window

Access to commonly used sub-windows and account tools is through this window.

The contents and options within the various sub-menus of the various sections of the main GnuCash window will vary dependent on the active display window.

When you start GnuCash, after a couple of windows (starting splash screen, and tip of the day) the main window will be displayed. This window is very similar to a typical browser, the top "row" displays the file that is open, the next row is the Menu bar, next is the Tool bar, then there is a row of "tabs" for the open reports, registers, or account trees, the next area is a major display space for the active display, near the bottom is a summary bar row and finally the bottom row is the status bar.

Table 4.1 describes the components of the main GnuCash Window.

Table 4.1. Display Bars of the main GnuCash Window

Window Components	Description
Menu bar	Contains the Menus used in the currently active Window
Tool Bar	Contains Icons or Text buttons used to access common tasks is the currently active window
Tabs Bar	Contains Tabs of the currently open Account Tree, Reports, Transaction Registers.
Active Display Window	Contains the display of the currently selected Tab
Summary Bar	Contains Summary of Financial Data
Status Bar	Contains a short description of Menu items and a progress bar

The "Accounts" tab labels a display that provides an overview of all your accounts and a summary of their balances. It groups the accounts into types based on standard accounting practice.

To open an additional Account Tree go to **File -> New Accounts Page** . This will open the account tree in the existing window.

To open a new window with an Account Tree go to **Windows -> New Window with Page**.

4.2. Account Tab Display

To simplify navigation the following are the topics covered in this section; Account Tree - Menus, Account Tree - Tool Bar Icons/Buttons, Account Tree - Display.

Figure 4.1. An "Account Tree" Display.
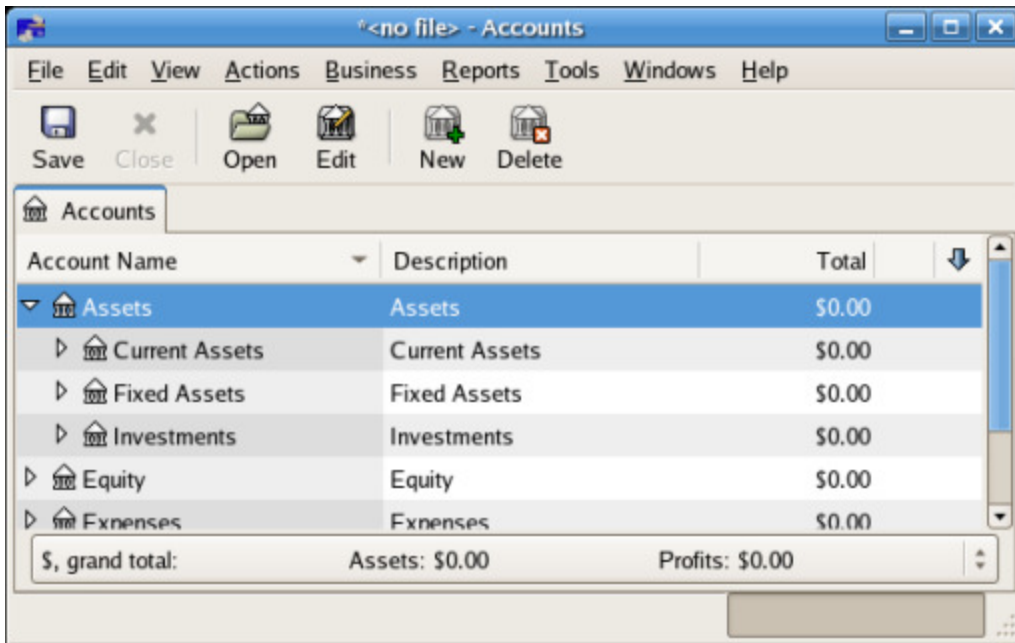
This is an screen image of the "Accounts" tab after creating a new file and "select all" of the accounts.

4.2.1. Account Tree - Menus

The Menu bar for the Accounts Tree window contains the following options;

- **File** - Account Tree - File Menu
- **Edit** - Account Tree - Edit Menu
- **View** - Account Tree - View Menu
- **Action** - Account Tree - Actions Menu
- **Business** - Account Tree - Business Menu
- **Reports** - Account Tree - Reports Menu
- **Tools** - Account Tree - Tools Menu
- **Windows** - Account Tree - Windows Menu
- **Help** - Help Menu

4.2.1.1. Account Tree - File Menu

The following table describes the options in the File Menu.

Clicking on the File option of the Menu bar will "pull down" a menu of options described in the File Menu table.

Table 4.2. Access to file and account operations and printing.

Menu Item	Description
New ->	Selects the New Account, Budget and file options sub-menu
New File	Creates a new data file (Starts with new Accounts and data.)
New Accounts Page	Creates an copy of the Account tree

Menu Item	Description
New Budget	Starts the Creates a New budget druid.
New Account...	Creates a New Account and opens the account properties.
New Account Hierarchy ...	Starts the Creates a New Account Hierarchy sequence.
Open ->	Selects the Open sub-menu options described below
Open ...	Starts the "Open another data file" process.
Open Budget	Opens an existing budget.
Open Account	When an account is selected in the Account Tree opens the register for that account. (Shortcut Alt-F,O,A)
Open Sub-Accounts	When an account is selected in the Account Tree opens a General Ledger register for that account and all sub-accounts. (Shortcut Alt-F,O,A)
Import ->	Opens the Import sub-menu to import files from other financial programs.
Import QIF ...	Starts the QIF file Import process.
Import OFX/QFX ...	Starts the OFX/QFX file Import process.
Replay GnuCash .log file...	Starts the replaying of a GnuCash log file. Used for data recovery from "crashes".
Save (Ctrl-S)	Saves the currently open file. Menu shortcut Ctrl-S
Save As ... (Shift+Ctrl+S)	Saves the currently opened file with a different name. Menu shortcut Shift+Ctrl+S ⛔ **Warning** Do NOT store your data file in ~/.gnucash/books.
Export ->	Exports ...
Export Accounts	Exports your account hierarchy to a new file. Does not export data.
Properties (Alt+Return)	Sets options for this GnuCash data file.
Recently opened files	Numbered list of most recently opened GnuCash data files.
Quit (Ctrl+Q)	Exits GnuCash. Menu shortcut Ctrl-Q

4.2.1.2. Account Tree - Edit Menu

Table 4.3. Account Tree - Edit Menu - Access to file and account editing operations and preferences.

Menu Item	Description
Edit Account (Ctrl+E)	Modify name or characteristic of selected account. Editing an Account
Delete Account ...	Remove an account. See Deleting an Account
Renumber Sub-account ...	Starts the Renumber Account druid. See Renumbering Subaccounts.

Menu Item	Description
Find ... (Ctrl+F)	Set criteria for a search for a specific transaction. See [Find Transactions](#) for specifics on searches.
Preferences	Customize GnuCash for location, style, and numerous other preferences. See [Setting Your Preferences](#).
Style Sheets	Modify/customize Style Sheets. See [Changing Style Sheets](#).
Tax Options	Set tax characteristics on account(s) (US). Assign tax form and line to account.

4.2.1.3. Account Tree - View Menu

Table 4.4. Account Tree - View Menu - Changes display window view.

Menu Item	Description
Toolbar	Check-box to Enable/Disable display of Toolbar.
Summary Bar	Check-box to Enable/Disable display of Summary Bar.
Status Bar	Check-box to Enable/Disable display of Status Bar.
Filter by ...	Set filter for accounts displayed in the Account Tree display.
Refresh (Ctrl+R)	Repaint the display screen.

4.2.1.4. Account Tree - Actions Menu

Table 4.5. Actions Menu - Setup scheduled transactions, repair accounts, perform stock splits, transfer and reconcile transactions.

Menu Item	Description
Online Actions ->	If Online Banking was enabled for GnuCash the following sub-menus will be displayed
Get Balance	
Get Transactions	Download transactions from online accounts
Issue Transaction ...	Upload transaction(s) to online account ??
Direct Debit ...	
Scheduled Transactions ->	Scheduled Transactions sub-menus
Scheduled Transaction Editor	Invoke tool to edit scheduled transactions. See [Edit Scheduled Transaction Window](#)
Since Last Run...	Display Scheduled transactions since last running of GnuCash. [Since Last Run Druid](#)
Mortgage & Loan Repayment Setup	Starts the Mortgage & Loan Repayment druid for setting up repayments. [Mortgage & Loan Repayment Druid](#)
Transfer...	Starts the Transfer druid for transfer between accounts.
Reconcile...	Starts the Account Reconcile druid. [Reconciling Information Window](#)
Stock Split...	Starts the Stock Split druid. Additional details [Recording a Stock Split](#)

Menu Item	Description
View Lots...	Opens the "Lots in Account" form.
Check & Repair ->	Check & Repair Submenus
Check & Repair Account	Check for and repair unbalanced transactions and orphan splits in this account.
Check & Repair Sub-accounts	Check for and repair unbalanced transactions and orphan splits in this account and its subaccounts.
Check & Repair All	Check for and repair unbalanced transactions and orphan splits in all accounts.
Reset Warnings...	GnuCash gives warnings when certain operations are attempted, such as removing a transaction or removing the splits of a transaction. The warning message gives you the option to not give you these warnings when attempting the operation. Check-boxes labeled "Remember and don't ask me again" and "Remember and don't ask me again this session" allow disabling the warnings. This option permits reseting the warnings to the default, IE make the warning happen. Warnings may be selectivly enabled.
Rename Page	Open the form to rename the current page/tab.

4.2.1.5. Account Tree - Business Menu

Table 4.6. Business Menu - Access small business features of GnuCash.

Menu Item	Description
Customer ->	Select customer related activities.
New Customer...	Start the form to create a new customer.
Find Customer...	Start the druid to search for a customer.
New Invoice...	Start the form to create a new invoice.
Find Invoice...	Start the druid to search for a invoice.
New Job...	Start the form to create a new job.
Find Job...	Start the druid to search for a job.
Process Payment...	Starts the Process Payment druid. Requires an account of type "A/Payable" before running druid.
Vendor ->	Select vendor related activities.
New Vendor...	Start the form to create a new vendor.
Find Vendor...	Start the druid to search for a vendor.
New Bill...	Start the form to create a new bill.
Find Bill...	Start the druid to search for a bill.
New Job...	Start the form to create a new job.
Find Job...	Start the druid to search for a job.
Process Payment...	Starts the Process Payment druid. Requires an account of type "A/Payable" before running druid.
Employee ->	Select employee related activities.

Menu Item	Description
New Employee...	Start the form to create a new employee.
Find Employee...	Start the druid to search for a employee.
New Expense Voucher...	Start the form to create a new expense voucher.
Find Expense Voucher...	Start the druid to search for a expense voucher.
Process Payment...	Starts the Process Payment druid. Requires an account of type "A/Payable" before running druid.
Tax Table Editor	View and edit the list of tax tables.
Billing Terms Editor	View and edit the list of Billing Terms.
Bills Due Reminder	View and edit the list of Bills Due Reminder.
Export ->	
QSF Invoice...	Export one or more Invoice(s) to QSF.
QSF Customer...	Export one or more Customer(s) to QSF.
QSF Vendor...	Export one or more Vendor(s) to QSF.
QSF Employee...	Export one or more Employee(s) to QSF.

4.2.1.6. Account Tree - Reports Menu

This is only a brief listing of each of the available reports and graphs. Each report or graph may be customized by the **Options** Icon and the "Stylesheet" used.

Table 4.7. Reports Menu - Access GnuCash Reports and Charts.

Menu Item	Description
Account Summary	Report showing the balance of selected accounts.
Assets & Liabilities ->	
Advanced Portfolio	
Asset Bar chart	
Asset Pie chart	
Average Balance	
Balance Sheet	
General Journal	
General Ledger	
Investment Portfolio	
Liability Bar chart	
Liability Pie chart	
Net Worth Bar chart	
Price Scatter plot	
Business Reports ->	

Menu Item	Description
Customer Report	
Easy Invoice	
Employee Report	
Fancy Invoice	
Payable Aging	
Printable Invoice	
Receivable Aging	
Vendor Report	
Income & Expense ->	
Budget Report	
Cash Flow	
Equity Statement	
Expense Bar chart	
Expense Pie chart	
Expense vs Day of Week	
Income Bar chart	
Income & Expense Chart	
Income Pie chart	
Income Statement	
Income vs Day of Week	
Trial Balance	
Sample & Custom ->	
Custom Multicolumn Report	
Sample Graphs	
Sample Report With Examples	
Welcome Sample Report	
Tax Report & TXF Export	Create a Tax report (US) and/or export data for tax preparation software. (TXF)
Transaction Report	

4.2.1.7. Account Tree - Tools Menu

Table 4.8. Tools Menu - Access to miscellaneous tools and editors

Menu Item	Description
Online Banking Setup ...	Starts "On-line" banking setup wizard, if GnuCash was built to support on-line banking. HBCI (Online Banking) Setup Wizard
Price Editor	Tool to enter or modify Stock/Fund prices. Details at Price Editor
Security Editor	Tool to enter or modify Stock or commodities. Details at Security Editor
Financial	Details at Financial Calculator

Menu Item	Description
Calculator	
General Ledger	See [General Ledger](#)

4.2.1.8. Account Tree - Windows Menu

Table 4.9. Account Tree - Windows Menu

Menu Item	Description
New Window	Opens a new GnuCash window, window is empty.
New Window with Page	Opens the current tab in a new window, moves the tab to the new window.

4.2.1.9. Help Menu

Table 4.10. Account Tree - Help Menu - Access to this help and the Tutorial and Concepts Guide.

Menu Item	Description
Tutorial & Concepts Guide	Detailed document "How to" in GnuCash
Tips Of The Day	Display Tip of Day.
Contents	Display this Help file
About	Display version, License and Credits

4.2.2. Account Tree - Tool Bar Icons/Buttons

The GnuCash main Window has a number of Icons/Buttons in tool bar to quickly access some common functions used with the specific active tab. The Tool Bar can be hidden or shown by selecting the Toolbar item on the View menu. The specific options displayed in the tool bar varies by the functions available to the "active tab".

A brief description of the function of an icon is displayed when the mouse pointer is placed over the icon for a couple of seconds.

Table 4.11. Account Tree - Window Tool Bar

Tool Bar Icons	Description
Save	Perform a save on the data file, commit all transactions to the data file.
Close	This icon is not available for the first Accounts tab, it is available for additional Account Tree displays.
Open	Open a transaction register of the selected account.
Edit	Edit the characteristics for the selected account. [Editing an Account](#)
New	Start the druid for creating a new account. [Creating a New Account](#)
Delete	Remove the selected account. [Deleting an Account](#)

4.2.3. Tab Bar

The Tab Bar displays "file/notebook folder" style tabs for open transaction registers, and reports.

4.2.4. Account Tree - Display

The Account Tree displays the list of your accounts in hierarchical format. This enables you to organize your accounts by account type.

The triangle shape beside the account name is used to open and close the account tree. When you click on the triangle, it changes from right pointing into a down pointing sign to indicate that the tree is opened. You will then see offset below the account name either a list of the sub account(s) or another triangle to the left of an account. This indicates another lower level of the account tree.

The default display for the Account Tree Window is in Notebook mode. This is indicated by the tab in the Tab row of the main window. Other tabs will appear beside this one when you open reports, Account Registers or additional Account Trees.

4.2.5. Summary Bar

The Summary Bar displays balances appropriate for the opened account type at a glance. Usually accounts display today's account balance, any balance for future dates, a balance for cleared items and a reconciled balance. Stock accounts, however, display shares totals and their value. The Summary Bar can be hidden or shown by selecting the Summary Bar item on the View menu.

4.2.6. Status Bar

The Status Bar displays tool-tips for the menus that give more explanation to a menu item. It also shows a progress bar when opening or saving a GnuCash data file or generating reports. The Status Bar can be hidden or shown by selecting the Status Bar item on the View menu.

4.3. Account Register/General Ledger

To simplify navigation the following are the topics covered in this section; Account Register Menus, Account Register - Tool Bar Icons/Buttons, List of Transactions.

4.3.1. Account Register & General Ledger Window

This window is used to enter and edit your account data. It also provides tools for scheduling future transactions, finding and reporting on transactions and printing checks.

To open the Account Register Window for an account, select the account in the Account Tree then go to **File -> Open Account** or press Ctrl-O. This will open a new window with the Account Register. Pressing the Open button on the Tool Bar in the Account Tree Window or the Jump button in the Account Register Window are alternate methods.

Figure 4.2. An Account Register Window.
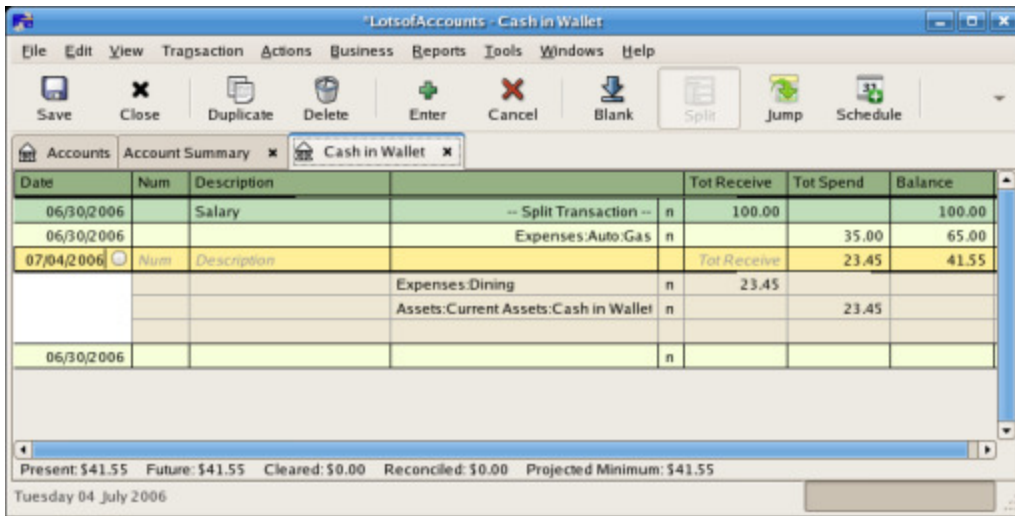
This is an screen image of the "Account Register" tab after several transactions in the account.

4.3.2. Account Register Menus

The Menu bar for the Transaction Register window contains the following options;

- **File** - Account Register - File Menu
- **Edit** - Account Register - Edit Menu
- **View** - Account Register - View Menu
- **Transaction** - Account Register - Transaction Menu
- **Action** - Account Register - Action Menu
- **Business** - Account Register - Business Menu
- **Reports** - Account Register - Reports Menu
- **Tools** - Account Register - Tools Menu
- **Windows** - Account Register - Windows Menu
- **Help** - Help Menu

4.3.2.1. Account Register - File Menu

The following table describes the options in the File Menu.

Clicking on the File option of the Menu bar will "pull down" a menu of options described in the File Menu table.

Table 4.12. File Menu - Access to file and account operations and printing.

Menu Item	Description
New ->	Selects the New Account, Budget and file options sub-menu
New File	Creates a new data file (Starts with new Accounts and data.)
New Accounts Page	Creates an copy of the Account tree
New Budget	Starts the Creates a New budget druid.

Menu Item	Description
Open ->	Selects the Open sub-menu options described below
Open ...	Starts the "Open another data file" process.
Open Budget	Opens an existing budget.
Import ->	Opens the Import sub-menu to import files from other financial programs.
Import QIF ...	Starts the QIF file Import process.
Import OFX/QFX ...	Starts the OFX/QFX file Import process.
Replay GnuCash .log file...	Starts the replaying of a GnuCash log file. Used for data recovery from "crashes".
Save (Ctrl-S)	Saves the currently open file. Menu shortcut Ctrl-S
Save As ... (Shift+Ctrl+S)	Saves the currently opened file with a different name. Menu shortcut Shift+Ctrl+S ⬣ **Warning** Do NOT store your data file in ~/.gnucash/books.
Print Check ...	Starts the "Print Check" druid. See Printing Checks.
Export ->	Exports ...
Export Accounts	Exports your account hierarchy to a new file. Does not export data.
Properties (Alt+Return)	Sets options for this GnuCash data file.
Recently opened files	Numbered list of most recently opened GnuCash data files.
Close	Closes the current open account tree, transaction register or report. **In the initial Account tree this item is not available - it will be grayed out.** Menu shortcut Ctrl-W
Quit (Ctrl+Q)	Exits GnuCash. Menu shortcut Ctrl-Q

4.3.2.2. Account Register - Edit Menu

Table 4.13. Account Register - Edit Menu - Access to file and account editing operations and preferences.

Menu Item	Description
Paste	Performs a standard Paste operation. Menu shortcut Ctrl-V
Edit Account	Open form to edit/modify account characteristics and parameters.
Find ... (Ctrl+F)	Set criteria for a search for a specific transaction. See Find Transactions for specifics on searches.
Preferences	Customize GnuCash for location, style, and numerous other preferences. See Setting Your Preferences.
Style Sheets	Modify/customize Style Sheets.
Tax Options	Set tax characteristics on account(s) (US). Assign tax form and line to account. See Setting Tax Options.

Table 4.14. Account Register - View Menu - Changes GnuCash display Window characteristics.

Menu Item	Description
Toolbar	Check-box to Enable/Disable display of Toolbar.
Summary Bar	Check-box to Enable/Disable display of Summary Bar.
Status Bar	Check-box to Enable/Disable display of Status Bar.
Basic Ledger	Radio button to select register display mode.
Auto-Split Ledger	Radio button to select register display mode.
Transaction Journal	Radio button to select register display mode.
Double Line	Check-box to Enable/Disable display of Double Line display.
Sort by ...	Set the sort order of the transactions display. Requires "click" to start options form. Option form requires Cancel/OK to close.
Standard Order	Keep normal account order
Date	Sort by date
Date of Entry.	Sort by date of entry.
Statement Date	Sort by the statement date (unreconciled items last).
Number	Sort by number.
Amount	Sort by amount.
Memo	Sort by memo.
Description	Sort by Description.
Action	Sort by action field
Notes	Sort by notes field
Filter by ...	Set filtering for accounts displayed in the Account Tree or transactions in Register display.
Refresh (Ctrl+R)	Repaint the display screen.

4.3.2.4. Account Register - Transaction Menu

Table 4.15. Transaction Menu - .

Menu Item	Description
Cut Transaction	Cut the selected transaction into the clipboard.
Copy Transaction	Copy the selected transaction into the clipboard.
Paste Transaction	Paste the selected transaction from the clipboard.
Duplicate Transaction	
Delete Transaction	Delete the selected transaction.
Remove Transaction Splits	
Enter Transaction	

Menu Item	Description
Cancel Transaction	
Void Transaction	
Add Reversing Account	

Table 4.16. Actions Menu - Setup scheduled transactions, repair accounts, perform stock splits, transfer and reconcile transactions.

Menu Item	Description
Scheduled Transactions ->	Scheduled Transactions sub-menus
Scheduled Transaction Editor	Invoke tool to edit scheduled transactions. See Edit Scheduled Transaction Window
Since Last Run...	Display Scheduled transactions since last running of GnuCash. Since Last Run Druid
Mortgage & Loan Repayment ...	Starts the Mortgage & Loan Repayment druid for setting up repayments. Mortgage & Loan Repayment Druid
Transfer...	Starts the Transfer druid for transfer between accounts.
Reconcile...	Starts the Account Reconcile druid. Reconciling Information Window
Stock Split...	Starts the Stock Split druid. Additional details Recording a Stock Split
Lot Viewer...	Starts the "Lots in Account" form.
Blank Transaction	Move to the blank transaction at the bottom of the register
Split Transaction	
Edit Exchange Rate	Edit the exchange rate for the current transaction.
Schedule...	Create a Scheduled Transaction with the current transaction as a template.
Jump	Jump to the corresponding transaction in the other account.
Check & Repair ->	Check & Repair Submenus
All Transactions	Check for and repair unbalanced transactions and orphan splits in this account.
This Transaction	Check for and repair splits in this transaction.
Reset Warnings...	GnuCash gives warnings when certain operations are attempted, such as removing a transaction or removing the splits of a transaction. The warning message gives you the option to not give you these warnings when attempting the operation. Check-boxes labeled "Remember and don't ask me again" and "Remember and don't ask me again this session" allow disabling the warnings. This option resets the warning's to the default, IE make all the warning's happen.
Rename Page	Open the form to rename the current page/tab.

Table 4.17. Business Menu - Access small business features of GnuCash.

Menu Item	Description
Customers ->	Select customer related activities.
New Customer...	Start the form to create a new customer.
Find Customer...	Start the druid to search for a customer.
New Invoice...	Start the form to create a new invoice.
Find Invoice...	Start the druid to search for a invoice.
New Job...	Start the form to create a new job.
Find Job...	Start the druid to search for a job.
Process Payment...	Starts the Process Payment druid. Requires an account of type "A/Payable" before running druid.
Vendor ->	Select vendor related activities.
New Vendor...	Start the form to create a new vendor.
Find Vendor...	Start the druid to search for a vendor.
New Bill...	Start the form to create a new bill.
Find Bill...	Start the druid to search for a bill.
New Job...	Start the form to create a new job.
Find Job...	Start the druid to search for a job.
Process Payment...	Starts the Process Payment druid. Requires an account of type "A/Payable" before running druid.
Employee ->	Select employee related activities.
New Employee...	Start the form to create a new employee.
Find Employee...	Start the druid to search for a employee.
New Expense Voucher...	Start the form to create a new expense voucher.
Find Expense Voucher...	Start the druid to search for a expense voucher.
Process Payment...	Starts the Process Payment druid. Requires an account of type "A/Payable" before running druid.
Tax Table Editor	View and edit the list of tax tables.
Billing Terms Editor	View and edit the list of Billing Terms.
Bills Due Reminder	View and edit the list of Bills Due Reminder.
Export ->	
QSF Invoice...	Export one or more Invoice(s) to QSF.
QSF Customer...	Export one or more Customer(s) to QSF.
QSF Vendor...	Export one or more Vendor(s) to QSF.
QSF Employee...	Export one or more Employee(s) to QSF.

This is only a brief listing of the available reports and graphs. Each report may be customized by the **Options** Icon and the "Stylesheet" used.

Table 4.18. Reports Menu - Access GnuCash Reports and Charts.

Menu Item	Description
Account Summary	Report showing the balance of selected accounts.
Assets & Liabilities ->	
Advanced Portfolio	
Asset Bar chart	
Asset Pie chart	
Average Balance	
Balance Sheet	
General Journal	
General Ledger	See General Ledger
Investment Portfolio	
Liability Bar chart	
Liability Pie chart	
Net Worth Bar chart	
Price Scatter plot	
Business Reports ->	
Customer Report	
Easy Invoice	
Employee Report	
Fancy Invoice	
Payable Aging	
Printable Invoice	
Receivable Aging	
Vendor Report	
Income & Expense ->	
Budget Report	
Cash Flow	
Equity Statement	
Expense Bar chart	
Expense Pie chart	
Expense vs Day of Week	
Income Bar chart	
Income & Expense Chart	

Menu Item	Description
Income Pie chart	
Income Statement	
Income vs Day of Week	
Trial Balance	
Sample & Custom ->	
Custom Multicolumn Report	
Sample Graphs	
Sample Report With Examples	
Welcome Sample Report	
Tax Report & TXF Export	Create a Tax report (US) and/or export data for tax preparation software. (TXF)
Transaction Report	
Account Report	
Account Transaction Report	

4.3.2.8. Account Register - Tools Menu

Table 4.19. Tools Menu - Access to miscellaneous tools and editors

Menu Item	Description
Online Banking Setup ...	Starts "On-line" banking setup wizard, if GnuCash was built to support on-line banking. HBCI (Online Banking) Setup Wizard
Price Editor	Tool to enter or modify Stock/Fund prices. Details at Price Editor
Security Editor	Tool to enter or modify Stock or commodities. Details at Security Editor
Financial Calculator	Details at Financial Calculator
General Ledger	See General Ledger

4.3.2.9. Account Register - Windows Menu

Table 4.20. Account Register - Windows Menu

Menu Item	Description
New Window	Opens a new GnuCash window, window is empty.
New Window with Page	Opens the current tab in a new window, moves the tab to the new window.

4.3.2.10. Help Menu

Table 4.21. Account Register - Help Menu - Access to this help and the Tutorial and Concepts Guide.

Menu Item	Description
Tutorial & Concepts Guide	Detailed document "How to" in GnuCash
Tips Of The Day	Display Tip of Day or enable/disable display on start-up.

Menu Item	Description
Contents	Display this Help file
About	Display version, License and Credits

4.3.3. Account Register - Tool Bar Icons/Buttons

The GnuCash main Window has a number of Icons/Buttons in the tool bar to quickly access some common functions used with the specific active tab. The Tool Bar can be hidden or shown by selecting the Toolbar item on the View menu. The specific options displayed in the tool bar varies by the functions available to the "active tab".

A brief description of the function of an icon is displayed when the mouse pointer is placed over the icon for a couple of seconds.

Table 4.22. Account Register (Transaction Register) Window Tool Bar

Tool Bar Icons	Description
Save	Perform a save on the data file, commit all transactions to the data file.
Close	Close this register.
Duplicate	Make a copy of the current transaction.
Delete	Delete the current transaction in this register.
Enter	Record the current transaction.
Cancel	Cancel the current transaction.
Blank	Move to a blank transaction at bottom of register.
Split	Show all splits in the current transaction. Not highlighted if **View -> Auto-Split Ledger** already set.
Jump	Jump to the corresponding transaction in the other account
Schedule	Create a Scheduled Transaction with the current transaction as a template.
Transfer	Start the transfer druid to transfer funds from one account to another.
Reconcile	Start the Reconcile process for the selected account. Reconciling Information Window

4.3.4. Tab Bar

The Tab Bar displays "notebook/file folder" style tabs for open transaction registers, account trees and reports.

4.3.5. List of Transactions

The List of Transactions displays transactions you have entered and a running balance. It also provides a blank transaction to enter new transactions. The column headings vary according to what type of account you have opened. Common headings are Date, Description, Transfer and Balance.

The View menu can be used to alter the appearance of the List of Transactions. Possible changes are limiting the number of transactions shown, using a different sort order and changing the style to more easily see transactions. The split button also provides quick access to view all the parts of a transaction.

4.3.6. Summary Bar

The Summary Bar displays balances appropriate for the opened account type at a glance. Usually accounts display today's account balance, any balance for future dates, a balance for cleared items and a reconciled balance. Stock accounts, however, display shares totals and their value. The Summary Bar can be hidden or shown by selecting the Summary Bar item on the View menu.

4.3.7. Status Bar

The Status Bar displays tool-tips for the menus that give more explanation to a menu item. It also shows a progress bar when opening or saving a GnuCash data file or generating reports. The Status Bar can be hidden or shown by selecting the Status Bar item on the View menu.

4.4. Report Window

To simplify navigation the following are the topics covered in this section; Report Menus, Reports - Tool Bar Icons/Buttons, Report Main Display.

4.4.1. Report Display Window

This window is shown whenever a report or chart is selected from the Reports menu.

To open the Report Window, select a report from the **Menu Bar -> Reports** list. This will open a new window with the report displayed. It provides a web browser type display with active links to account data.

Note

> Depending on the report there may be a delay while the report is generated. An approximation of the progress to completion is displayed in the "Status Bar", if has not been opted out of displaying.

Figure 4.3. A "Report Window"
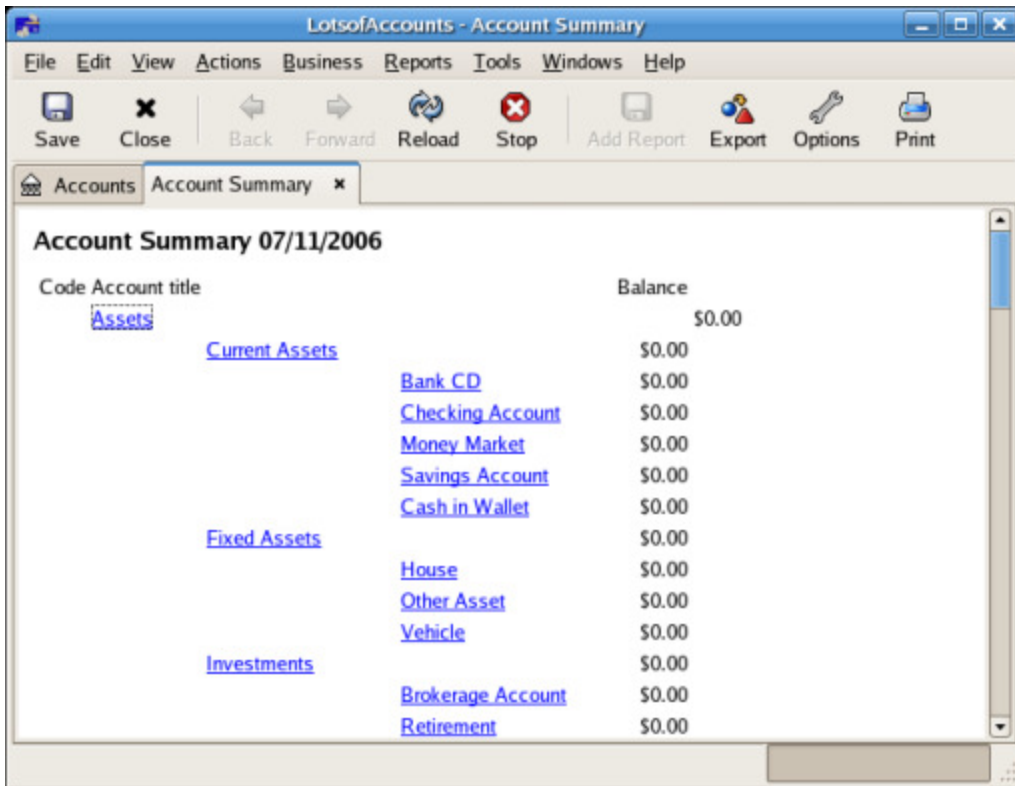
This is an screen image of the "Account Summary" tab after creating a new file and "select all" of the accounts.

4.4.2. Report Menus

The Menu bar for the Report window contains the following options;

- **File** - Reports - File Menu
- **Edit** - Reports - Edit Menu
- **View** - Reports - View Menu
- **Action** - Reports - Action Menu
- **Business** - Reports - Business Menu
- **Reports** - Reports - Reports Menu
- **Tools** - Reports - Tools Menu
- **Windows** - Reports - Windows Menu
- **Help** - Help Menu

4.4.2.1. Reports - File Menu

The following table describes the options in the File Menu.

Clicking on the File option of the Menu bar will "pull down" a menu of options described in the File Menu table.

Table 4.23. File Menu - Access to file and account operations and printing.

Menu Item	Description
New ->	Selects the New Account, Budget and file options sub-menu

Menu Item	Description
New File	Creates a new data file (Starts with new Accounts and data.)
New Accounts Page	Creates an copy of the Account tree
New Budget	Starts the Creates a New Budget druid.
Open ->	Selects the Open sub-menu options described below
Open ...	Starts the "Open another data file" process.
Open Budget	Opens an existing budget.
Import ->	Opens the Import sub-menu to import files from other financial programs.
Import QIF ...	Starts the QIF file Import process.
Import OFX/QFX ...	Starts the OFX/QFX file Import process.
Replay GnuCash .log file...	Starts the replaying of a GnuCash log file. Used for data recovery from "crashes".
Save (Ctrl-S)	Saves the currently open file. Menu shortcut Ctrl-S
Save As ... (Shift+Ctrl+S)	Saves the currently opened file with a different name. Menu shortcut Shift+Ctrl+S ⛔ **Warning** Do NOT store your data file in ~/.gnucash/books.
Print Report...	Prints the Report
Export ->	Export
Export Report	Exports HTML formatted report to a file.
Export Accounts	Exports your account hierarchy to a new file. Does not export data.
Properties (Alt+Return)	Sets options for this GnuCash data file.
Recently opened files	Numbered list of most recently opened GnuCash data files.
Close	Closes the current report. Menu shortcut Ctrl-W
Quit (Ctrl+Q)	Exits GnuCash. Menu shortcut Ctrl-Q

4.4.2.2. Reports - Edit Menu

Table 4.24. Reports - Edit Menu - Access to file and account editing operations and preferences.

Menu Item	Description
Copy	
Find ... (Ctrl+F)	Set criteria for a search for a specific transaction. See Find Transactions for specifics on searches.
Preferences	Customize GnuCash for location, style, and numerous other preferences. See Setting Your Preferences.
Style Sheets	Modify/customize Style Sheets.
Report Options	Open form to edit/modify report selection criteria, stylesheets, date ranges, and other parameters.

Menu Item	Description
Tax Options	Set tax characteristics on account(s) (US). Assign tax form and line to account.

4.4.2.3. Reports - View Menu

Table 4.25. Report - View Menu - Changes display window view.

Menu Item	Description
Toolbar	Check-box to Enable/Disable display of Toolbar.
Summary Bar	Check-box to Enable/Disable display of Summary Bar. The summary bar is not displayed in reports, however the check-box is effective in other tab displays.
Status Bar	Check-box to Enable/Disable display of Status Bar.
Refresh (Ctrl+R)	Repaint the display screen.

4.4.2.4. Reports - Action Menu

Table 4.26. Actions Menu - Setup scheduled transactions.

Menu Item	Description
Scheduled Transactions ->	Scheduled Transactions sub-menus
Scheduled Transaction Editor	Invoke tool to edit scheduled transactions. See Edit Scheduled Transaction Window
Since Last Run...	Display Scheduled transactions since last running of GnuCash. Since Last Run Druid
Mortgage & Loan Repayment ...	Starts the Mortgage & Loan Repayment druid for setting up repayments. Mortgage & Loan Repayment Druid
Reset Warnings...	GnuCash gives warnings when certain operations are attempted, such as removing a transaction or removing the splits of a transaction. The warning message gives you the option to not give you these warnings when attempting the operation. Check-boxes labeled "Remember and don't ask me again" and "Remember and don't ask me again this session" allow disabling the warnings. This option resets the warning's to the default, IE make all the warning's happen.
Rename Page	Open the form to rename the current page/tab.

4.4.2.5. Reports - Business Menu

Table 4.27. Business Menu - Access small business features of GnuCash.

Menu Item	Description
Customers ->	Select customer related activities.
New Customer...	Start the form to create a new customer.
Find Customer...	Start the druid to search for a customer.

Menu Item	Description
New Invoice...	Start the form to create a new invoice.
Find Invoice...	Start the druid to search for a invoice.
New Job...	Start the form to create a new job.
Find Job...	Start the druid to search for a job.
Process Payment...	Starts the Process Payment druid. Requires an account of type "A/Payable" before running druid.
Vendor ->	Select vendor related activities.
New Vendor...	Start the form to create a new vendor.
Find Vendor...	Start the druid to search for a vendor.
New Bill...	Start the form to create a new bill.
Find Bill...	Start the druid to search for a bill.
New Job...	Start the form to create a new job.
Find Job...	Start the druid to search for a job.
Process Payment...	Starts the Process Payment druid. Requires an account of type "A/Payable" before running druid.
Employee ->	Select employee related activities.
New Employee...	Start the form to create a new employee.
Find Employee...	Start the druid to search for a employee.
New Expense Voucher...	Start the form to create a new expense voucher.
Find Expense Voucher...	Start the druid to search for a expense voucher.
Process Payment...	Starts the Process Payment druid. Requires an account of type "A/Payable" before running druid.
Tax Table Editor	View and edit the list of tax tables.
Billing Terms Editor	View and edit the list of Billing Terms.
Bills Due Reminder	View and edit the list of Bills Due Reminder.
Export ->	
QSF Invoice...	Export one or more Invoice(s) to QSF.
QSF Customer...	Export one or more Customer(s) to QSF.
QSF Vendor...	Export one or more Vendor(s) to QSF.
QSF Employee...	Export one or more Employee(s) to QSF.

4.4.2.6. Reports - Reports Menu

This is only a brief listing of the available reports and graphs. Each report may be customized by the **Options** Icon and the "Stylesheet" used.

Table 4.28. Reports Menu - Access GnuCash Reports and Charts.

Menu Item	Description

Menu Item	Description
Account Summary	Report showing the balance of selected accounts.
Assets & Liabilities ->	
Advanced Portfolio	
Asset Bar chart	
Asset Pie chart	
Average Balance	
Balance Sheet	
General Journal	
General Ledger	See General Ledger
Investment Portfolio	
Liability Bar chart	
Liability Pie chart	
Net Worth Bar chart	
Price Scatter plot	
Business Reports ->	
Customer Report	
Easy Invoice	
Employee Report	
Fancy Invoice	
Payable Aging	
Printable Invoice	
Receivable Aging	
Vendor Report	
Income & Expense ->	
Budget Report	
Cash Flow	
Equity Statement	
Expense Bar chart	
Expense Pie chart	
Expense vs Day of Week	
Income Bar chart	
Income & Expense Chart	
Income Pie chart	
Income Statement	
Income vs Day of Week	
Trial Balance	
Sample & Custom ->	
Custom Multicolumn Report	

Menu Item	Description
Sample Graphs	
Sample Report With Examples	
Welcome Sample Report	
Tax Report & TXF Export	Create a Tax report (US) and/or export data for tax preparation software. (TXF)
Transaction Report	

4.4.2.7. Reports - Tools Menu

Table 4.29. Tools Menu - Access to miscellaneous tools and editors

Menu Item	Description
Price Editor	Tool to enter or modify Stock/Fund prices. Details at Price Editor
Security Editor	Tool to enter or modify Stock or commodities. Details at Security Editor
Financial Calculator	Details at Financial Calculator
General Ledger	See General Ledger

4.4.2.8. Reports - Windows Menu

Table 4.30. Reports - Windows Menu

Menu Item	Description
New Window	Opens a new GnuCash window, window is empty.
New Window with Page	Opens the current tab in a new window, moves the tab to the new window.

4.4.2.9. Help Menu

Table 4.31. Reports - Help Menu - Access to this help and the Tutorial and Concepts Guide.

Menu Item	Description
Tutorial & Concepts Guide	Detailed document "How to" in GnuCash
Tips Of The Day	Display Tip of Day or enable/disable display on start-up.
Contents	Display this Help file
About	Display version, License and Credits

4.4.3. Reports - Tool Bar Icons/Buttons

The Report Window has a tool bar to access quickly the functions used with reports. The Tool Bar can be hidden or shown by selecting the Toolbar item on the View menu.

Table 4.32. Reports - Tool Bar Buttons

Tool Bar Button	Description
Save	

Tool Bar Button	Description
Close	Closes the current report displayed.
Reload	Reload (rerun) current report.
Stop	Stops the
Export	Exports HTML formatted report to a file.
Options	Edit options specific to selected report.
Print	Queues the current report for printing.

4.4.4. Tab Bar

The Tab Bar displays "notebook/file folder" style tabs for open transaction registers, account trees and reports.

4.4.5. Report Main Display

This is where the report or chart you have selected is shown. The properties of this window are editable in two ways. Selecting the Options button on the toolbar lets you edit what the report is showing and which accounts the information is drawn from. Selecting **Edit -> Style Sheets...** lets you select the properties of the web page that displays your report.

The report is able to act like a web browser if your report contains links to external web pages. The toolbar buttons allow you to move back and forward through web pages. It will also open account information in the register window when you click on links contained in the report.

You can also save your report to a file and print the report through the toolbar buttons.

4.4.6. Summary Bar

The Summary Bar displays balances appropriate for the opened account type at a glance. Usually accounts display today's account balance, any balance for future dates, a balance for cleared items and a reconciled balance. Stock accounts, however, display shares totals and their value. The Summary Bar can be hidden or shown by selecting the Summary Bar item on the View menu.

4.4.7. Status Bar

The Status Bar displays tool-tips for the menus that give more explanation to a menu item. It also shows a progress bar when opening or saving a GnuCash data file or generating reports. The Status Bar can be hidden or shown by selecting the Status Bar item on the View menu.

4.5. Reconcile Window

To simplify navigation the following are the topics covered in this section; Reconcile Display Window, Menus, Tool Bar Buttons.

The detailed explaination of "Reconciling an Account" is described in Reconciling an Account to a Statement.

4.5.1. Reconcile Display Window

To open the Reconcile Window, select **Actions -> Reconcile** from the Menu Bar or **Reconcile** Icon from a transaction window. This will open a small window **Reconcile Information**. This displays requests the "Statement Date", and "Ending Balance" for the reconciliation, completing the form by pressing the **OK** will open a tab display with the main reconcile window displayed.

Table 4.33. Components of the Reconcile Window.

Component	Description
Menu bar	Contains the Menus used in the Reconcile Window.
Tool (Icons and/or Text) Bar	Contains buttons used to access common Reconcile Account Window tasks.
Funds In	Contains a list of funds deposited in the account.
Funds Out	Contains a list of funds withdrawn from the account.
Balance Pane	Contains a list of balances to use in reconciling.

4.5.1.1. Menus

The following tables describe menus in the Reconcile Window.

Table 4.34. Reconcile Menu - Access to Reconcile Information and finishing or postponing.

Menu Item	Description
Reconcile Information	Opens the Reconciling Information Window.
Finish	Complete the reconciliation of this account.
Postpone	Postpone the reconciliation of this account.
Cancel	Cancel the reconciliation of this account.

Table 4.35. Account Menu - Access to account operations.

Menu Item	Description
Open Account	Opens a transaction register for the accounts
Edit Account	Modify name or characteristic of selected account. Editing an Account
Transfer...	Opens a Transfer druid for entering a transfer transaction between any two accounts.
Check & Repair	Verify & Repair this account if necessary.

Table 4.36. Transaction Menu - Access to transaction editing operations.

Menu Item	Description
New	Add a new transaction to the account.
Edit	Edit the currently selected transaction.
Delete	Remove the currently selected transaction.

Table 4.37. Help Menu - Access to help.

Menu Item	Description
Help	Open this Help text file.

The Reconcile Window has a tool bar to access quickly some common functions used with reconciliation.

Table 4.38. Reconcile Window Tool Bar

Tool Bar Button	Description
New	Add a new transaction to the account.
Edit	Edit the currently selected transaction.
Delete	Remove the currently selected transaction.
Open	Open an Account transaction window.
Finish	Complete the reconciliation of this account.
Postpone	Postpone the reconciliation of this account.
Cancel	Cancel the reconciliation of this account.

4.6. Schedule Transaction Window

To simplify navigation the following are the topics covered in this section; Schedule Menu, Schedule Transaction Tool Bar Buttons, Scheduled Transactions Window. Edit Scheduled Transaction Window,

The detailed explaination of "Scheduling Transactions" is described in Scheduling Transactions.

4.6.1. Scheduled Transactions Main Display Window

This window is shown when **Actions -> Scheduled Transactions -> Scheduled Transactions Editor** is selected from a **Menu Bar**. This will open a new tab window with the Scheduled Transactions displayed.

Table 4.39. Components of the Schedule Transactions Window.

Component	Description
Menu bar	Contains the Menus used in the Schedule Transactions Window. It provides the standard list of menu bar options and an additional option, **Scheduled**, which presents options; New, Edit or Delete. If no transaction is highlighted Edit and Delete will be "grayed out".
Tool (Icons and/or Text) Bar	Contains buttons used to access Schedule Transitions tasks.
Tabs	Tabs to switch between open displays.
Transactions	Contains a list of transactions scheduled and related characteristics.
Calendar Pane	Contains a calendar of the next 12 months and the dates the active scheduled transactions are scheduled.

The following table describe Schedule menu options Schedule Transaction Window.

Table 4.40. Schedule Menu - Access to scheduled transaction editing operations.

Menu Item	Description
New	Add a new schedule transaction.
Edit	Edit the currently selected transaction.
Delete	Remove the currently selected transaction.

4.6.1.3. Schedule Transaction Tool Bar Buttons

The Schedule Transaction Window has a tool bar to access quickly some common functions used with reconciliation.

Table 4.41. Schedule Transaction Window Tool Bar

Tool Bar Button	Description
New	Add a new scheduled transaction.
Edit	Edit the currently selected transaction.
Delete	Remove the currently selected transaction.
Save	Save the current schedule of transactions.
Close	Close the Schedule Transaction Editor.

Chapter 5. Setting Up, Editing & Working with Accounts

Table of Contents

This section describes the process of setting up, editing and working with GnuCash Accounts. In GnuCash an Account is used as the basic tool to organize the recording of where money comes from and goes to. GnuCash

also extends the concept of real world accounts such as a bank account or loan account to grouping income and expense accounts. This allows you to quickly see where you spent your money and what your major income and expenses are. GnuCash sets Account Types (as described in the next section) to help in organizing and grouping accounts. Account Types can be used to create a Chart of Accounts.

5.1. Types of GnuCash Accounts

GnuCash supports a number of different account types. It is recommended to choose an appropriate account type based on the list of account types described below.

Table 5.1. Types of GnuCash Accounts.

Account Type	Description
Accounts Payable	Accounts Payable are used by businesses to record amounts that must be paid. Example: The business has bought something, but the business has not paid the bill until later. **Note** Previous versions of this help defined A/P and A/R the other way round.
Accounts Receivable	Accounts Receivable records amounts for which money has not yet been received. Example: A business has sold something and issued a bill, but the client has not payed until later. **Note** Previous versions of this help defined A/P and A/R the other way round.
Asset	Asset accounts are used for tracking things that are of value and can be used or sold to pay debts. (Normally a placeholder account)
Bank	The Bank account type denotes savings or checking accounts held at a bank or other financial institution. Some of these accounts may bear interest. This is also the appropriate account type for check (debit) cards, which directly withdraw payments from a checking account.
Cash	The Cash account type is used to denote the cash that you store in your wallet, shoe box, piggyback, or mattress.
Credit Card	The Credit Card account type is used to denote credit card accounts, both for cards that allow floating lines of credit (e.g. VISA, MasterCard, or Discover) and with cards that do not permit continuing balances (e.g. American Express)
Currency	Currency Accounts were used for trading currencies, but have been replaced by the Currency Transfer pane on the Transfer Funds Window (Transfer Funds Window).
Equity	Equity accounts are used to store the opening balances when you first start using GnuCash or start a new accounting period.
Expense	Any expense such as food, clothing, taxes, etc. This type is called a category in Quicken.
Income	Any income received from sources such as salary, interest, dividends, etc. This type is called a category in Quicken.
Liability	Liability accounts are used for tracking debts or financial obligations. (Normally a placeholder account)
Mutual Fund	A professionally managed portfolio of stocks and bonds or other investments divided up into shares.

Account Type	Description
Stock	A share of ownership in a corporation, which entitles its owner to all the risks and rewards that go with it.

The **New Account Hierarchy Setup** druid described in the first section of this help is a convenient way of setting up a set of accounts to use as a framework of account types.

When new accounts are created the available choices of account types are grayed out according to what type the parent account is. The following list contains the possible choices.

- Accounts Payable: All accounts except Equity, Expense and Income can be child accounts.
- Accounts Receivable: All accounts except Equity, Expense and Income can be child accounts.
- Asset: All accounts except Equity, Expense and Income can be child accounts.
- Bank: All accounts except Equity, Expense and Income can be child accounts.
- Cash: All accounts except Equity, Expense and Income can be child accounts.
- Credit Card: All accounts except Equity, Expense and Income can be child accounts.
- Currency: All accounts except Equity, Expense and Income can be child accounts.
- Equity: Only Equity accounts can be child accounts.
- Expense: Only Expense or Income accounts can be child accounts.
- Income: Only Expense or Income accounts can be child accounts.
- Liability: All accounts except Equity, Expense and Income can be child accounts.
- Mutual Fund: All accounts except Equity, Expense and Income can be child accounts.
- Stock: All accounts except Equity, Expense and Income can be child accounts.

5.2. Creating a Chart of Accounts

The Chart of Accounts is like a table of contents for your finances. The best way to conceptualize a chart of accounts is as a tree. The main branches represent entire categories or groups, while the leaves of the tree denote individual bank accounts or expense categories. When a summary report is requested, typically only the main branches are shown in the report, rather than the individual accounts. For example, a chart of accounts might look like the following:

```
300             Expenses
 |
 +--310          Living Expenses
 |    |
 |    +--311      Beer
 |    |
 |    +--312      Cable
 |
 +--320          Business Expenses
 |    |
 |    +--321      8-inch Floppies
 |    |
 |    +--322      Blue Ray RW DVDs
 |    |
 :    :
```

Note that accounts not only have names; they may have codes, to order the accounts. When a report is generated, the sort order is determined by the numbering. It's customary to have the leaf accounts end in non-zero digits, while parent nodes have increasing numbers of zeros.

GnuCash does not prevent duplicate numbering, although we would encourage you to avoid this. Account codes are treated as numbers in base-36, thus, if you run out of numbers, you can use the letters, a through z.

A sample chart of accounts is shown below. Each account is of a given account type. This example is a combination of some typical business and personal accounts.

- Assets
  - Cash On Hand
    - Checking account
    - Money Market Account
    - Certificate of Deposit
  - Fixed Assets
    - Furniture
    - Computers
    - Jewelry, Collectibles
    - Tools, Machinery
  - Investments
    - Stocks
    - Bonds
    - Mutual Funds
    - Real Estate
- Liabilities
  - Taxes
    - Federal Income Tax
    - Social Security
    - Medicare
    - FUTA
    - State Income Tax
  - Accounts Payable
    - MasterCard
    - Visa
    - American Express
    - Diner's Club
  - Loans
    - Debentures
    - School Loan
    - Uncle Harry's Tide-me-over
- Equity
  - Retained Earnings
  - Current Year Earnings
  - Historical Adjustments
- Income
  - Interest Income
    - Bank Account Interest
    - Certificate of Deposit
    - Bond Interest
  - Dividends
    - Stock
    - Mutual Fund
  - Consulting
    - ABC Design
    - PQR Infomatics

- - Salary
    - My Day Job
  - Commissions
    - Royalties
- Expenses
  - Rent and Utilities
    - Rent
    - Rent Late Fees
    - Electricity
    - Gas
    - Phone
    - Internet
    - Cable TV
  - Office Expenses
    - Accounting
    - Legal
    - Software
    - Postage
    - Bank Charges
    - Credit Card Charges
    - Toner, Paper, Paper Clips
  - Auto Expenses
    - Gas
    - Insurance
    - Repair
    - Rental
  - Taxes
    - Social Security
    - Unemployment
    - IRS penalties
  - Wages and Salaries
    - Consulting
    - Wages
    - Health Insurance
  - Travel
    - Air
    - Hotel
    - Meals
    - Auto
  - Marketing
    - Advertising
    - Trade Shows
    - Give Aways

5.3. Editing a Chart of Accounts

Editing the Chart of Accounts is done within the Parent Account pane of the Edit Account dialog. It is possible to move an account to any part of the Chart of Account. It is recommended to keep accounts generally under the related types of accounts as described in the Types of GnuCash Accounts section. This helps to preserve the Chart of Accounts structure.

To move the selected account to a different parent account just select the account in the Parent Account pane. If New top level account is selected then the account will be move to the top level.

5.4. Creating a New Account

The **New Account** properties dialog consists of two tabs, the **General Information** tab and the **Opening Balance** tab. This dialog can be accessed by going to **File -> New Account...** or by clicking the **New** toolbar icon in the Account Tree Window.

Creating a New Account involves planning in advance several details that are used in the New Account dialog.

- What type of account is needed .
- Where it fits in the structure of the Chart of Accounts.
- If there is an Opening Balance.
- If there is a Commodity(security/currency) needed for the account.
- If on-line updating of the commodity price is needed.

These details are described below.

5.4.1. General Information Tab

The General Information tab is used to access the basic information about the account. It provides a way of connecting the account to stock information if it is one of the currency, mutual fund or stock account types. It can also be flagged as a Placeholder account. It displays if it is flagged as a Tax Related account (which is set through the Edit->Tax Options dialog).

There are six panes in the Identification section of this tab.

The top pane contains the Account Information.

1. **Account Name:** Enter a name for the account such as First Bank Checking.
2. **Account Code:** Enter an optional number code as described in the To Create a Chart of Accounts section.
3. **Description:** This is an optional description for the account.
4. **Security/Currency:**

> 👉 **Note**
>
> The Type field in the **Select Security** is determined by the selection of **Account Type** panel in the **New Account** screen.

   o For accounts other than Stock or Mutual Fund this should be the default currency, USD (US Dollar) or your local currency symbol. If this account is for a foreign currency then use the **Select...** button to choose a different currency from the currencies pull-down list.
   o For Accounts containing a Stock and Mutual Fund; first select "stock" or "mutual fund" in the **Account Type** panel, then the **Parent Account**, then use the **Select...** button, to choose the Type (usually the exchange the security is traded on) and security from the Select Security window.

   If the required security/fund is not on the list, and you have the correct Type you will need to create the security/fund. To create a commodity for mutual fund and stock accounts select the **New...** button in the Select Security screen, to bring up the **New Security:** screen. The options

are described in detail in the Security Editor [Security Editor](#) section. Fill in a name, symbol and type and **Close** to create the security. After the security is created select the **Type:** (usually the exchange the security is traded on) and the name in the **Currency/security:** drop down list and **Close** the screen.

5. **Smallest Fraction:** Choose the smallest fraction that will be tracked.
6. **Notes:** Free form text box. This is used for any additional notes about the account.

Below the panes are check-boxes: one to show if the account is **Tax Related** (which is set through the Edit->Tax Options dialog), and two to mark the account as a **Placeholder**, and/or a **Hidden** account.

The **Tax Related** check-box means that this account has been flagged to be included in Tax Exports. This flag should only be set for Income and Expense type accounts. See the Tax Report and TXF Export section in Reports Chapter ([General Reports](#)).

The check-box **Placeholder** marks this account as solely a placeholder in the hierarchy, it is used to enable a hierarchy or chart of accounts to be setup. A Placeholder means this account is not used for transaction data. Transactions may not be posted to this account, only to sub-accounts of this account.

The check box **Hidden** marks this account (and any sub-accounts) to be hidden in the account tree and not appear in the pop-up account list in the register. To reset this option, you will first need to open the **View -> Filter By...** dialog for the account tree and check the **show hidden accounts** option. Doing so will allow you to select the account and reopen this dialog.

The next pane contains a list of **Account Types**. Select a type from the descriptions in the Types of GnuCash Accounts section.

The next pane contains an account tree to choose a **Parent Account**. To create a new account tree select New top level account. If the parent account is a certain type, then several of the choices in Account Type become grayed out. For example if the Parent Account is Assets then Equity, Expense and Income become grayed. This is to help maintain a proper account structure for the Chart of Accounts.

5.4.2. Steps to enable On-line price updating

- Create the Account for the mutual fund or stock with it listed in the Security/Currency field, as described above.

  > **Tip**
  >
  > When creating these accounts it is a good time to create income accounts to track dividends, capital gains (long and short) and expense account(s) for tracking commissions and losses (if you track losses as expenses).

- Create the mutual fund or stock with either the Security Editor for existing stock/funds or the New Security/Currency dialog for a new stock/fund.

  Select **Get On-line Quotes:**, **Type of Quote Source** and **Timezone.**

  Online currency quotes require that the check-box for Online quotes and the timezone be selected in the Security screen and the Security Editor check-box for "get quote" box is checked for those currencies that are to be downloaded.

- o **Get On-line Quotes:** This check-box is to enable this security/fund to have quotes downloaded from an on-line source.
- o **Type of Quote Source** use the radio buttons to select the type of source for the Online quotes. **Multiple:** quote sources like "Europe" should be used if fail-over to multiple sites are desirable. **Single:** selections will only return information from the specified source.

  After selecting the type of source for price quotes, select a quote source from the pull-down menu. Currently among the supported quote sources are; Yahoo, Yahoo Europe, Fidelity Investments, T. Rowe Price, the Vanguard Group, the Australian Stock Exchange (ASX) and TIAA-CREF.

  ☞ **Note**

  > Note that Yahoo will provide price quotes for many mutual funds including Fidelity, T.Rowe Price and Vanguard, and that the quoted prices at Yahoo should be identical to those that may be found at the source sites.

  If you choose Yahoo Europe or Europe, you should append the market code for the security, such as PA for Paris, BE for Berlin, etc. Example: 12150.PA (a Peugeot security in the Paris market). Table A.1 below lists codes for various European markets.

  Pseudo-symbols for TIAA-CREF funds are listed in table Table A.2.

- o **Timezone for these quotes:** Select the timezone for the source of the on-line quotes you are receiving. For example, Yahoo normally quotes Eastern timezone, so choose America/New York if you use that quote source.
- To determine if the Perl module Finance::Quote is already installed on your system, type "perldoc Finance::Quote" in a terminal window and check to see if there is any documentation available. If you see the documentation, then the module is installed, if you do not see the documentation, then it has not been installed.

  To install Finance::Quote;

1. Close any GnuCash applications you have running.
2. Locate the folder where GnuCash is installed by searching for "gnc-fq-update" (without the quotes).
3. Change to that directory, open a root shell and run the command "gnc-fq-update" (without the quotation marks). This will launch a Perl CPAN update session that will go out onto the Internet and install the Finance::Quote module on your system. The gnc-fq-update program is interactive, however, with most systems you should be able to answer "no" to the first question: "Are you ready for manual configuration? [yes]" and the update will continue automatically from that point.

   After installation is complete, you should run the "gnc-fq-dump" test program, in the same directory, distributed with GnuCash to test if Finance::Quote is installed and working properly.

   ☞ **Note**

   > If you feel uncomfortable about performing any of these steps, please either email the GnuCash-user mailing list (<gnucash-user@gnucash.org>) for help or come to the GnuCash IRC channel on irc.gnome.org. You can also leave out this step and manually update your stock prices.

- Select a commodity to the Price Editor.

- Select Get Quotes in the Price Editor.
- Check the latest price for the selected security.

If you wish to update price quotes from the command line, you can do so by the following command;

```
gnucash --add-price-quotes <gnucash-file-name>
```

The command `gnucash --add-price-quotes <gnucash-file-name>` can be used to fetch the current prices of your stocks. The file specified "<gnucash-file-name>" will depend on the name and location of your data file. This can be determined by the name displayed in the top frame of the GnuCash window, before the "-". The file name can also be found "File ->" "pull down list", the first item, numbered 1, is the name of the currently open file.

This can be automated by creating a crontab entry. For example, to update your file every Friday evening (18:00) after markets close (modify the time accordingly for your time zone), you could add the following to your personal crontab:

0 18 * * 5 gnucash --add-price-quotes $HOME/gnucash-filename > /dev/null 2>&1

Remember that Mutual Fund "prices" are really "Net Asset Value" and require several hours after the exchange closes before being available. If NAVs are downloaded before the current days NAVs are determined, yesterday's NAVs are retrieved.

5.4.3. Opening Balance

The Opening Balance tab is visible only when creating a new account. It is used to record the beginning balance for an account. This allows it to be used for two different scenarios. If using GnuCash for the first time to record transactions, it can be used as a beginning balance. If the accounts in use are closed at the end of a period and new accounts are created, it is used to close and carry balances forward.

There are three panes in this tab. The top pane contains the **Balance Information**.

- **Balance:** Enter the balance to start the account with.
- **Date:** Choose here the date the opening balance should be recorded.

The next pane is the **Transfer Type** pane.

- **Use Opening Balances Equity account:** This transfers the opening balance for the account from a standard Equity account called Opening Balances.
- **Select Transfer Account:** This enables the pane below so a different account can be used to transfer the opening balance.

The last pane is the **Transfer Account** pane. Select the account to use for opening balances from the list of accounts in this pane.

5.5. Editing an Account

The Edit Account dialog consists of just the General Information tab. This tab has the same information that was described in To Create a New Account [Creating a New Account](#). To access the Edit Account dialog go to **Edit -> Edit Account** (menu shortcut Ctrl-E) or click the **Edit** toolbar icon in the Account Tree Window.

5.6. Renumbering Subaccounts

Use "Renumber Subaccounts" to rewrite the account codes for all children of the current account. For example, you have the following account structure:

Table 5.2. Starting account numbers.

Code	Name
10	Colors
10-1	Red
10-2	Orange
10-3	Yellow.
10-4	Blue
10-5	Violet

You now need to add the "Green" account, but you want it to sort between the Yellow and Blue accounts. Instead of having to manually renumber all the accounts starting with Blue, you can use the "renumber subaccount" command on the Colors account. In the pop-up dialog the prefix value should default to "10", the account code for the colors account. If you set an interval value of 5 and click "Renumber" you will end up with the following account structure:

Table 5.3. Renumbered account numbers

Code	Name
10	Colors
10-05	Red
10-10	Orange
10-15	Yellow.
10-20	Blue
10-25	Violet

Now you have room in the account code numbering space to add the Green account with an account code to force the proper ordering.

Table 5.4. Final account numbers.

Code	Name
10	Colors
10-05	Red
10-10	Orange
10-15	Yellow.
10-18	Green
10-20	Blue
10-25	Violet

5.7. Deleting an Account

Deleting an Account means removing all transaction information and information about this account from the file. This cannot be undone. You will be prompted to verify that you wish to remove the account. If the account still contains transaction information you will be warned that this account contains transactions.

A side effect of removing an account that contains transactions is that you will end up with unbalanced accounts. This will be indicated in the account by a gray check-box next to the debit and credit amounts. You can repair automatically these unbalanced accounts by using the **Actions -> Check & Repair** menu. This will automatically assign the unbalanced amounts to a new account named **Imbalance.**

5.8. Reconciling an Account to a Statement

Reconciliation of Accounts in GnuCash with statements from a bank or other institution is a way of double checking the accuracy of your (and your banks) transactions and the balance of your accounts. It also is useful to track uncleared checks and other outstanding transactions.

The Summary Bar at the bottom of the Account Register Window indicates the amounts of Present (Balance), Future (Balance), Cleared (Transactions), Reconciled (Transactions) and Projected Minimum. On-line account information can be used to mark which transactions the bank has processed by changing the R (reconciliation status) column in the register from n (new) to c (cleared). The bank statement is then used with the Reconcile Window to reconcile the account which changes the R field to y (reconciled).

The Reconciling Windows are accessed in the Account Tree Window or the Account Register Window by going to **Actions -> Reconcile...** (menu shortcut Alt-A, R).

5.8.1. Reconciling Information Window

The Reconcile Information dialog is used to indicate the closing statement date and the starting (fixed from last reconciliation) and ending balance from the statement. The **Include Sub-accounts** check-box is used if two or more accounts are used to track a single bank account. The **Enter Interest Payment** button is used to add a transfer to the accounts for an interest payment. If selected a dialog will be displayed to add the interest payment to the account.

There are three panes in the Interest Payment dialog. At the bottom is a button called No Auto Interest Payments for this Account which will cancel the dialog. The top pane contains the Payment Information.

- **Amount:** Enter the amount of the interest payment.
- **Date:** Select the date for the interest payment.
- **Num:** Enter a number for the transaction (optional).
- **Description:** Enter an informational description for the transaction.
- **Memo:** Enter a note about the transaction (optional).

The next window contains a list of accounts for the "Payment From" account. If the payment is for a credit or loan account then usually this would be from an Expense account. If the payment is for a checking or savings account then usually this would be from an Income account. The Show Income/Expense check-box shows or hides the Income and Expense accounts.

Select OK to enter the interest transaction and return to the initial reconciliation screen.

5.8.2. Reconcile Window

The set of unreconciled transactions in the Funds In and Funds Out panes can be changed by using the menus and toolbar to access the account and transaction information. If you wish to postpone the reconciliation until later use the **Reconcile -> Postpone** menu item (menu shortcut Ctrl-P) or pressing the Postpone icon. If you wish to cancel the reconciliation use the **Reconcile -> Cancel** menu item or press the Cancel icon.

Select each unreconciled transaction matching a transaction on the statement so a green tick appears in the R column. The Balance pane changes to reflect each selected transaction until the Ending Balance equals the Reconciled Balance and the Difference is zero. Once this is done select the Finish button or **Reconcile -> Finish** (menu shortcut Ctrl-F) to finish the reconcile process.

5.8.3. Reconciling Window

The "Funds In" pane shows all unreconciled deposits to the account.

- Date: The date of the unreconciled transaction.
- Num: The number of the unreconciled transaction.
- Description: The Description of the unreconciled transaction.
- Amount: The Amount of the unreconciled transaction.
- R: Shows a green tick if the transaction will be reconciled when done.

The "Funds Out" pane shows all unreconciled expenses from the account.

- Date: The date of the unreconciled transaction.
- Num: The number of the unreconciled transaction.
- Description: The Description of the unreconciled transaction.
- Amount: The Amount of the unreconciled transaction.
- R: Shows a green tick if the transaction will be reconciled when done.

The Balance pane shows the balances used in reconciliation.

- Starting Balance: The balance at the end of the last reconciliation.
- Ending Balance: The balance entered from the statement.
- Reconciled Balance: The balance of selected transactions.
- Difference: The difference between the Reconciled and Ending Balances.

Chapter 6. Common Transaction Operations

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A transaction represents the movement of money from one account to another account. Whenever you spend or receive money, or transfer money between accounts, that is a transaction. In GnuCash transactions always involve at least two accounts.

GnuCash uses accounts as a way of grouping or organizing the recording of transactions. This section describes the methods GnuCash has to help enter transactions quickly into the register.

GnuCash has several methods available for entering transactions.

- Entering directly into the register window is the most common way of entering transactions.
- Using the Transfer Funds Window.
- Importing transactions either from a QIF/OFX file or via "OFX on-line banking".

Note

Where should the "Importing of data from downloaded files" and "On-line" banking be covered?.

6.1. Changing the Register View

GnuCash has several options to change the way the register looks so transactions can be seen more clearly. The default style is the Basic Ledger. This presents a single line view of transactions to allow the most concise view with all the relevant details.

The default view or style can be changed by going to **View** menu, three radio buttons will select the desired option. When the window closes the style will revert to the Basic Ledger style. To make this change permanent change the style in the **Edit > Preferences > Register Defaults** in the Register display.

- **Basic Ledger:** The default one line per transaction style. Splits are shown as a summary. The **Splits** icon and **Actions > Split Transaction** are enabled.
- **Auto-Split Ledger:** This style will automatically expand the splits in any transaction selected.
- **Transaction Journal:** This style expands all transactions so the complete transaction can be seen.
- **Double Line:** This check-box changes any of the above styles so that an additional line for notes about the transaction is added.

The two other options to change the view of the register are; to restrict displayed items with the **View > Filter By ...**, and changing the sort order **View > Sort Order**. Account Register - View Menu.

6.2. Transfer Funds Window

The method described here uses the Transfer Funds Window to enter a single transaction. This is mainly used as a quick way to enter a single transaction without opening the account registers. When entering multiple transactions it is recommended to use the register directly. The Transfer Funds window is accessed from **Action > Transfer**, or by pressing the Transfer icon from the account register tab.

1. Enter in the "Transfer Information" pane the Amount, Date and Description. The Num and Memo fields are optional.
2. Choose the "Transfer From" account. If this account is an income or expense account select the check-box at the bottom of the "Transfer From" pane.
3. Choose the "Transfer To" account. If this account is an income or expense account select the check-box at the bottom of the Transfer From pane.
4. If one of the accounts above is a different currency from the other account the Currency Transfer pane will be enabled to add either an "Exchange Rate" or a "To Amount".
5. Select OK to commit the transaction or Cancel to dismiss the dialog without entering the transaction.

6.3. Enter Transaction via register

When the Account Register Window for an account is opened the list of transactions for that account is shown. This window has the name of the account on its tab. The menus contain several functions that alter the display of transactions. The toolbar also contains several functions that are often used when entering or manipulating transactions. These are described in the Account Register & General Ledger Window section of this document.

6.3.1. Entering Directly in the Register Window

The register window will look slightly different depending on the style options you have chosen. The following describes entering simple transactions in the basic ledger style. The cursor is placed in the date field by default when the register window is opened.

1. Selecting the small icon on the right of the date field drops down a date selection calender. Use the arrows to select the correct month and year for the transaction then select the date. Selecting the icon once more will close the date selection calender. It is also possible to type in the date or part of the date and let GnuCash fill the rest.

2. Press **Tab** to move to or select the "Num" field. Here you can enter a check or transaction number. Pressing **+** (plus) will automatically advance the number by one from the last transaction to have a number.
3. Press **Tab** to move or select the "Description" field. This field is used to enter either a payee or other description for the transaction. It will automatically attempt to fill the payee name as you type.
4. At this stage one of two things will happen if tab is pressed. If GnuCash matches an existing transaction the cursor will jump to one of the amount fields, automatically filling in the transfer account. Selecting any field with the mouse instead of tabbing will not automatically fill the transferring account field. If there is no matching (existing) transaction, GnuCash will move the cursor to the "Transfer" field with only one line of the transaction supplied.
5. When typing into the account field GnuCash will also attempt to automatically match the account name with an existing account. It does this alphabetically, so typing 'Ex' will match the Expenses section of the account list. When the section is matched, it is possible to move to a child account by pressing **:** (colon). If after typing 'Ex' you press **:** then the cursor will move to the first child account in the list. Typing combinations of letters and **:** will allow movement down the tree of accounts quickly. The triangle icon on the right of the Transfer box can be used as an alternate way of selecting accounts. Up & down arrow keys will also move up/down the displayed list of accounts.
6. The next field (R) is used for reconciliation. This is described in the **Reconcile an Account to a Statement** section. [Reconciling an Account to a Statement](#)
7. Press tab to move to the first of the amount fields. The names of the next two columns are different according to what type of account is opened. For example, Bank accounts show Deposit and Withdrawal here, Credit Card accounts show Payment and Charge, and Stock accounts show Shares, Price, Buy and Sell.
8. Enter an amount for the transaction in the correct fields. When the transaction is "balanced" pressing the **Enter** key, selecting the Enter icon or going to **Transaction -> Enter Transaction** will finish the transaction. Selecting the Cancel icon or going to **Transaction -> Cancel Transaction** will erase the transaction.
9. Transactions with just one transfer account will show the name of that account in the Transfer field in completed transactions. (The "Transfer field" is the fourth (4) from the left in the register display.)
10. To move to the blank transaction at the bottom of the register, press the Blank toolbar icon or go to **Actions -> Blank Transaction**.

6.4. Multiple Split Transactions

The register window will look slightly different depending on the style options you have chosen. The following describes entering transactions with multiple splits in the basic ledger style. GnuCash describes as a "Split" when money is transferred to or from more than two accounts in a transaction. The cursor is placed in the date field by default when the register window is opened.

The multiple account lines will not be displayed in the Basic Ledger unless the **Split** icon or the **Action > Split Transaction** option have been selected.

1. Selecting the triangle icon on the right of the date field drops down a date selection dialog. Use the arrows to select the correct month and year for the transaction then select the date. Selecting the icon once more will close the date selection calendar. It is also possible to type in the date or part of the date and let GnuCash fill the rest.
2. Press **Tab** to move to or select the "Num" field. Here you can enter a check or transaction number. Pressing **+** (plus) will automatically advance the number by one from the last transaction to have a number.
3. Press **Tab** to move to or select the "Description" field. This field is used to enter either a payee or other description for the transaction. It will automatically attempt to fill the payee name as you type.

4. At this stage one of two things will happen if tab is pressed. If GnuCash matches an existing transaction the cursor will jump to one of the amount fields, automatically filling in the transfer account. Selecting any field with the mouse instead of tabbing will not automatically fill the transferring account field. If there is no matching (existing) transaction, GnuCash will move the cursor to the "Transfer" field with only one line of the transaction supplied.

5. When typing in the Transfer field GnuCash will also attempt to automatically match the account. It does this alphabetically, so typing 'Ex' will match the Expenses section of the account list. When the section is matched, it is possible to move to a child account by pressing **:** (colon). If after typing 'Ex' you press **:** then the cursor will move to the first child account in the list. Typing combinations of letters and **:** will allow movement down the tree of accounts quickly. The icon on the right of the Transfer box can be used as an alternate way of selecting accounts.

6. The next field is used for reconciliation. This is described in the To Reconcile an Account to a Statement section. [Reconciling an Account to a Statement](#)

7. Press **Tab** to move to the first of the amount fields. The names of the next two columns are different according to what type of account is opened. For example, Bank accounts show Deposit and Withdrawal here, Credit Card accounts show Payment and Charge, and Stock accounts show Shares, Price, Buy and Sell.

8. Enter the total amount for the transaction in the correct field. Before pressing **Tab** or **Enter** read next step.

9. To enter the additional splits, press the Split button on the toolbar or select **Actions -> Split Transaction**. Transactions with more than one split show '--Split Transaction--' and the Split button will need to be used to show the details.

10. The display will expand, the titles of the amount columns will be renamed and the Transfer column name will be blank. The first line contains the description and the amount of the transaction. The second line contains the currently opened account name in the Account field and the amount of the transaction. The third line contains the transfer account name in the Account field. If the amount is not balanced GnuCash will indicate this by placing gray check-boxes in the amount columns with the unbalanced amount in a blank last row.

11. When one of the short lines is selected, the column titles will change. The very first and last (Date and Balance) columns will have blank titles. Num will change to Action, Description to Memo, the now blank Transfer column will change to Account. The last two amount columns will show the name described in step seven.

12. The Action and Memo columns are optional to fill out at this stage. Action is used to describe what kind of account transfer is involved. Memo is an additional description of the transfer.

13. Move to the missing amount field on the third line and fill in the amount. Pressing the **Enter** key, selecting the Enter icon or going to **Actions -> Enter** will now move the cursor to the next line.

14. The Account column contains the list of transfer accounts. This column is the one that is used to add splits. The method described in step five can be used to select another account on a blank line. Add as many additional splits as needed.

15. When the transaction is balanced the gray check-boxes will disappear and the last blank line will not have an amount.

16. Pressing **Enter** as described above past the blank line will jump to the next transaction. Selecting the next transaction will close the split or it can be manually closed by pressing the Split icon or selecting **Actions -> Split Transaction**.

6.5. Multiple Currency Transactions

Currently transfers between different currencies are only supported by using the Transfer Funds Window described above (Transfer Funds Window. It is necessary to use this dialog to add an exchange rate.

To setup an account as a different currency edit the account properties and change the Commodity field to the foreign currency. This account will now enable the Currency Transfer pane in the Transfer Funds Window.

6.6. Editing a Transaction

Editing a transaction involves just selecting the part of the transaction that needs to be changed. Once the changes are complete pressing the **Enter** key, selecting the Enter icon or going to **Transaction -> Enter Transaction** will now move the cursor to the next line or transaction.

To see a more detailed view of a transaction for editing in Basic Ledger, press the Split button on the toolbar or select **Actions -> Split Transaction** .

6.7. Deleting a Transaction

If a transaction needs to be removed from the register, select the transaction and press either the Delete icon on the toolbar or go to **Transaction -> Delete Transaction**. A window will appear to confirm the delete, unless the preference has been changed. The window presents two options; "Remember and don't ask again", and "Remember and don't ask again this session". The response will be set according to the selected checkbox. The preference can also be reset via **Actions -> Reset Warnings** . Reset Warnings....

Parts of a transaction can also be removed by pressing the Split button on the toolbar or selecting **Actions -> Split Transaction**. The part of the transaction that needs to be deleted can be then selected for deletion.

6.8. Removing Transaction Splits

Removing Transaction Splits involves erasing all splits except the one for the account that is opened. This is a useful way of reusing a previous transaction that has multiple splits that need to be changed. (Note this can be done without opening the split, but doing so makes the effect more visible)

1. If in Basic Ledger, press the Split button on the toolbar or Select **Action -> Split Transaction** to open the transaction. If in other modes select transaction.
2. Select **Transaction -> Remove Transaction Splits**.

   A window will appear to confirm the delete, unless the preference has been changed. The window presents two options; "Remember and don't ask again", and "Remember and don't ask again this session". The response will be set according to the selected checkbox. The preference can also be reset via **Actions -> Reset Warnings** . Reset Warnings....

3. All Accounts and their related details will be removed except for the currently opened account.
4. The amount is not balanced and GnuCash will indicate this by placing gray check-boxes in the amount columns with the unbalanced amount in the blank last row.
5. Edit the transaction to fill in the new details.

6.9. Copying a Transaction

Copying Transactions is available from the **Transaction** menu. The **Transaction** menu has **Cut Transaction**, **Copy Transaction** and **Paste Transaction** which allows a whole transaction to be cut or copied and pasted to a new transaction line. This way of copying a transaction will use the date showing in the new transaction blank line.

The **Transaction -> Duplicate Transaction...** or the toolbar **Duplicate** which, unlike the Copy method, allows for choosing a different date.

- Select the transaction to duplicate.
- Go to **Transaction -> Duplicate Transaction...**
- A dialog called **Duplicate Transaction** will prompt for a new Date and Num for the transaction.
- Press OK to add the transaction to the register.

6.10. Jump to another Account Register

When using the Account Register Window it is frequently useful to be able to view another account and also the transfer account at the same time. GnuCash allows you to do this quickly by using 'Jump'. This is available **Jump** icon on the toolbar and in the **Actions > Jump** menu in the Account Register Window.

Select the transaction in the Account Register Window and either click the jump icon or select **Action > Jump** to open the Account Register Window target. If the transaction is split between more than one transfer account then you will need to show all the split transfer accounts first and select the transfer account to jump to.

6.11. Scheduling Transactions

Scheduled Transactions provide the ability to have reminders scheduled or transactions scheduled to be entered at a specified date. This is combined with the **Since Last Run** druid ([Since Last Run Druid](#)) to review and enter the transactions. The **Mortgage & Loan Repayment** druid ([Mortgage & Loan Repayment Druid](#)) is used to setup a scheduled transaction to repay a compounding interest loan. The Scheduled Transaction Editor ([Edit Scheduled Transaction Window](#)) is used to create and edit transactions that are to be added to the register in an automated way.

The easiest way to setup a scheduled transaction is to use an existing transaction in an account register as a template. Select the transaction you wish to use as a template and then either select the **Schedule** icon on the toolbar or go to **Actions -> Schedule...**. This will bring up the **Make Scheduled Transaction** dialog.

- **Name:** Enter a name to use for the scheduled transaction. This will be used in the Description file of the transaction.
- **Frequency:** Choose the time period you want between scheduled entries. The dates that the transactions will be entered will show in the mini calendar pane to the right.
- **Start Date:** Choose a date for the scheduled transaction to start.
- **Never End:** This scheduled transaction has no finish date.
- **End Date:** Choose a date for the scheduled transaction to end.
- **Number of Occurrences:** Enter the number of times you wish the scheduled transaction to be added to the register.

The **Advanced...** button brings up the Scheduled Transaction Editor's dialog to Edit the Scheduled Transaction. This is described in the section Scheduled Transaction Editor. [Edit Scheduled Transaction Window](#)

The Scheduled Transaction Window is used to access the list of scheduled transactions and create, edit or remove them. It also provides a calendar which displays upcoming scheduled transactions. Clicking on the calendar view and hovering over any date will pop up a small dialog that shows the transactions scheduled for that day. The yellow highlight in the calendar indicates which days have scheduled transactions. To dismiss the hover dialog click once more.

The top pane of the Scheduled Transaction Window contains the list of scheduled transactions that are currently setup. This window lists the Name of the transaction, if the transaction is enabled for scheduling, the Frequency (month and day) that the transaction is to be entered, the last time the transaction was entered and the next time the transaction will be entered.

The right side of this pane contains a down arrow button that when "clicked" will pull-down a window to allow selection of the characteristics displayed in the list. Unchecking the appropriate box will remove the characteristic from the display.

The tool bar of this window contains three buttons to create, delete and edit scheduled transactions. New and Edit opens the Edit Scheduled Transaction dialog. Delete removes the selected scheduled transaction. The same options are available thru **Schedule -> New/Edit/Delete**, from the Scheduled Transaction Tab.

Below the list of scheduled transactions is the Upcoming calendar. This calendar displays up to the next year and highlights the dates that the scheduled transactions are scheduled to occur so it is easy to see when the transactions are scheduled. Clicking on a date in the calendar brings up a list of scheduled transactions for that date. Moving the mouse over other dates changes to the list of transactions on those dates. Clicking once more on the calendar removes the transaction list.

The Scheduled Transaction Window is activated from the Account tab or the Transaction Register via **Actions -> Scheduled Transactions -> Scheduled Transaction Editor**,

6.12. Edit Scheduled Transaction Window

The Edit Scheduled Transaction Window is divided into a Name area, Options area, Occurrences area, Recurrence Frequency area, mini calendar and Template Transaction pane.

The **Name** a name to use for the scheduled transaction. This will be used in the Description of the transaction.

The **Options** area contains check-boxes to set if the transaction is automatically created and how many days in advance the transaction is created and/or a reminder posted.

The **Occurrences** area contains selections to set for dates limits on transactions to be entered or the number of transactions to be entered.

The **Recurrence Frequency** area contains selections to set how often the transaction is scheduled to be added and on what dates this occurs.

The mini calendar provides a visual indication of what transactions are already scheduled.

The **Template Transaction** pane allows you to setup the transaction as you would like it to be entered into the register.

These options are described in more detail in Scheduling Transactions

- From the Scheduled Transaction tab selecting a transaction from the list and pressing the Edit or pressing New icons will bring up the Edit Scheduled Transaction Editor.

6.13. Printing Checks

Checks are printed in GnuCash from the account register. GnuCash provides the ability to print to standard Quicken Checks (US Letter) or to make a custom check format. Check position and Date formats are also customizable.

To access the check printing feature in GnuCash, select the transaction to print a check for and go to File -> Print Check. This will open the Print Check properties dialog.

The Print Check dialog has two tabs. The first tab, Options, is used to setup the most common options to print a check. The second tab, Custom format, is used to setup the position of various fields on the check. It is useful to print a test check to a plain piece of paper first and use that to make any adjustments needed.

The default selection in Options is for Quicken/Quickbooks (tm) US-Letter checks.

- Check format: Test with Quicken first then use custom if the position is incorrect.
- Check position: This sets if the Top, Middle or Bottom check is printed. Custom is used if the position of the checks on the page is incorrect.
- Date format: The default here is set in the Preferences International section. Choose a date format. This can also be adjusted by the Use of the Months: and Years: lines. Custom allows the date format to be set in the Format: box (%m means month, %d means day, %Y means year) A Sample of the format chosen is displayed below.

The Custom check format contains two columns to enter in the X and Y co-ordinates of the field position on the check. Positions in the Custom Check Format entry area are specified with x = 0 at the left edge of the check with x increasing to the right, and y = 0 at the top edge of the check with y increasing as you travel down. (If you are using a version of GTK prior to 2.10, then y = 0 is at the bottom of the page and y increases as you travel up.)

- Payee:
- Date:
- Amount (words):
- Amount (numbers):
- Memo:
- Check position:
- Date format:
- Units: Set the unit to use for the above positions.

Once OK is pressed on the Print Check dialog the Print GnuCash Document dialog is presented. Press OK to print the check.

6.14. Online Actions ...

👉 **Note**

> This section is "under construction - any input will be welcome !!".

6.14.1. Get Balance

6.14.2. Get Transactions ...

6.14.3. Issue Transaction

6.14.4. Direct Debit

6.15. General Ledger

The General Ledger is an advanced register used to enter transactions without needing to open individual accounts. The General Ledger shows the transaction entries for all accounts on one register.

Entering transactions in the General Ledger is more complicated than entering them in the individual account registers. The advantage is the General Ledger provides a more comprehensive view of the transactions you have entered in all your accounts.

The General Ledger defaults to showing only the previous month of transactions. This is changeable by using the Date Range on the View menu.

Chapter 7. Tools & Druids

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There are many specialized Tools used in GnuCash. These tools enable access to the enhanced functionality in GnuCash. These tools are accessed via the **Tools** option from any window that displays a **Tools** menu. Several of these tools may not be displayed depending on if your software was not configured to support Online banking, or the tools appropriate for the current window.

7.1. Find Transactions

Find Transactions is used to search for transactions in GnuCash and display the results in a register window. The title bar of the Find Transactions dialog contains 'Search For...' and the first line of the dialog has 'Split Search'. In other search dialogs used in GnuCash the first line contains a different description but the same basic layout.

> **Note**
>
> The **Find** tool will also search for; a Customer, an Invoice, a Job, a Vendor, Bill(s), Employee(s), or Expense Voucher(s). The target of the search is determined by where the tools is invoked. Access to the Tool via **Business > (Customer/Vendor/Employee) > ...** .

To open the Find Transactions dialog in the Account Tree Window go to the Tools menu and select Find Transactions or type menu shortcut Ctrl-F. To open the Find Transactions dialog in the Account Register Window go to the Edit menu and select Find... or type menu shortcut F6.

There are two panes in the search dialog. The top pane contains the Search Criteria buttons and the bottom pane contains the Type of Search selection.

There are two buttons in the top of the Search Criteria pane. The left button allows you to add another criteria row to search for multiple criteria. The existing criteria row needs to be completed before adding a new row. The right button is used to Search for items where all criteria are met or Search for items where any criteria are met. The all criteria are met search requires all of the criteria rows to have at least one match. The any criteria are met search requires only one of the criteria rows to be matched.

The criteria row is used to combine different criteria buttons. The following table describes the possible button combinations (regex means regular expression search);

Table 7.1. Search criteria buttons.

Button 1	Button2	Button3	Button4	Button5	Button 6	Button 7	Button 8
Description	contains	Criteria entry field	Is entry Case Insensitive?	Remove row			
Description	does not contain	Criteria entry field	Is entry Case Insensitive?	Remove row			
Description	matches regex	Criteria entry field	Is entry Case Insensitive?	Remove row			
Description	does not match regex	Criteria entry field	Is entry Case Insensitive?	Remove row			
Memo	contains	Criteria entry field	Is entry Case Insensitive?	Remove row			
Memo	does not contain	Criteria entry field	Is entry Case Insensitive?	Remove row			
Memo	matches regex	Criteria entry field	Is entry Case Insensitive?	Remove row			
Memo	does not match	Criteria entry	Is entry Case	Remove			

Button 1	Button2	Button3	Button4	Button5	Button 6	Button 7	Button 8
	regex	field	Insensitive?	row			
Number	contains	Criteria entry field	Is entry Case Insensitive?	Remove row			
Number	does not contain	Criteria entry field	Is entry Case Insensitive?	Remove row			
Number	matches regex	Criteria entry field	Is entry Case Insensitive?	Remove row			
Number	does not match regex	Criteria entry field	Is entry Case Insensitive?	Remove row			
Action	contains	Criteria entry field	Is entry Case Insensitive?	Remove row			
Action	does not contain	Criteria entry field	Is entry Case Insensitive?	Remove row			
Action	matches regex	Criteria entry field	Is entry Case Insensitive?	Remove row			
Action	does not match regex	Criteria entry field	Is entry Case Insensitive?	Remove row			
Note	contains	Criteria entry field	Is entry Case Insensitive?	Remove row			
Note	does not contain	Criteria entry field	Is entry Case Insensitive?	Remove row			
Note	matches regex	Criteria entry field	Is entry Case Insensitive?	Remove row			
Note	does not match regex	Criteria entry field	Is entry Case Insensitive?	Remove row			
Date Posted	is before	Date selection field	Remove row				
Date Posted	is before or on	Date selection field	Remove row				
Date Posted	is on	Date selection field	Remove row				
Date Posted	is not on	Date selection field	Remove row				
Date Posted	is after	Date selection field	Remove row				
Date Posted	is on or after	Date selection field	Remove row				
Value	has credits or debits	less than	Amount entry field	Remove row			
Value	has credits or debits	less than or equal to	Amount entry field	Remove row			
Value	has credits or	equal to	Amount entry field	Remove			

Button 1	Button2	Button3	Button4	Button5	Button 6	Button 7	Button 8
	debits			row			
Value	has credits or debits	not equal to	Amount entry field	Remove row			
Value	has credits or debits	greater than	Amount entry field	Remove row			
Value	has credits or debits	greater than or equal to	Amount entry field	Remove row			
Value	has credits	less than	Amount entry field	Remove row			
Value	has credits	less than or equal to	Amount entry field	Remove row			
Value	has credits	equal to	Amount entry field	Remove row			
Value	has credits	not equal to	Amount entry field	Remove row			
Value	has credits	greater than	Amount entry field	Remove row			
Value	has credits	greater than or equal to	Amount entry field	Remove row			
Value	has debits	less than	Amount entry field	Remove row			
Value	has debits	less than or equal to	Amount entry field	Remove row			
Value	has debits	equal to	Amount entry field	Remove row			
Value	has debits	not equal to	Amount entry field	Remove row			
Value	has debits	greater than	Amount entry field	Remove row			
Value	has debits	greater than or equal to	Amount entry field	Remove row			
Shares	less than	Amount entry field	Remove row				
Shares	less than or equal to	Amount entry field	Remove row				
Shares	equal to	Amount entry field	Remove row				
Shares	not equal to	Amount entry field	Remove row				
Shares	greater than	Amount entry field	Remove row				
Shares	greater than or	Amount entry	Remove row				

Button 1	Button2	Button3	Button4	Button5	Button 6	Button 7	Button 8
	equal to	field					
Share Price	less than	Amount entry field	Remove row				
Share Price	less than or equal to	Amount entry field	Remove row				
Share Price	equal to	Amount entry field	Remove row				
Share Price	not equal to	Amount entry field	Remove row				
Share Price	greater than	Amount entry field	Remove row				
Share Price	greater than or equal to	Amount entry field	Remove row				
Reconcile	is	Not Cleared	Cleared	Reconciled	Frozen	Voided	Remove row
Reconcile	is not	Not Cleared	Cleared	Reconciled	Frozen	Voided	Remove row
Balanced	is	set true	Remove row				
Balanced	is not	set true	Remove row				
Account	matches any account	Choose Accounts	Remove row				
Account	matches no account	Choose Accounts	Remove row				
All Accounts	matches all account	Choose Accounts	Remove row				

The Account button performs a search where the accounts selected in the Choose Accounts dialog will both be searched individually for results. This means that a match in any of the selected accounts will either be displayed (matches any account) or discarded (matches no account).

The All Accounts button performs a search where accounts selected in the Choose Accounts dialog will only return results that match in both accounts.

There are four selections in the Type of Search pane. When a new search is started only the New Search button is selectable. The other buttons become selectable only when the Search Results register window is visible.

- New Search: Perform a new transaction search
- Refine current search: Search within the results of the previous search.
- Add results to current search: Search based on the first set of criteria or the new criteria.
- Delete results from current search: Discard any results that match the previous search results.

7.2. Since Last Run Druid

The Since Last Run druid is run automatically when GnuCash is started. It is used to enter into the register any transactions that are due to be automatically entered. The run on GnuCash start can be altered in the preferences. To run the Since Last Run druid manually go to **Actions -> Scheduled Transactions -> Since Last Run...**

The Since Last Run druid will automatically skip any screens that have no transactions. The following describes every possible screen the druid will show. The three buttons at the very bottom of the screen will not change while using the druid.

- The **Cancel** button is used to exit the druid and cancel entering the transactions. Any selections you have made in this druid up to this point will be lost.
- The **Back** button will bring up the previous screen so you can change a selection made on that screen.
- The **Forward** button will bring up the next screen so you can continue though the druid.

The first screen shows **Transaction Reminders** page. This lists scheduled transactions that have been set to give a reminder a number of days in advance. The screen contains three columns. The first column contains the name of the scheduled transaction and the date it is due. The second column contains the Frequency of the scheduled transaction. The third column has the number of Days Away the transaction is due to be entered. To create any transactions in the list instead of just being reminded, select the date line. This will add it to the list of transactions on the To-Create Transaction Preparation page.

The next screen shows the **Auto-Created Transactions Notification** page. This lists scheduled transactions that have been set to be automatically created and notify when they are created. Each transaction is presented in a register view that shows the details of the splits in the transaction.

The next screen shows the **To-Create Transaction Preparation** page. This lists scheduled transactions that are due to be entered in the register. This screen is divided into three panes. The top left pane contains the list of transactions due to be automatically entered. The top right pane allows you to change the Disposition and has a read only view of the Variables used to create the transaction. The bottom pane contains a read only view of the transactions due to be entered.

The next screen shows the **Created Transaction Review** page. This screen displays the list of transactions about to be created and allows for final changes to be made. The list is presented in a register view that shows the details of the splits in the transaction. This is editable in the same way transactions are able to be edited in the register.

The last screen shows the **Obsolete Scheduled Transactions** page. This screen displays a list of scheduled transactions that are able to be deleted as the schedule is completed. Select the ones to be removed.

- The **Cancel** button is used to exit the druid and cancel creating the scheduled transactions. Any selections you have made in this druid up to this point will be lost.
- The **Back** button will bring up the previous screen so you can change a selection made on that screen.
- The **Finish** button creates the accounts you have selected.

The Since Last Run druid has now added the scheduled transactions to the register.

7.3. Mortgage & Loan Repayment Druid

This druid creates a loan repayment scheduled transaction. When used to setup a scheduled transaction, the druid creates a variable formula so that the compounding interest is correctly calculated. To start this druid manually go to **Actions -> Scheduled Transactions -> Mortgage and Loan Repayment...**

The Mortgage and Loan Repayment druid opens with a screen that briefly describes what this druid does. The three buttons at the very bottom of the screen will not change while using the druid.

- The **Cancel** button is used to exit the druid and cancel creating the scheduled transaction. Any selections you have made in this druid up to this point will be lost.
- The **Back** button will bring up the previous screen so you can change a selection made on that screen.
- The **Forward** button will bring up the next screen so you can continue though the druid.

The next screen allows you to enter the basic loan information. This is usually the information provided by the bank when loan and disclosure documents are given to the borrower. Here you can also setup an account that the scheduled transaction will use to enter the payment transaction.

- **Loan Account:** Choose an account for the loan payment transactions or use New... to setup a new account for the transactions.
- **Loan Amount:** Enter the amount of the loan.
- **Interest Rate:** Enter the loan interest rate.
- **Type:** Choose the type of loan. If an adjustable rate is used the frequency screen is enabled.
- **Interest Rate Change Frequency:** Choose the frequency for the rate change and the start date of the rate change.
- **Start Date:** Choose the date the loan is starting on.
- **Length:** Enter the length of the loan.
- **Months Remaining:** This should be automatically calculated. Choose how many months are remaining on the loan.

The next screen is used to set escrow, insurance and tax options for the loan. It is mainly used for mortgage payments. When each of the options here is set, this enables additional pages in the druid to setup those portions of the payments. All of the pages will be described here, even though some may not show if that option is not chosen.

- ... utilize an escrow account for payments?: This selection enables the use of an account setup for tracking escrow payments. If the mortgage or loan uses an escrow account to pay taxes, insurance, etc then setup an account here.
- ... pay "Taxes"?: adds an additional page to setup a scheduled transaction to pay taxes.
- ... pay "Insurance"?: adds an additional page to setup a scheduled transaction to pay insurance payments.
- ... pay "PMI"?: adds an additional page to setup a scheduled transaction to pay PMI payments.
- ... pay "Other Expense"?: adds an additional page to setup a scheduled transaction to pay other expenses.

The next screen is used to setup the details of the scheduled transaction for the Loan Repayment.

- Transaction Memo: The name entered here will be used as the name for the scheduled transaction, the description of the scheduled transaction and the memo.
- Payment Amount: Shows the variable used to calculate the payment amount.
- Payment From: Choose an account to pay the loan amount from.
- Principal To: Choose an account to transfer the principal part of the loan to.
- Interest To: Choose an account to transfer the interest part of the loan to.

- Remainder to: Choose an account to transfer the rest of the payment amount to.
- Repayment Frequency: Select the Frequency and start date for loan repayments.

The next screen is used to setup the details of the scheduled transaction for the Tax payment.

- Transaction Memo: The name entered here will be used as the name for the scheduled transaction, the description of the scheduled transaction and the memo.
- Amount: Enter the payment amount.
- Payment From: Choose an account to pay the tax amount from.
- Payment To: Choose an account to transfer the tax payment to.
- Repayment Frequency: Select the Frequency and start date for tax payments.

The next screen is used to setup the details of the scheduled transaction for the Insurance payment.

- Transaction Memo: The name entered here will be used as the name for the scheduled transaction, the description of the scheduled transaction and the memo.
- Amount: Enter the payment amount.
- Payment From: Choose an account to pay the insurance amount from.
- Payment To: Choose an account to transfer the insurance payment to.
- Repayment Frequency: Select the Frequency and start date for insurance payments.

The next screen is used to setup the details of the scheduled transaction for the PMI payment.

- Transaction Memo: The name entered here will be used as the name for the scheduled transaction, the description of the scheduled transaction and the memo.
- Amount: Enter the payment amount.
- Payment From: Choose an account to pay the PMI amount from.
- Payment To: Choose an account to transfer the PMI payment to.
- Repayment Frequency: Select the Frequency and start date for PMI payments.

The next screen is used to setup the details of the scheduled transaction for the Other Expense payment.

- Transaction Memo: The name entered here will be used as the name for the scheduled transaction, the description of the scheduled transaction and the memo.
- Amount: Enter the payment amount.
- Payment From: Choose an account to pay the other expense amount from.
- Payment To: Choose an account to transfer the other expense payment to.
- Repayment Frequency: Select the Frequency and start date for other expense payments.

The last screen gives you a list of three choices to finish the druid.

- The Cancel button is used to exit the druid and cancel creating a new loan scheduled transaction. Any selections you have made in this druid up to this point will be lost.
- The Back button will bring up the previous screen so you can change a selection made on that screen.
- The Finish button creates the scheduled transaction.

You should now have the Mortgage or Loan Repayment scheduled transaction setup.

7.4. Recording a Stock Split

Stock splits commonly occur when a company decides its stock price is to expensive for individual investors to buy the stock. Splits have the effect of lowering the price of a single share while keeping the value of shares owned by investors who have already purchased shares.

7.4.1. Stock Split Druid

GnuCash uses the Stock Split druid to record stock splits. This provides a way of entering the details of the stock split and also any change in stock price or cash disbursement as a result of the stock split.

The Stock Split druid is accessed by going to **Actions -> Stock Split...**

The Stock Split druid opens with a screen that briefly describes what this druid does. The three buttons at the very bottom of the screen will not change while using the druid.

- The Cancel button is used to exit the druid and cancel entering the stock split information. Any selections you have made in this druid up to this point will be lost.
- The Back button will bring up the previous screen so you can change a selection made on that screen.
- The Forward button will bring up the next screen so you can continue though the druid.

The next screen allows you to select a Stock Account. Select an account from the list to record a stock split or merger.

- **Account:** Lists the GnuCash account name for the stock.
- **Symbol:** The stock symbol for the stock associated with this account.
- **Shares:** The amount of shares that have been purchased in the account.

The next screen lets you set the Stock Split Details. The top part of the screen contains details used in creating the stock split transaction.

- **Date:** Choose the date of the stock split.
- **Share Distribution:** Enter the amount of shares gained from the stock split. For a stock merger enter a negative number.
- **Description:** Enter a description or leave as the default.

The bottom part of the screen contains details used to record a price for the split (optional).

- **New Price:** Enter the price of the shares on the day of the stock split.
- **Currency:** Choose the currency of the shares.

The next screen lets you enter a transaction for a cash disbursement (Cash In Lieu) as a result of the stock split (optional).

- **Cash Amount:** Enter the amount of the Cash disbursement.
- **Memo:** Enter a memo or leave as the default.
- **Income Account:** Choose an Income Account for the disbursement.
- **Asset Account:** Choose an Asset Account for the disbursement.

The last screen gives you a list of three choices to finish the druid.

- The Cancel button is used to exit the druid and cancel creating the Stock Split transactions. Any selections you have made in this druid up to this point will be lost.
- The Back button will bring up the previous screen so you can change a selection made on that screen.
- The Finish button creates the transactions for the Stock Split.

You should now have successfully entered the Stock Split or Merger.

7.5. HBCI (Online Banking) Setup Wizard

Note

This section is "under construction - any input will be welcome !!".

The HBCI Wizard is used to create and edit data to enable access to Online banking transactions. Currently the best instruction for this process are in the GnuCash wiki at Setting up OFXDirectConnect in GnuCash 2. If **HBCI Setup** does not appear in your Tools menus verify that you are in an Account Tree or Register tab.

7.6. Price Editor

The Price Editor is used to track/modify the value of a currency, mutual fund and stocks. It provides a unified interface to updating the values of these commodities and is able to update manually or through on-line quotes.

Each entry in the editor shows a record of a security/commodity price(s):

- **Security:** The Security/commodity being priced. The display is sorted by the "exchange" that the individual securities are listed on. The list is expanded by clicking on the "caret" on the left of the name.
- **Currency:** The currency the price is recorded in.
- **Date:** The date the price was recorded.
- **Source:** The source of the commodities price quote. Typically, this will be either "user:price-editor", indicating you entered it directly, or "Finance::Quote", indicating that it was retrieved from an on-line source by the Finance::Quote module.
- **Type:** There are several different types of stock price quotes.
  - **Bid:** Indicates what a specialist dealer is prepared to pay for a stock.
  - **Ask:** Indicates at what price the dealers are prepared to sell a stock.
  - **Last:** Indicate the price at which the last trade in that stock/security occurred at. This is the price most commonly quoted in the media.
  - **Net Asset Value:** Are typically used for mutual funds. They are calculated on the net value of the fund's assets.
  - **Unknown:** Use this if the type of price quoted is not known.
- **Price:** The actual price of the commodity.

7.6.1. Adding a stock price manually

To add a new price, click on **Add**, and enter the details of the security and price into the dialog box. To edit an existing price, select the price in the price list, click the **Edit** button, and edit the figures.

To remove just one price, select the price and click the **Remove** button. If you want to remove all prices older than a certain date, click on the **Remove Old** button and enter the details in the dialog box.

A pop-up will display with the message **"Delete all stock prices based upon the criteria below:".** Enter the date of the last price you wish to delete.

Two check-boxes are below the date field;

- **Delete manually entered prices** - If checked, delete manually entered stock prices dated earlier than the specified date. Otherwise only stock prices added by Finance::Quote will be deleted.
- **Delete last price for a stock** - If checked, delete all prices before the specified date. Otherwise the last stock price dated before the date will be kept and all earlier quotes deleted.

7.6.2. Configuring for use of the "Get Quotes" button

To support on-line quotations for a particular stock or mutual fund account, you must first enable on-line price quoting and select a price source in the Security. This is described in detail in the "Configuring Securities for Online Quotes" ([Configuring Securities/Currencies for On-Line Retrieval of Prices](#)) section of Using the Security Editor. Once on-line quotes are enabled, and Finance::Quote is installed, you can update prices for your stocks and mutual funds manually by clicking the **Get Quotes** button.

7.7. Security Editor

The Security Editor is used to create and edit commodities that are used by mutual fund and stock type accounts. It also shows the details of National Currencies that are used by GnuCash.

To show the details for National Currencies click the **Show National Currencies** check-box at the bottom of the screen.

Each entry in the editor shows the details used by the security/currency:

- **Type:** Indicates for stocks the exchange on which a stock is traded. For mutual funds use the FUND type. If your commodity is not of one of these types, you can create a new type by typing it in the box. For national currencies the type is ISO4217. ISO-4217 is an international standard which defines unique three-letter symbols for each currency. National currencies are not user editable.
- **Symbol:** Indicates the symbol or abbreviation for the commodity. This is usually the ticker symbol (for stocks) or other unique abbreviation for the commodity. If the commodity is traded on any public exchange, it is important to use the same identifier used on that exchange. For national currencies the symbol is the ISO-4217 currency code.
- **Name:** The full name of the commodity is a recognizable name such as "US Dollars" or "IBM Common Stock".
- **Code:** This is any numeric or alphanumeric code that is used to identify the commodity. The CUSIP code is a unique identifying numeric string that is associated with every stock, bond or mutual fund, and most kinds of traded options, futures and commodities. This code is not required.
- **Fraction:** This is the smallest traded unit of the commodity, expressed as a fraction of a single nominal unit. This unit is used by GnuCash accounts as the default fraction for trades in the commodity.

7.7.1. Adding or Editing a Commodity

To add a new commodity (stock, or mutual fund), click on **Add**, and enter the details of the commodity into the **New Security** dialog box. To edit an existing commodity, select the commodity from the Commodities list, click the **Edit** button, and edit the **Edit Security** dialog box. To remove a commodity, select the commodity and click the **Remove** button.

The fields in the New/Edit Security screens are the same as defined for the Security Editor [Security Editor](#). Below these fields are the options for Online Quotes.

To support on-line quotations for a particular stock or mutual fund account, you must first enable on-line price quoting and select a price source in the Security Editor. Online currency quotes require only that the check-box for Online quotes and the timezone be selected, and that the "Get Quotes" box be checked in the Security Editor.

Detailed instructions are in the section on Creating New Accounts. Steps to enable On-line price updating

7.8. Financial Calculator

The Financial Calculator is used to calculate compound interest. It provides a way of entering four of the five parameters of a compound interest calculation and then calculating the remaining figure.

The calculator is split into two panes. The left pane has five fields with a **Calculate** button and a **Clear** button. The **Calculate** button is used to select the figure to calculate. The **Clear** button is used to clear any amount in the field.

- **Payment Periods:** This field is used to select the number of payments you wish to use in the calculation.
- **Interest Rate:** This field is used for the interest rate percentage.
- **Present Value:** This field usually contains the amount you have borrowed. It is the base amount you wish to compound.
- **Periodic Payment:** This field contains the amount that is the payment for the period selected (IE monthly, weekly, etc). If it is for repaying a loan it should be a negative number.
- **Future Value:** This field contains the final value at the end of the periods above. If we are repaying a loan in full it would be '0'.

The right pane contains buttons to select what sort of payments and compounding is used for the left pane calculations.

- Compounding: This button allows you to select the interval used if the **Discrete Compounding** button is selected.
- Payments: This button allows you to select the interval used for the Payment Periods field.
- End of Period Payments: Use this button if the payment is at the end of the period.
- Beginning of Period Payments: Use this button if the payment is at the beginning of the period.
- Discrete Compounding: This button is used where interest is charged at a discrete interval defined by the Compounding button above.
- Continuous Compounding: This button is used when the interest is charged continuously.
- Payment Total: This field shows the total amount paid.

Examples of using the Financial Calculator are given in the Tutorial and Concepts Guide. GnuCash Tutorial and Concepts Guide's Chapter on Loans

Chapter 8. Reports And Charts

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> **Note**
>
> This section is a "work in process" all of the material has not been reviewed for V2.0. While it may not be strictly accurate, it is at least a "guide".

Reports and Charts give GnuCash the ability to present an overview of financial data in various ways. This can range from a simple summary of account totals to an advanced portfolio view. This section will present an explanation of the main GnuCash reports and how to adjust them.

GnuCash has classified the main types of reports into four major classes. These are all available under the Reports menu.

8.1. General Reports

The General Reports includes the Tax Report and TXF Export, the Account Summary and the Transaction Reports and also the reports in the Sample & Custom menu.

- Account Summary:
- Tax Report and TXF Export: The tax report is used to export all tax related Income and Expenses to a TXF (Tax eXchange Format) file. This is in addition to the HTML format that all reports allow. The TXF file can be imported into tax filing programs such as TaxCut or TurboTax.

  > **Note**
  >
  > For this to work, the user has to segregate taxable and non taxable income to different accounts, as well as deductible and non deductible expenses. The Tax Information dialog is used for this. To access the Tax Information dialog go to **Edit -> Tax Options**. The user also must set the TXF category of each tax related account. The Tax Information dialog is described in the Setting Tax Options section.

- Transaction Report:
- Welcome Sample Report:
- Custom Multicolumn Report: This report is used to place multiple reports into a single report window to examine a set of financial information at a glance.
- Sample Graphs
- Sample Report with Examples:

8.2. Assets & Liabilities

The Assets & Liabilities reports includes the Balance Sheet report, Investment reports and the Net Worth report.

- Advanced Portfolio:
- Asset Barchart:
- Asset Piechart:
- Average Balance:
- Balance Sheet: This report summarizes assets, liabilities, and equity. When properly maintained, assets should equal the sum of liabilities and equity. If that is not the case, there is some kind of internal imbalance in the accounts.
- General Journal:
- General Ledger:
- Investment Portfolio: This report summarizes the value of the stocks in the current portfolio.
- Liability Barchart:
- Liability Piechart:
- Net Worth Barchart: Net worth is the difference between the value of assets or liabilities.
- Price Scatterplot:

8.3. Income & Expense

The Income & Expense reports includes the Cash Flow and Income Statement reports.

- Budget Report:
- Cash Flow:
- Equity Statement:
- Expense Barchart:
- Expense Piechart:
- Expense vs Day of Week:
- Income Barchart:
- Income & Expense Chart:
- Income Statement: This report summarizes sources of income and expenditure. (This report was called Profit & Loss in gnucash-1.8.)
- Income Statement:
- Income vs Day of Week:
- Trial Balance: This report summarizes sources of income and expenditure.

8.4. Business Reports

The Business Reports includes Customer and Vendor Reports and Printable Invoices as well as Aging reports.

- Customer Report:
- Easy Invoice:
- Employee Report:
- Fancy Invoice:
- Payable Aging:
- Printable Invoice:
- Receivable Aging:
- Vendor Report:

8.5. Customizing Reports and Graphs

GnuCash reports have many options for customization. To access report options choose the Options button on the toolbar.

Note

Check changed Graphic Engine Options and describe Saving Customized Reports

Many reports share similar sorts of options. Some common ones include:

- Report Name: Set the title of the report. This is also used to print the report for later viewing.
- Date Options: Reports typically specify either a single date, or a date range, for the report. Dates can be specified in two ways, either directly (using the date selector), or by selecting a relative date from the menu. Relative dates allow you to specify dates like "Beginning of this year" or "Today".
- Step Size: This option is used on bar charts to determine the interval which each bar represents. Typical values are daily, weekly, monthly, and yearly.
- Accounts: Select the appropriate accounts for the report. Note that in some reports only certain types of accounts can be selected. For example, an expense piechart only allows expense accounts to be selected.
- Show Long Account Names: This option allows displaying either short account names (for example, Power) or long account names (for example, Utilities:Power).
- Include Subaccounts?: Summary reports typically have an include all subaccounts option, which if selected ensures that all subaccounts are included if the parent account is.
- Depth: This option allows the selection of how many levels the report displays subaccounts. If the subaccounts go deeper than selected, an overall value for all the subaccounts is calculated and included in a total. To make sure every account selected is individually displayed, select All.
- Style Sheet: Select a Style Sheet. Style sheets control how reports are displayed. At the moment, there are three style sheets, "default", "Easy" and "technicolor". You can customize each of these from the Edit -> Style Sheets... menu item. This is described in the Changing Style Sheets section. Changing Style Sheets
- Plot Dimensions: There are width and height options for most graphs, which specify the displayed dimensions (in pixels).
- Report Currency: Select the report currency. Generally, values will be converted to this currency for display.
- Price Source: Select how stock and currency prices are calculated in this report. Choose between a weighted average of prices over all transactions, prices at current values, or prices at the time of the report date.
- Totals: Charts display totals in the chart legend if this option is selected.
- Maximum Slices: Controls the maximum number of slices displayed in a piechart - other accounts will be placed in a slice marked Other.
- Maximum Bars: Controls the maximum number of bars displayed in a barchart.
- Display Columns: Choose columns to show from the register.

8.6. Printing or Exporting Reports and Graphs

Note

Verify !!! How customize printing with Gnome?

GnuCash is able to print reports and to export the reports to HTML (web) pages. The Print GnuCash Document dialog is accessed from the Print button on the toolbar or go to File -> Print in the menu. To Export a report to a web page (HTML) select the Export button on the toolbar and type in a file name.

The Print GnuCash Document dialog is used to select which Printer to send the print job to or to print to a File. It also contains a Preview button to view the document before printing. Press Print to send the job to the selected printer or Cancel to dismiss the Print dialog.

Printing from an open register prints the Account Report, which is also called the Register Report. This lists transactions in the account with a total. Other reports print as viewed in the Report screen.

8.7. Creating Reports and Graphs

Note

This section may need updating !!!

It is possible to write reports if the current ones are not suitable. To do this you will need to know Scheme (a LISP-like programming language), and it is an excellent idea to have a copy of the GnuCash source code available.

The reporting interface is documented in the source code file src/report/report-system/doc/report-html.txt. The file src/report/utility-reports/hello-world.scm in the GnuCash source distribution provides a good example of how reports are developed.

It is also necessary to access data from the engine to get information for your report. This is performed by a set of Scheme wrapper functions that are documented in the file src/g-wrap/gnc.html. Examine some of the other reports in src/scm/report for an indication of how they are used.

At present, reports are produced by calling a HTML-generation API, which outputs a dialect of HTML and rendering this with a HTML widget. This has limitations, particularly when trying to align objects precisely, as might be necessary for printing onto pre-printed invoices for example.

Chapter 9. Customizing GnuCash

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9.1. Account Display Options

The View -> Filter By ... is used to set/modify the view of the Account Tree Window. The "Accounts" tab of this form allows the selection of the types of accounts to display. These selections effect the view on each specific open window of the account tree.

The "Other" Tab allows enabling/disabling of the options; Show Hidden accounts, Show zero total accounts.

The Account Tree window, by default, only shows the quantity of each commodity that you own, under the column heading **Total**. Often, however, you may want to display other values. This is easily accomplished by clicking on the title bar Options button (the small down pointing arrow on the right side of the main account window title bar), and selecting the option(s) to display. These selections set the view on all open windows of the account tree.

9.2. Setting Your Preferences

Pausing the cursor for a couple of seconds, over options in these windows will display in-depth information on the choice.

The GnuCash Preferences window contains the following options;

- **Accounting Period** - Accounting Period
- **Account** - Accounts

- **Business** - [Business](#)
- **Date/Time** - [Date/Time](#)
- **General** - [General](#)
- **On-line Banking** - [On-line Banking](#)
- **Register** - [Register](#)
- **Register Default** - [Register Defaults](#)
- **Reports** - [Reports](#)
- **Scheduled Transactions** - [Scheduled Transactions](#)
- **Windows** - [Windows](#)

9.2.1. Accounting Period

Figure 9.1. The "Accounting Period Preferences" Window.
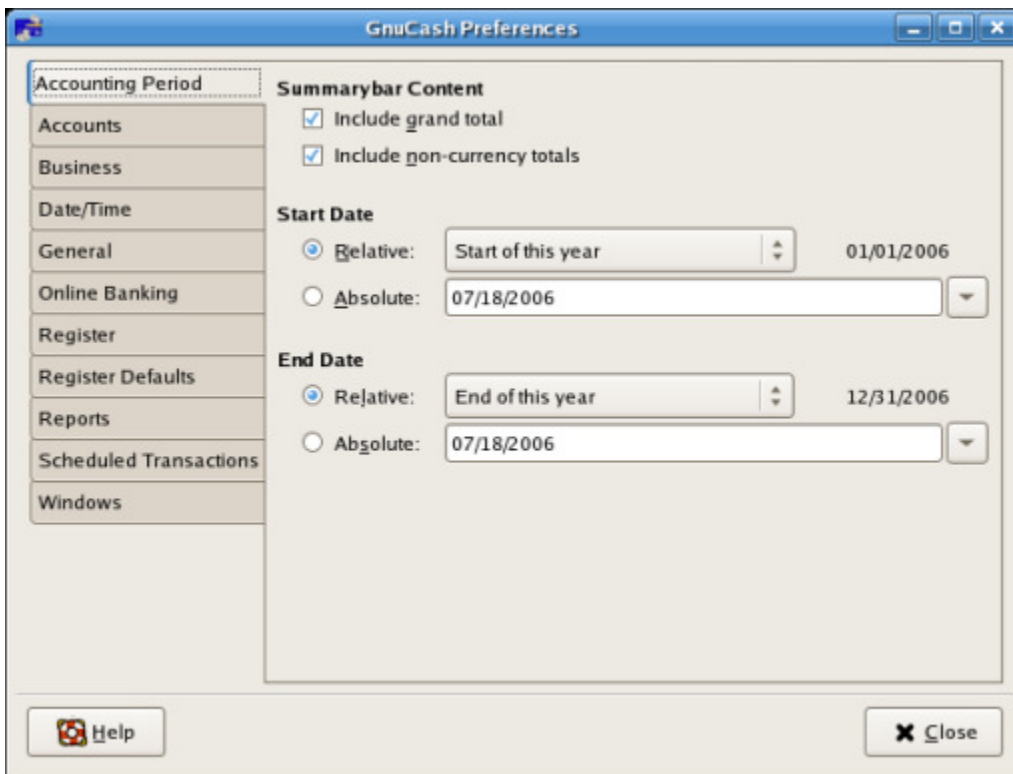
This is an screen image of the "Accounting Period Preferences" windows.

This section defines the following preferences;

- **Summary Bar Content** - check-boxes to include/exclude; Grand Totals, and Non-Currency totals.
  - o Grand Totals: If checked, show a grand total of all accounts converted to the default report currency.
  - o Non-Currency: If checked, non-currency commodities will be shown in the summary bar. If clear, only currencies will be shown.
- **Start Date** - specify the beginning of the accounting period.
  - o Relative: Use the specified relative starting date for profit/loss calculations. Also use this date for net assets calculations. Relative defines start by; today or start of current/previous year, quarter, month.
  - o Absolute - Use the specified absolute starting date for profit/loss calculations. Also use this date for net assets calculations.

- **End Date** - specify the ending of the accounting period.
  - ○ Relative: Use the specified relative ending date for profit/loss calculations. Also use this date for net assets calculations.
  - ○ Absolute - Use the specified absolute ending date for profit/loss calculations. Also use this date for net assets calculations.

9.2.2. Accounts

Figure 9.2. The "Account Preferences" Window.
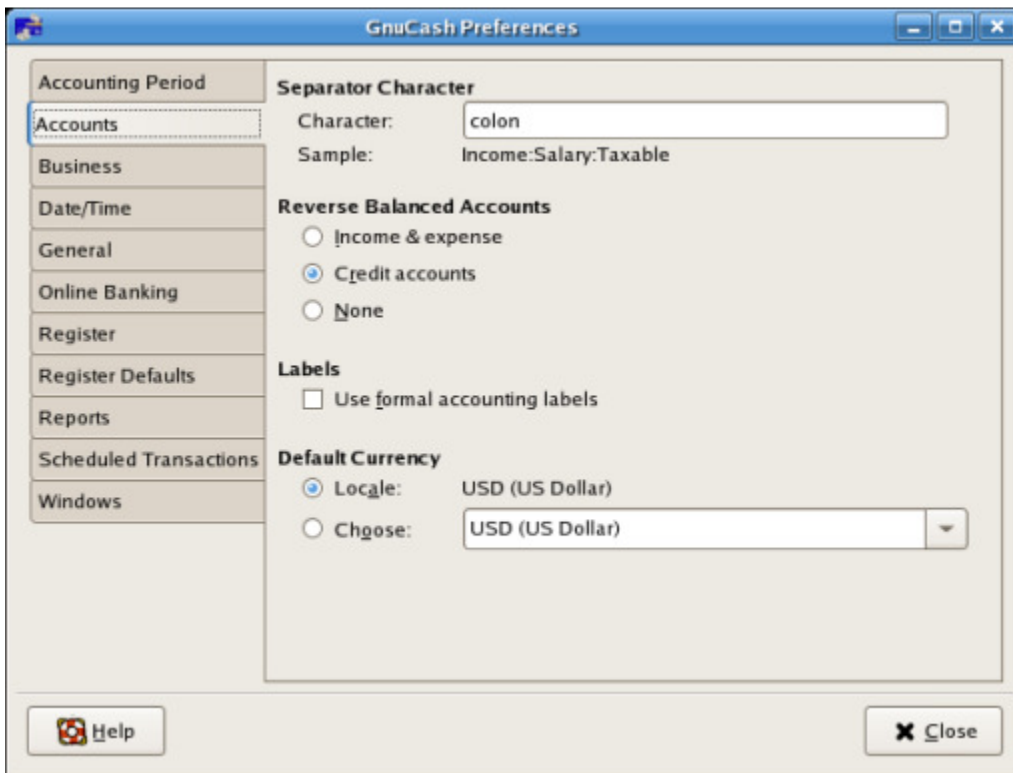
This is an screen image of the "Account Preferences" windows.

This section contains the following preferences;

- **Separator Character:** This option is used to pick a different separator in the register between parent and child accounts. IE. The character that will be used between components of an account name.

  A legal value is any single character except letters and numbers, or any of the following strings: "colon", "slash", "backslash", "dash" and "period".

- **Reversed Balanced Accounts:** This option is used to choose what type of account have their balances reversed. If the balance is normally negative, as in a loan or a credit card then this will make the balance positive.
  - ○ Income & Expense - Sign reverse balances on income and expense accounts.
  - ○ Credit - Sign reverse balances on the following: Credit Card, Payable, Liability, Equity, and Income.
  - ○ None - Don't sign reverse any accounts.
- **Labels:** This option is used to turn on accounting labels (debit and credit) instead of using terms such as withdrawal and deposit. Use only 'debit' and 'credit' instead of informal synonyms.

- **Default Currency:** This option is used select either the locale currency as the default or to select the default from the pull-down list.
  - o Locale - Use the system locale currency for all newly created accounts.
  - o Choose - Use the specified currency for all newly created accounts.

9.2.3. Business

Figure 9.3. The "Business Preferences" Window.
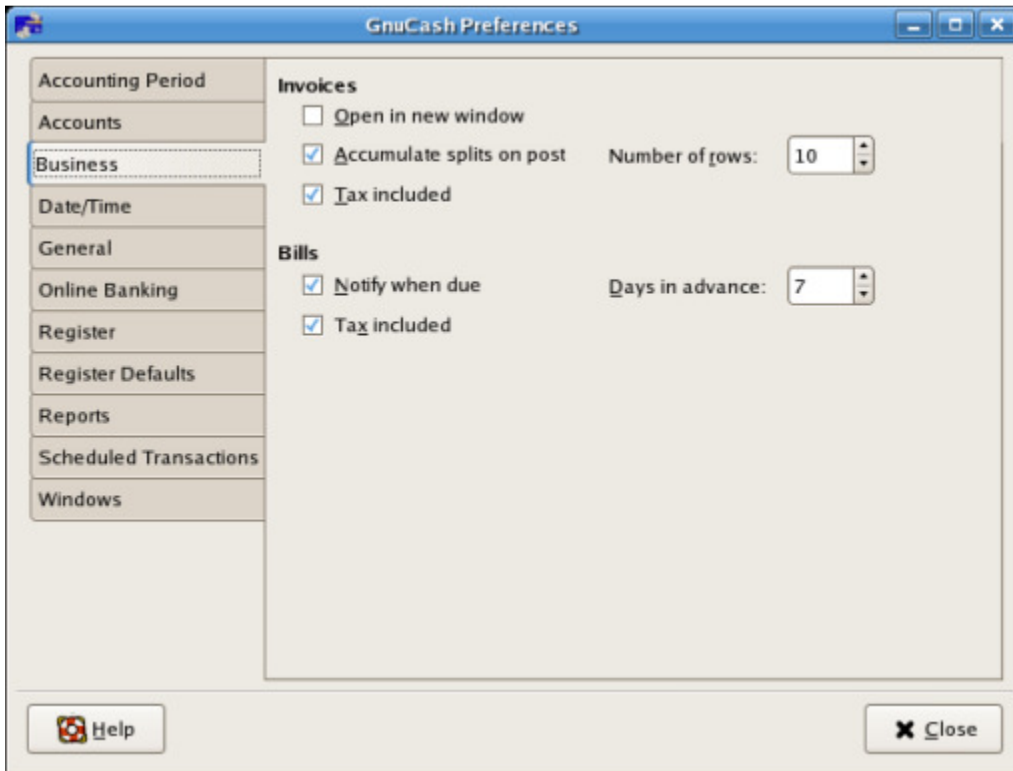
This is an screen image of the "Business Preferences" windows.

This section contains the following preferences;

- **Invoices**
  - o Open in new window: Check-box to open Invoice in a new window. If checked, each invoice will be opened in its own top level window. If clear, the invoice will be opened in the current window.
  - o Accumulate splits on post: Whether multiple entries in an invoice which transfer to the same account should be accumulated into a single split by default. This setting can be changed in the Post dialog.
  - o Number of Rows: This option is used to set the default number of register rows to display in invoices.
  - o Tax Included?: Whether tax is included by default in entries on Invoices. This setting is inherited by new customers and vendors.
- **Bills**
  - o Notify when due?: Whether to display the list of Bills Due at start-up.
  - o Days in advance: How many days in the future to warn about Bills coming due.
  - o Tax Included?: Whether tax is included by default in entries on Bills. This setting is inherited by new customers and vendors.

9.2.4. Date/Time

Figure 9.4. The "Date/Time Preferences" Window.

This is an screen image of the "Date/Time Preferences" windows.

This section contains the following preferences;

- **Time Format:** Check-box to use a 24 hour (instead of a 12 hour) time format.
- **Date** - Radio Button list to select one of the following;
    - Locale: Use the date format specified by the system locale.
    - US: Use the date format common in the United States.
    - UK: Use the date format common in the United Kingdom.
    - Europe: Use the date format common in continental Europe.
    - ISO: Use the date format specified by the ISO-8601 standard.

9.2.5. General

This section contains the following preferences;

- **General**
    - Display "Tip of the Day" dialog: Display hints for using GnuCash at start-up.
    - Preform Account list setup on new file: Present the new account list dialog when you choose "New File" from the "File" menu
    - Show close button on Notebook tab: Show a close button on each notebook tab. These function identically to the 'Close' menu item.
    - Enable euro support: Enables support for the European Union EURO currency.
- **Numbers:**
    - Display negative amounts in red:
    - Automatic Decimal Point: Automatically insert a decimal point into values that are entered without one.
    - Auto Decimal Places: Select the number of decimal places that will be inserted automatically.
- **Files:**
    - Compress files: Checkbox to compress the data file with gzip when saving it to disk.
    - Retain log files: Select the number of days to save log/backup files. Delete old log/backup files after this many days (0 = never).
- **Search Dialog:**
    - New search limit: Default to 'new search' if fewer than this number of items is returned.

9.2.6. On-line Banking

This section contains the following preferences;

- **QIF Import:**
    - Show documentation: Show some documentation-only pages in QIF Import druid.
- **Generic Importer**
    - Checkbox to enable/disable the use Bayesian algorithms to match new transactions with existing accounts.

- Match display threshold: The minimum score a potential match must have to be displayed in the match list.
- Auto-add threshold: A transaction whose best match's score is in the red zone (above the display threshold but below or equal to the Auto-ADD threshold) will be ADDed by default.
- Auto-clear threshold: A transaction whose best match's score is in the green zone (above or equal to the Auto-CLEAR threshold) will be CLEARed by default.
- Commercial ATM fees threshold: In some places commercial ATMs (not belonging to a financial institution) are installed in places like convenience store. These ATM add its fee directly to the amount instead of showing up as a separate transaction or in your monthly banking fees. For example, you withdraw $100, and you are charged $101.50 plus Interac fees. If you manually entered that $100, the amounts won't match. You should set this to whatever is the maximum such fee in your area (in units of your local currency), so the transaction will be recognized as a match.

9.2.7. Register

This section contains the following preferences;

- **Actions:**
  - 'Enter' moves to blank transaction: If checked, pressing the 'Enter' key will move to the blank transaction at the bottom of the register. If clear, pressing the 'Enter' key will move down one row.
  - Auto-raise lists: Automatically raise the list of accounts or actions during input.
- **Reconciling:**
  - Check cleared transactions: Pre-check cleared transactions when creating a reconcile dialog.
  - Automatic interest transfer: Prior to reconciling an account which charges or pays interest, prompt the user to enter a transaction for the interest charge or payment. Currently only enabled for Bank, Credit, Mutual, Asset, Receivable, Payable, and Liability accounts.
  - Automatic credit card payment: After reconciling a credit card statement, prompt the user to enter a credit card payment.
- **Graphics:**
  - Use system theme colors: If checked, the system color theme will be applied to register windows. If clear, the original GnuCash register colors will be used.
  - Double mode colors alternate with transactions: Alternate the primary and secondary colors by transaction instead of by alternating by row.
  - Draw horizontal lines between rows: Show horizontal borders on the cells.
  - Draw vertical lines between columns: Show vertical borders on the cells.

9.2.8. Register Defaults

This section contains the following preferences;

- **Default Style:**
  - Basic ledger: Show all transactions on one line. (Two in double line mode.)
  - Auto-split ledger: Automatically expand the current transaction to show all splits. All other transactions are shown on one line. (Two in double line mode.)
  - Transaction journal: All transactions are expanded to show all splits.
- **Other Defaults**
  - Register opens in a new window: If checked, each register will be opened in its own top level window. If clear, the register will be opened in the current window.

- Double line mode: Show two lines of information for each transaction instead of one. Does not affect expanded transactions
- Number of transactions: Show this many transactions in a register. A value of zero means show all transactions.
- Number of Rows: Display this many rows when a register is created.

9.2.9. Reports

This section contains the following preferences;

- **Default Report Currency**
  - Locale: Use the system locale currency for all newly created reports.
  - Choose: Use the specified currency for all newly created reports.
- **Location**
  - Report opens in a new window: If checked, each report will be opened in its own top level window. If clear, the report will be opened in the current window.

9.2.10. Scheduled Transactions

This section contains the following preferences;

- **Since Last Run Run on GnuCash start**
  - Run when data file opened: Show the "since last run" window when a file is opened.
- **Transaction Editor Defaults**
  - Auto-create new transactions: Set the 'auto-create' flag on newly created scheduled transactions.
  - Notify before transactions are created: Set the 'notify' flag on newly created scheduled transactions.
  - Create in advance, days: Create the transaction this many days before its effective date.
  - Remind in advance, days: Begin notifications this many days before the transaction is created.

9.2.11. Windows

This section contains the following preferences;

- Window Geometry
  - Save window size and position.
- Toolbar Style
  - Use system default: Use the system setting for displaying toolbar items.
  - Text below icons: Display toolbar items with the text label below the icon. Labels are show for all items.
  - Priority text beside icons: Display toolbar items with the text label beside the icon. Labels are only shown for the most important items.
  - Icons only: Display toolbar items as icons only.
  - Text only: Display toolbar items as text only.

9.3. Changing Style Sheets

GnuCash has three default style sheets for web-page reports. These style sheets can be altered by using the HTML Style Sheets editor. To access the editor go to **Edit -> Style Sheets...**

Using the Style Sheet Editor you may display/modify the setting of a Style Sheet.

Note

> Changing the Style Sheet will change the appearance of all reports that have selected that Style Sheet. A "Reload" is required to view the changes, if the report(s) are currently displayed.

To add a new Style Sheet select the New... button in the Style Sheet pane. The New Style Sheet dialog will appear. Fill in the Name: with the name of the new Style Sheet and choose a template. To remove a Style Sheet select the Style Sheet from the list and click Delete.

9.3.1. Default Style Sheet

The Default Style Sheet has two tabs to alter the appearance of reports utilizing it, General and Tables.

9.3.1.1. General Tab

- **Background Color:** Opens the color picker to choose a new color.
- **Background Pixmap:** Use the Browse button to select a picture to use as the background in reports.
- **Enable Links:** Select this to enable blue hyperlinks in reports.

9.3.1.2. Tables Tab

- **Table cell spacing:** Sets the space between table cells
- **Table cell padding:** Sets the padding between table cells
- **Table border width:** Sets the width of the borders on tables.

9.3.2. Easy Style Sheet

The Easy Style Sheet has four tabs to alter the appearance of reports, Colors, General, Images and Tables.

9.3.2.1. Colors

- **Background Color:** Opens the color picker to choose a new color.
- **Text Color:** Opens the color picker to choose a new color.
- **Link Color:** Opens the color picker to choose a new color.
- **Table Cell Color:** Opens the color picker to choose a new color.
- **Alternate Table Cell Color:** Opens the color picker to choose a new color.
- **Subheading/Subtotal Cell Color:** Opens the color picker to choose a new color.
- **Sub-subheading/total Cell Color:** Opens the color picker to choose a new color.
- **Grand Total Cell Color:** Opens the color picker to choose a new color.

9.3.2.2. General

- **Preparer:** Name of the person preparing the report.

- **Prepared for:** Name of Organization or Company the report is prepared for.
- **Show preparer info:** Show the Preparer information in the report.
- **Enable Links:** Select this to enable blue hyperlinks in reports.

9.3.2.3. Images

- **Background Tile:** Use the Browse button to select a picture to use as the background in reports. The "Clear" button will clear the selection.
- **Heading Banner:** Use the Browse button to select a picture to use as the heading in reports. The "Clear" button will clear the selection.
- **Heading Alignment:** Select from pull-down list; Left, Right, Center, to specify the alignment of the banner at top of report(s).
- **Logo:** Use the Browse button to select a picture to use as the logo in reports. The "Clear" button will clear the selection.

9.3.2.4. Tables

- **Table cell spacing:** Sets the space between table cells
- **Table cell padding:** Sets the padding between table cells
- **Table border width:** Sets the width of the borders on tables.

9.3.3. Technicolor Style Sheet

The Technicolor Style Sheet has four tabs to alter the appearance of reports, Colors, General, Images and Tables.

9.3.3.1. Colors

- **Background Color:** Opens the color picker to choose a new color.
- **Text Color:** Opens the color picker to choose a new color.
- **Link Color:** Opens the color picker to choose a new color.
- **Table Cell Color:** Opens the color picker to choose a new color.
- **Alternate Table Cell Color:** Opens the color picker to choose a new color.
- **Subheading/Subtotal Cell Color:** Opens the color picker to choose a new color.
- **Sub-subheading/total Cell Color:** Opens the color picker to choose a new color.
- **Grand Total Cell Color:** Opens the color picker to choose a new color for the grand total cell.

9.3.3.2. General

- **Preparer:** Name of the person preparing the report.
- **Prepared for:** Name of Organization or Company the report is prepared for.
- **Show preparer info:** Show the Preparer information in the report.
- **Enable Links:** Select this to enable blue hyperlinks in reports.

9.3.3.3. Images

- **Background Tile:** Use the Browse button to select a picture to use as the background in reports. The "Clear" button will clear the selection.
- **Heading Banner:** Use the Browse button to select a picture to use as the heading in reports. The "Clear" button will clear the selection.

- **Heading Alignment:** Select from pull-down list; Left, Right, Center, to specify the alignment of the banner at top of report(s).
- **Logo:** Use the Browse button to select a picture to use as the logo in reports. The "Clear" button will clear the selection.

9.3.3.4. Tables

- **Table cell spacing:** Sets the space between table cells
- **Table cell padding:** Sets the padding between table cells
- **Table border width:** Sets the width of the borders on tables.

9.4. Setting Tax Options

The Tax Information dialog is used to set Tax Options. The settings on accounts in this dialog are used by the TXF Export function in reports to select the accounts for export. To access this dialog go to Edit -> Tax Options.

A given TXF code can be assigned to multiple accounts. The Tax report will combine accounts by code and generate a detailed TXF record for each account and a summary TXF record for the total as calculated by the report. For codes for which the "Payer Name Source" is not grayed, the payer on the TXF record will be based on what is specified here, either the account name of the account or the account name of the account's parent account. This feature is typically used for interest accounts or stocks or mutual funds that pay dividends where the individual payees are shown on the tax schedule.

- Accounts: This pane contains the list of accounts. Select an account to set a TXF category. If no account is selected nothing is changed. If multiple accounts are selected, all of the accounts will be set to the selected item.
- Tax Related: Select this check-box to add tax information to an account then select the TXF Category below.
- TXF Categories: Select the desired one. A detailed description appears just below.
- Payer Name Source: A text description that is exported along with the value of the account. This is usually the name of a bank, stock, or mutual fund that pays dividends or interest. Occasionally, it is a description of a deduction.

9.4.1. TXF Export - Known Anomalies and Limitations

TaxCut 1999

- Code: N488 "^ Sched B \ Div. income, cap gain distrib."
- Code: N286 "^ Sched B \ Dividend income"

These two codes, from the same payer, are not correlated. The user will have to adjust for this after import.

TaxCut 1999, 2000

- Code: N521 " F1040 \ Federal estimated tax, quarterly"

Does not accept the date field and does not import the individual payment amounts, only the total. The date and individual payment amounts, only matter if you have to compute the penalty. (this may be a TurboTax enhancement)

- Code: N460 " W-2 \ Salary or wages, self"
- Code: N506 " W-2 \ Salary or wages, spouse"
- and other related codes.

Information from only one job may be imported.

TurboTax 1999, 2000

- Code: N521 " F1040 \ Federal estimated tax, quarterly"

Does not accept the dates outside of the tax year. This is a problem for the last payment that is due Jan 15. GnuCash changes the the date of the last payment to Dec 31 for the export unless the "Do not use special date processing" option is selected in the report display tab. The user will have to adjust for this after import. The date only matters if you have to compute the penalty.

TXF Tax eXport Format

- Duplicate Codes

Codes can be assigned to multiple accounts and the amounts will be summed for all the accounts generating one detail TXF record per account and one summary TXF record for the sum. Codes that let you select "Payer Name Source" will generate a separate summary TXF account with each change in payer. Selecting the "Print TXF export parameters" option will cause the report to show to which codes this applies (Multiple Copies Y) and, for the accounts assigned to those codes, the Name Source each account is set to and the TXF Line that will be assigned to each. A summary TXF record will be generated for each change in assigned line number. These may not be handled the same by TaxCut and TurboTax.

9.4.2. Detailed TXF Category Descriptions

Table 32. Detailed TXF Category Descriptions

Table 9.1. Detailed TXF Category Descriptions

Tax Form \ TXF Code Description	Extended TXF Help messages
< help \ H001 Name of Current account is exported.	Categories marked with a "<" or a "^", require a Payer identification to be exported. "<" indicates that the name of this account is exported as this Payer ID. Typically, this is a bank, stock, or mutual fund name.
^ help \ H002 Name of Parent account is exported.	Categories marked with a "<" or a "^", require a Payer identification to be exported. "^" indicates that the name of the PARENT of this account is exported as this Payer ID. Typically, this is a bank, stock, or mutual fund name.
# help \ H003 Not implemented yet, Do NOT Use!	Categories marked with a "#" are not fully implemented yet! Do not use these codes!

Tax Form \ TXF Code Description	Extended TXF Help messages
**none ** N000 Tax Report Only - No TXF Export	This is a dummy category and only shows up on the tax report, but is not exported.
**Help F1040 ** H256 Form 1040 - the main tax form	Form 1040 is the main form of your tax return.
**F1040 ** N261 Alimony received	Amounts received as alimony or separate maintenance. Note: child support is not considered alimony.
**F1040 ** N257 Other income, misc.	Miscellaneous income such as: a hobby or a farm you operate mostly for recreation and pleasure, jury duty pay. Exclude self employment income, gambling winnings, prizes and awards.
**F1040 ** N520 RR retirement inc., spouse	Spouse's part of tier I railroad retirement benefits, which are treated as a social security benefits. These will be reported on Form RRB-1099.
**F1040 ** N519 RR retirement income, self	The part of tier I railroad retirement benefits, which are treated as a social security benefits. These will be reported on Form RRB-1099.
**F1040 ** N258 Sick pay or disability pay	Amounts you receive from your employer while you are sick or injured are part of your salary or wages. Exclude workers' compensation, accident or health insurance policy benefits, if you paid the premiums.
**F1040 ** N483 Social Security inc., spouse	Spouse's part of any monthly benefit under title II of the Social Security Act. These will be reported on Form SSA-1099.
**F1040 ** N266 Social Security income, self	The part of any monthly benefit under title II of the Social Security Act. These will be reported on Form SSA-1099.
**F1040 ** N260 State and local tax refunds	Refund of state or local income tax refund (or credit or offset) which you deducted or took a credit for in an earlier year. You should receive a statement, Form 1099-G. Not reportable if you didn't itemize last year.
**F1040 ** N269 Taxable fringe benefits	Fringe benefits you receive in connection with the performance of your services are included in your gross income as compensation. Examples: Accident or Health Plan, Educational Assistance, Group-Term Life Insurance, Transportation (company car).
**Help F1099-G ** H634 Form 1099-G - certain Government payments	Form 1099-G is used to report certain government payments from federal, state, or local governments.

Tax Form \ TXF Code Description	Extended TXF Help messages
**F1099-G ** N672 Qualified state tuition earnings	Qualified state tuition program earnings you received this year.
**F1099-G ** N260 State and local tax refunds	Refund of state or local income tax refund (or credit or offset) which you deducted or took a credit for in an earlier year. You should receive a statement, Form 1099-G. Not reportable if you didn't itemize last year.
**F1099-G ** N479 Unemployment compensation	Total unemployment compensation paid to you this year. Reported on Form 1099-G.
**Help F1099-MISC ** H553 Form 1099-MISC - MISCellaneous income	Form 1099-MISC is used to report miscellaneous income received and direct sales of consumer goods for resale.
**^ F1099-MISC ** N562 Crop insurance proceeds	The amount of crop insurance proceeds as the result of crop damage.
**^ F1099-MISC ** N559 Fishing boat proceeds	Your share of all proceeds from the sale of a catch or the fair market value of a distribution in kind that you received as a crew member of a fishing boat.
**^ F1099-MISC ** N560 Medical/health payments	The amount of payments received as a physician or other supplier or provider of medical or health care services. This includes payments made by medical and health care insurers under health, accident, and sickness insurance programs.
**^ F1099-MISC ** N561 Non employee compensation	The amount of non-employee compensation received. This includes fees, commissions, prizes and awards for services performed, other forms of compensation for services you performed for a trade or business by which you are not employed. Also include oil and gas payments for a working interest.
**^ F1099-MISC ** N557 Other income	The amount of prizes and awards that are not for services performed. Included is the fair market value of merchandise won on game shows. Included is all punitive damages, any damages for nonphysical injuries or sickness, and any other taxable damages, Deceased employee's wages paid to estate or beneficiary.
**^ F1099-MISC ** N259 Prizes and awards	The amount of prizes and awards that are not for services performed. Included is the fair market value of merchandise won on game shows.
**^ F1099-MISC ** N555 Rents	Amounts received for all types of rents, such as real estate rentals for office space, machine rentals, and pasture rentals.
**^ F1099-MISC ** N556 Royalties	The gross royalty payments received from a publisher or literary agent.

Tax Form \ TXF Code Description	Extended TXF Help messages
**Help F1099=MSA ** H629 Form 1099-MSA Medical Savings Account	Form 1099-MSA is used to report medical savings account distributions.
**F1099-MSA ** N632 MSA earnings on excess contrib	The earnings on any excess contributions you withdrew from an MSA by the due date of your income tax return. If you withdrew the excess, plus any earnings, by the due date of your income tax return, you must include the earnings in your income in the year you received the distribution even if you used it to pay qualified medical expenses.
**F1099-MSA ** N631 MSA gross distribution	The amount you received this year from a Medical Savings Account. The amount may have been a direct payment to the medical service provider or distributed to you.
**Help F1099-R ** H473 Form 1099-R - Retirement distributions	Form 1099-R is used to report taxable and non-taxable retirement distributions from retirement, pension, profit-sharing, or annuity plans. Use a separate Form 1099-R for each payer.
**^ F1099-R ** N623 SIMPLE total gross distribution	The gross amount of a distribution received from a qualified SIMPLE pension plan.
**^ F1099-R ** N624 SIMPLE total taxable distribution	The taxable amount of a distribution received from a qualified SIMPLE plan. This amount may be subject to a federal penalty of up to 25%.
**^ F1099-R ** N477 Total IRA gross distribution	The gross amount of a distribution from a qualified Individual Retirement Arrangement (IRA) plan.
**^ F1099-R ** N478 Total IRA taxable distribution	The taxable amount of a distribution from a qualified Individual Retirement Arrangement (IRA) plan.
**^ F1099-R ** N475 Total pension gross distribution	The gross amount of a distribution from a qualified pension or annuity plan. Note: IRA distributions are not included here.
**^ F1099-R ** N476 Total pension taxable distribution	The taxable amount of a distribution from a qualified pension or annuity plan. Note: IRA distributions are not included here.
**Help F2106 ** H380 employee business expenses	Form 2106 is used to deduct employee business expenses. You must file this form if you were reimbursed by your employer or claim job-related travel, transportation, meal, or entertainment expenses. Use a separate Form 2106 for your spouse's expenses.

Tax Form \ TXF Code Description	Extended TXF Help messages
**F2106 ** N387 Reimb. business expenses (non-meal/ent.)	Reimbursement for business expenses from your employer that is NOT included on your Form W-2. Note: meals and entertainment are NOT included here.
**F2106 ** N388 Reimb. meal/entertainment expenses	Reimbursement for meal and entertainment expenses from your employer that is NOT included on your Form W-2.
**Help F4137 ** H503 Form 4137 - tips not reported	Form 4137 is used to compute social security and Medicare tax owed on tips you did not report to your employer.
**F4137 ** N505 Total cash/tips not reported to employer	The amount of tips you did not report to your employer.
**Help F4684 ** H412 Form 4684 - casualties and thefts	Form 4684 is used to report gains and losses from casualties and thefts.
**F4684 ** N416 FMV after casualty	The fair market value (FMV) is the price at which the property would change hands between a willing buyer and seller, each having knowledge of the relevant facts. The FMV after a theft is zero if the property is not recovered. The FMV is generally determined by competent appraisal.
**F4684 ** N415 FMV before casualty	The fair market value (FMV) is the price at which the property would change hands between a willing buyer and seller, each having knowledge of the relevant facts. FMV is generally determined by competent appraisal.
**F4684 ** N414 Insurance/reimbursement	The amount of insurance or other reimbursement you received expect to receive.
**Help F4835 ** H569 Form 4835 - farm rental income	Form 4835 is used to report farm rental income received as a share of crops or livestock produced by your tenant if you did not materially participate in the operation or management of the farm. Use a different copy of Form 4835 for each farm rented.
**F4835 ** N573 Agricultural program payments	Government payments received for: price support payments, market gain from the repayment of a secured Commodity Credit Corporation (CCC) loan for less than the original loan amount, diversion payments, cost-share payments (sight drafts), payments in the form of materials (such as fertilizer or lime) or services (such as grading or building dams). Reported on Form 1099-G.
**F4835 ** N575	The full amount forfeited or repaid with certificates, even if you reported the loan

Tax Form \ TXF Code Description	Extended TXF Help messages
CCC loans forfeited/repaid	proceeds as income. See IRS Pub 225.
F4835 \ N574 CCC loans reported/election	Generally, you do not report CCC loan proceeds as income. However, if you pledge part or all of your production to secure a CCC loan, you may elect to report the loan proceeds as income in the year you receive them, instead of the year you sell the crop.
F4835 \ N577 Crop insurance proceeds deferred	If you use the cash method of accounting and receive crop insurance proceeds in the same tax year in which the crops are damaged, you can choose to postpone reporting the proceeds as income until the following tax year. A statement must also be attached to your return. See IRS Pub 225.
F4835 \ N576 Crop insurance proceeds received	You generally include crop insurance proceeds in the year you receive them. Treat as crop insurance proceeds the crop disaster payments you receive from the federal government.
F4835 \ N578 Other income	Illegal Federal irrigation subsidies, bartering income, income from discharge of indebtedness, state gasoline or fuel tax refund, the gain or loss on the sale of commodity futures contracts, etc.
F4835 \ N571 Sale of livestock/produce	Income you received from livestock, produce, grains, and other crops based on production. Under both the cash and the accrual methods of reporting, you must report livestock or crop share rentals received in the year you convert them into money or its equivalent.
F4835 \ N572 Total cooperative distributions	Distributions received from a cooperative. This includes patronage dividends, non patronage distributions, per-unit retain allocations, and redemption of non qualified notices and per unit retain allocations. Reported on Form 1099-PATR.
Help F6252 \ H427 Form 6252 - income from casual sales	Form 6252 is used to report income from casual sales of real or personal property when you will receive any payments in a tax year after the year of sale (i.e., installment sale).
F6252 \ N429 Debt assumed by buyer	Enter only mortgages or other debts the buyer assumed from the seller or took the property subject to. Do not include new mortgages the buyer gets from a bank, the seller, or other sources.
F6252 \ N431 Depreciation allowed	Enter all depreciation or amortization you deducted or should have deducted from the date of purchase until the date of sale. Add any section 179 expense deduction. Several other adjustments are allowed, See Form 6252 instructions.
F6252 \ N435 Payments received prior years	Enter all money and the fair market value (FMV) of property you received before this tax year from the sale. Include allocable installment income and any other deemed

Tax Form \ TXF Code Description	Extended TXF Help messages
	payments from prior years. Do not include interest whether stated or unstated.
F6252 \ N434 Payments received this year	Enter all money and the fair market value (FMV) of any property you received in this tax year. Include as payments any amount withheld to pay off a mortgage or other debt, such as broker and legal fees. Do not include interest whether stated or unstated.
F6252 \ N428 Selling price	Enter the total of any money, face amount of the installment obligation, and the FMV of other property that you received or will receive in exchange for the property sold.
Help F8815 \ H441 Form 8815 - EE U.S. savings bonds sold for education	Form 8815 is used to compute the amount of interest you may exclude if you cashed series EE U.S. savings bonds this year that were issued after 1989 to pay for qualified higher education costs.
F8815 \ N444 EE US savings bonds proceeds	Enter the total proceeds (principal and interest) from all series EE and I U.S. savings bonds issued after 1989 that you cashed during this tax year.
F8815 \ N443 Nontaxable education benefits	Nontaxable educational benefits. These benefits include: Scholarship or fellowship grants excludable from income under section 117; Veterans' educational assistance benefits; Employer-provided educational assistance benefits that are not included in box 1 of your W-2 form(s); Any other payments (but not gifts, bequests, or inheritances) for educational expenses that are exempt from income tax by any U.S. law. Do not include nontaxable educational benefits paid directly to, or by, the educational institution.
F8815 \ N445 Post-89 EE bond face value	The face value of all post-1989 series EE bonds cashed this tax year.
Help F8863 \ H639 Form 8863 - Hope and Lifetime Learning education credits	Form 8863 is used to compute the Hope and Lifetime Learning education credits. IRS rules are stringent for these credits. Refer to IRS Publication 970 for more information.
F8863 \ N637 Hope credit	Expenses qualified for the Hope credit are amounts paid this tax year for tuition and fees required for the student's enrollment or attendance at an eligible educational institution.
F8863 \ N638 Lifetime learning credit	Expenses qualified for the Lifetime Learning credit are amounts paid this tax year for tuition and fees required for the student's enrollment or attendance at an eligible educational institution.
Home Sale \ N392 Home Sale worksheets (was	Home Sale worksheets (replaces Form 2119) are used to report the sale of your personal residence. See IRS Pub 523.

Tax Form \ TXF Code Description	Extended TXF Help messages
F2119)	
**Home Sale ** N393 Selling price of old home	The selling price is the total amount you receive for your home. It includes money, all notes, mortgages, or other debts assumed by the buyer as part of the sale, and the fair market value of any other property or any services you receive. Reported on Form 1099-S.
**Help Sched B ** H285 Schedule B - interest and dividend income	Schedule B is used to report your interest and dividend income.
**< Sched B ** N487 Dividend income, non-taxable	Some mutual funds pay shareholders non-taxable dividends. The amount of non-taxable dividends are indicated on your monthly statements or Form 1099-DIV.
**^ Sched B ** N286 Dividend income, Ordinary	Ordinary dividends from mutual funds, stocks, etc., are reported to you on a 1099-DIV. Note: these are sometimes called short term capital gain distributions. Do not include (long term) capital gain distributions or non-taxable dividends here, these go on Sched D
**< Sched B ** N287 Interest income	Taxable interest includes interest you receive from bank accounts, credit unions, loans you made to others. There are several categories of interest, be sure you select the correct one!
**< Sched B ** N489 Interest income, non-taxable	Non-taxable interest income other than from bonds or notes of states, counties, cities, the District of Columbia, or a possession of the United States, or from a qualified private activity bond. There are several categories of interest, be sure you select the correct one!
**< Sched B ** N492 Interest income, OID bonds	Interest income from Original Issue Discount (OID) bonds will be reported to you on Form 1099-OID. There are several categories of interest, be sure you select the correct one!
**< Sched B ** N524 Interest income, Seller-financed mortgage	Interest the buyer paid you on a mortgage or other form of seller financing, for your home or other property and the buyer used the property as a personal residence. There are several categories of interest, be sure you select the correct one!
**< Sched B ** N289 Interest income, State and municipal bond	Interest on bonds or notes of states, counties, cities, the District of Columbia, or possessions of the United States is generally free of federal income tax (but you may pay state income tax). There are several categories of interest, be sure you select the correct one!
**< Sched B ** N490 Interest income, taxed only by	Interest income that is taxed on your federal return, but not on your state income tax return - other than interest paid on U.S. obligations. There are several categories

Tax Form \ TXF Code Description	Extended TXF Help messages
fed	of interest, be sure you select the correct one!
< Sched B \ N491 Interest income, taxed only by state	Interest income that is not taxed on your federal return, but is taxed on your state income tax return - other than interest income from state bonds or notes, the District of Columbia, or a possession of the United States. There are several categories of interest, be sure you select the correct one!
< Sched B \ N290 Interest income, tax-exempt private activity bond	Interest income from a qualified tax-exempt private activity bond is not taxable if it meets all requirements. This income is included on your Schedule B as non-taxable interest income. There are several categories of interest, be sure you select the correct one!
< Sched B \ N288 Interest income, US government	Interest on U.S. obligations, such as U.S. Treasury bills, notes, and bonds issued by any agency of the United States. This income is exempt from all state and local income taxes. There are several categories of interest, be sure you select the correct one!
Help Sched C \ H291 Schedule C - self-employment income	Schedule C is used to report income from self-employment. Use a separate Schedule C to report income and expenses from different businesses.
Sched C \ N293 Gross receipts or sales	The amount of gross receipts from your trade or business. Include amounts you received in your trade or business that were properly shown on Forms 1099-MISC.
Sched C \ N303 Other business income	The amounts from finance reserve income, scrap sales, bad debts you recovered, interest (such as on notes and accounts receivable), state gasoline or fuel tax refunds you got this year, prizes and awards related to your trade or business, and other kinds of miscellaneous business income.
Help Sched D \ H320 Schedule D - capital gains and losses	Schedule D is used to report gains and losses from the sale of capital assets.
^ Sched D \ N488 Dividend income, capital gain distributions	Sometimes called long term capital gain distributions. These are from mutual funds, other regulated investment companies, or real estate investment trusts. These are reported on your monthly statements or Form 1099-DIV. Note: short term capital gain distributions are reported on Sched B as ordinary dividends
# Sched D \ N323 Long Term gain/loss - security	Long term gain or loss from the sale of a security.
# Sched D \ N321 Short Term gain/loss - security	Short term gain or loss from the sale of a security.

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**# Sched D ** N810 Short/Long Term gain or loss	Short term or long term gain or loss from the sale of capital assets other than securities.
**Help Sched E ** H325 Schedule E - rental and royalty income	Schedule E is used to report income or loss from rental real estate, royalties, and residual interest in REMIC's. Use a different copy for each rental or royalty. Use the Schedule K-1 categories for partnership rental income and loss amounts.
**Sched E ** N326 Rents received	The amounts received as rental income from real estate (including personal property leased with real estate) but you were not in the real estate business. (If you are in the business of renting personal property, use Schedule C.)
**Sched E ** N327 Royalties received	Royalties received from oil, gas, or mineral properties (not including operating interests); copyrights; and patents.
**Help Sched F ** H343 Schedule F - Farm income and expense	Schedule F is used to report farm income and expense. Use a different copy of Schedule F for each farm you own.
**Sched F ** N372 Agricultural program payments	Government payments received for: price support payments, market gain from the repayment of a secured Commodity Credit Corporation (CCC) loan for less than the original loan amount, diversion payments, cost-share payments (sight drafts), payments in the form of materials (such as fertilizer or lime) or services (such as grading or building dams). Reported on Form 1099-G.
**Sched F ** N374 CCC loans forfeited or repaid	The amount forfeited or repaid with certificates, even if you reported the loan proceeds as income. See IRS Pub 225.
**Sched F ** N373 CCC loans reported/election	Generally, you do not report CCC loan proceeds as income. However, if you pledge part or all of your production to secure a CCC loan, you may elect to report the loan proceeds as income in the year you receive them, instead of the year you sell the crop.
**Sched F ** N376 Crop insurance proceeds deferred	If you use the cash method of accounting and receive crop insurance proceeds in the same tax year in which the crops are damaged, you can choose to postpone reporting the proceeds as income until the following tax year. A statement must also be attached to your return. See IRS Pub 225.
**Sched F ** N375 Crop insurance proceeds received	You generally include crop insurance proceeds in the year you receive them. Treat as crop insurance proceeds the crop disaster payments you receive from the federal government.
**Sched F ** N370 Custom hire income	The income you received for custom hire (machine work).

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Sched F \ N377 Other farm income	Illegal Federal irrigation subsidies, bartering income, income from discharge of indebtedness, state gasoline or fuel tax refund, the gain or loss on the sale of commodity futures contracts, etc.
Sched F \ N369 Resales of livestock/items	Amounts you received from the sales of livestock and other items you bought specifically for resale. Do not include sales of livestock held for breeding, dairy purposes, draft, or sport. These are reported on Form 4797, Sales of Business Property.
Sched F \ N368 Sales livestock/product raised	Amounts you received from the sale of livestock, produce, grains, and other products you raised.
Sched F \ N371 Total cooperative distributions	Distributions received from a cooperative. This includes patronage dividends, non patronage distributions, per-unit retain allocations, and redemption of non qualified notices and per unit retain allocations. Reported on Form 1099-PATR.
Help Sched K-1 \ H446 Schedule K-1 - partnership income, credits, deductions	Schedule K-1 is used to report your share of a partnership's income, credits, deductions, etc. Use a separate copy of Schedule K-1 for each partnership.
Sched K-1 \ N452 Dividends, ordinary	The amount of dividend income the partnership reported to you on Schedule K-1. (You report this on Schedule B)
Sched K-1 \ N455 Guaranteed partner payments	A guaranteed payments the partnership reported to you on Schedule K-1. (You report this on Schedule E)
Sched K-1 \ N451 Interest income	The amount of interest income the partnership reported to you on Schedule K-1. (You report this on Schedule B)
# Sched K-1 \ N454 Net LT capital gain or loss	The long-term gain or (loss) from the sale of assets the partnership reported to you on Schedule K-1. (You report this on Schedule D)
# Sched K-1 \ N453 Net ST capital gain or loss	The short-term gain or (loss) from sale of assets the partnership reported to you on K-1. (You report this on Schedule D)
# Sched K-1 \ N456 Net Section 1231 gain or loss	The gain or (loss) from sale of Section 1231 assets the partnership reported to you on Schedule K-1. (You report this on Form 4797)
# Sched K-1 \ N448 Ordinary income or loss	Your share of the ordinary income (loss) from the trade or business activities of the partnership. This is reported to you on Schedule K-1. (You usually report this on Schedule E, See instructions for Schedule K-1)

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# Sched K-1 \ N450 Other rental income or loss	The income or (loss) from rental activities, other than the rental of real estate. This is reported to you on Schedule K-1. (You usually report this on Schedule E, See instructions for Schedule K-1)
# Sched K-1 \ N449 Rental real estate income or loss	The income or (loss) from rental real estate activities engaged in by the partnership. This is reported to you on Schedule K-1. (You usually report this on Schedule E, See instructions for Schedule K-1)
Sched K-1 \ N527 Royalties	The amount of the royalty income the partnership reported to you on Schedule K-1. (You report this on Schedule E)
Sched K-1 \ N528 Tax-exempt interest income	The amount of tax-exempt interest income the partnership reported to you on Schedule K-1. (You report this on Form 1040)
Help W-2 \ H458 Form W-2 - Wages earned and taxes withheld	Form W-2 is used by your employer to report the amount of wages and other compensation you earned as an employee, and the amount of federal and state taxes withheld and fringe benefits received. Use a separate copy of Form W-2 for each employer.
^ W-2 \ N465 Dependent care benefits, self	The amount dependent care benefits, including the fair market value of employer-provided or employer-sponsored day-care facilities you received.
^ W-2 \ N512 Dependent care benefits, spouse	The amount dependent care benefits, including the fair market value of employer-provided or employer-sponsored day-care facilities your spouse received.
^ W-2 \ N267 Reimbursed moving expenses, self	Qualified moving expense reimbursements paid directly to you by an employer.
^ W-2 \ N546 Reimbursed moving expenses, spouse	Qualified moving expense reimbursements paid directly to your spouse by your spouse's employer.
^ W-2 \ N460 Salary or wages, self	The total wages, tips, and other compensation, before any payroll deductions, you receive from your employer.
^ W-2 \ N506 Salary or wages, spouse	The total wages, tips, and other compensation, before any payroll deductions, your spouse receives from your spouse's employer.
Help W-2G \ H547 Form W-2G - gambling winnings	Form W-2G is used to report certain gambling winnings.

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**^ W-2G ** N549 Gross winnings	The amount of gross winnings from gambling. This may include winnings from horse racing, dog racing, jai alai, lotteries, keno, bingo, slot machines, sweepstakes, and wagering pools. If the amount is large enough, it will be reported on Form W-2G.
**none ** N000 Tax Report Only - No TXF Export	This is a dummy category and only shows up on the tax report, but is not exported.
**Help F1040 ** H256 Form 1040 - the main tax form	Form 1040 is the main form of your tax return.
**F1040 ** N264 Alimony paid	Amounts payed as alimony or separate maintenance. Note: child support is not considered alimony.
**< F1040 ** N265 Early withdrawal penalty	Penalty on Early Withdrawal of Savings from CD's or similar instruments. This is reported on Form 1099-INT or Form 1099-OID.
**F1040 ** N521 Federal estimated tax, quarterly	The quarterly payments you made on your estimated Federal income tax (Form 1040-ES). Include any overpay from your previous year return that you applied to your estimated tax. NOTE: If a full year (Jan 1, YEAR to Dec 31, YEAR) is specified, GnuCash adjusts the date to Mar 1, YEAR to Feb 28, YEAR+1. Thus, the payment due Jan 15 is exported for the correct year.
**F1040 ** N613 Fed tax withheld, RR retire, self	The amount of federal income taxes withheld from your part of tier I railroad retirement benefits, which are treated as a social security benefits.
**F1040 ** N614 Fed tax withheld, RR retire, spouse	The amount of federal income taxes withheld from your spouse's part of tier I railroad retirement benefits, which are treated as a social security benefits.
**F1040 ** N611 Fed tax withheld, Social Security, self	The amount of federal income taxes withheld from your part of any monthly benefit under title II of the Social Security Act.
**F1040 ** N612 Fed tax withheld, Social Security, spouse	The amount of federal income taxes withheld from your spouse's part of any monthly benefit under title II of the Social Security Act.
**F1040 ** N482 IRA contrib., non-work spouse	IRA contribution for a non-working spouse.
**F1040 ** N262 IRA contribution, self	Contribution to a qualified IRA. If you or your spouse are covered by a company retirement plan, this amount could be limited or eliminated.

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**F1040 ** N481 IRA contribution, spouse	Contribution of a working spouse to a qualified IRA. If you or your spouse are covered by a company retirement plan, the deductible contribution could be limited or eliminated.
**F1040 ** N263 Keogh deduction, self	Contributions to a Keogh or HR 10 plan of a sole proprietor or a partnership.
**F1040 ** N516 Keogh deduction, spouse	Spouse Contributions to a Keogh or HR 10 plan of a sole proprietor or a partnership.
**F1040 ** N608 Medical savings contribution, spouse	Contributions made to your spouse's medical savings account that were not reported on their Form W-2.
**F1040 ** N607 Medical savings contribution, self	Contributions made to your medical savings account that were not reported on your Form W-2.
**F1040 ** N517 SEP-IRA deduction, self	Contributions made to a simplified employee pension plan (SEP-IRA).
**F1040 ** N518 SEP-IRA deduction, spouse	Spouse contributions made to a simplified employee pension plan (SEP-IRA).
**F1040 ** N609 SIMPLE contribution, self	Contributions made to your SIMPLE retirement plan that were not reported on your Form W-2.
**F1040 ** N610 SIMPLE contribution, spouse	Contributions made to your spouse's SIMPLE retirement plan that were not reported on your spouse's Form W-2.
**F1040 ** N636 Student loan interest	The amount of interest you paid this year on qualified student loans.
**Help F1099-G ** H634 Form 1099-G - certain Government payments	Form 1099-G is used to report certain government payments from federal, state, or local governments.
**F1099-G ** N606 Fed tax withheld, unemployment comp	The amount of federal income taxes withheld from your unemployment compensation.
**F1099-G ** N605 Unemployment comp repaid	If you received an overpayment of unemployment compensation this year or last and you repaid any of it this year, subtract the amount you repaid from the total

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	amount you received.
**Help F1099-MISC ** H553 Form 1099-MISC - MISCellaneous income	Form 1099-MISC is used to report miscellaneous income received and direct sales of consumer goods for resale.
**^ F1099-MISC ** N558 Federal tax withheld	The amount of federal income tax withheld (backup withholding) from 1099-MISC income.
**^ F1099-MISC ** N563 State tax withheld	The amount of state income tax withheld (state backup withholding) from 1099-MISC income.
**Help F1099-R ** H473 Form 1099-R - Retirement distributions	Form 1099-R is used to report taxable and non-taxable retirement distributions from retirement, pension, profit-sharing, or annuity plans. Use a separate Form 1099-R for each payer.
**^ F1099-R ** N532 IRA federal tax withheld	The amount of federal income taxes withheld from your IRA distribution.
**^ F1099-R ** N534 IRA local tax withheld	The amount of local income taxes withheld from your IRA distribution.
**^ F1099-R ** N533 IRA state tax withheld	The amount of state income taxes withheld from your IRA distribution.
**^ F1099-R ** N529 Pension federal tax withheld	The amount of federal income taxes withheld from your pension distribution.
**^ F1099-R ** N531 Pension local tax withheld	The amount of local income taxes withheld from your pension distribution.
**^ F1099-R ** N530 Pension state tax withheld	The amount of state income taxes withheld from your pension distribution.
**^ F1099-R ** N625 SIMPLE federal tax withheld	The amount of federal income taxes withheld from a SIMPLE distribution received.
**^ F1099-R ** N627 SIMPLE local tax withheld	The amount of local income taxes withheld from a SIMPLE distribution received.
**^ F1099-R ** N626 SIMPLE state tax withheld	The amount of state income taxes withheld from a SIMPLE distribution received.

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Help F2106 \ H380 employee business expenses	Form 2106 is used to deduct employee business expenses. You must file this form if you were reimbursed by your employer or claim job-related travel, transportation, meal, or entertainment expenses. Use a separate Form 2106 for your spouse's expenses.
F2106 \ N382 Automobile expenses	Total annual expenses for gasoline, oil, repairs, insurance, tires, license plates, or similar items.
F2106 \ N381 Education expenses	Cost of tuition, books, supplies, laboratory fees, and similar items, and certain transportation costs if the education maintains or improves skills required in your present work or is required by your employer or the law to keep your salary, status, or job, and the requirement serves a business purpose of your employer. Expenses are not deductible if they are needed to meet the minimum educational requirements to qualify you in your work or business or will lead to qualifying you in a new trade or business.
F2106 \ N391 Employee home office expenses	Your use of the business part of your home must be: exclusive, regular, for your trade or business, AND The business part of your home must be one of the following: your principal place of business, a place where you meet or deal with patients, clients, or customers in the normal course of your trade or business, or a separate structure (not attached to your home) you use in connection with your trade or business. Additionally, Your business use must be for the convenience of your employer, and You do not rent all or part of your home to your employer and use the rented portion to perform services as an employee. See IRS Pub 587.
F2106 \ N389 Job seeking expenses	Fees to employment agencies and other costs to look for a new job in your present occupation, even if you do not get a new job.
F2106 \ N384 Local transportation expenses	Local transportation expenses are the expenses of getting from one workplace to another when you are not traveling away from home. They include the cost of transportation by air, rail, bus, taxi, and the cost of using your car. Generally, the cost of commuting to and from your regular place of work is not deductible.
F2106 \ N386 Meal/entertainment expenses	Allowable meals and entertainment expense, including meals while away from your tax home overnight and other business meals and entertainment.
F2106 \ N385 Other business expenses	Other job-related expenses, including expenses for business gifts, trade publications, etc.
F2106 \ N390 Special clothing expenses	cost and upkeep of work clothes, if you must wear them as a condition of your employment, and the clothes are not suitable for everyday wear. Include the cost of protective clothing required in your work, such as safety shoes or boots, safety

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	glasses, hard hats, and work gloves.
**F2106 ** N383 Travel (away from home)	Travel expenses are those incurred while traveling away from home for your employer. The cost of getting to and from your business destination (air, rail, bus, car, etc.), taxi fares, baggage charges, and cleaning and laundry expenses. Note: meal and entertainment expenses are not included here.
**Help F2441 ** H400 Form 2441 - child and dependent credit	Form 2441 is used to claim a credit for child and dependent care expenses.
**< F2441 ** N401 Qualifying child/dependent care expenses	The total amount you actually paid to the care provider. Also, include amounts your employer paid to a third party on your behalf.
**< F2441 ** N402 Qualifying household expenses	The cost of services needed to care for the qualifying person as well as to run the home. They include the services of a babysitter, cleaning person, cook, maid, or housekeeper if the services were partly for the care of the qualifying person.
**Help F3903 ** H403 Form 3903 - moving expenses	Form 3903 is used to claim moving expenses.
**F3903 ** N406 Transport/storage of goods	The amount you paid to pack, crate and move your household goods and personal effects. You may include the cost to store and insure household goods and personal effects within any period of 30 days in a row after the items were moved from your old home.
**F3903 ** N407 Travel/lodging, except meals	The amount you paid to travel from your old home to your new home. This includes transportation and lodging on the way. Although not all members of your household must travel together, you may only include expenses for one trip per person. Do not include meals.
**Help F4684 ** H412 Form 4684 - casualties and thefts	Form 4684 is used to report gains and losses from casualties and thefts.
**F4684 ** N413 Basis of casualty property	Cost or other basis usually means original cost plus improvements. Subtract any postponed gain from the sale of a previous main home. Special rules apply to property received as a gift or inheritance. See Pub 551, Basis of Assets, for details.
**Help F4835 ** H569 Form 4835 - farm rental income	Form 4835 is used to report farm rental income received as a share of crops or livestock produced by your tenant if you did not materially participate in the operation or management of the farm. Use a different copy of Form 4835 for each

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	farm rented.
F4835 \ N579 Car and truck expenses	The business portion of car or truck expenses, such as, for gasoline, oil, repairs, insurance, tires, license plates, etc.
F4835 \ N580 Chemicals	Chemicals used in operating your farm, such as insect sprays and dusts.
F4835 \ N581 Conservation expenses	Your expenses for soil or water conservation or for the prevention of erosion of land used in farming. To take this deduction, your expenses must be consistent with a plan approved by the Natural Resources Conservation Service (NRCS) of the Department of Agriculture.
F4835 \ N582 Custom hire expenses	Amounts you paid for custom hire (machine work) (the machine operator furnished the equipment). Do not include amounts paid for rental or lease of equipment you operated yourself.
F4835 \ N583 Employee benefit programs	Contributions to employee benefit programs, such as accident and health plans, group-term life insurance, and dependent care assistance programs. Do not include contributions that are a incidental part of a pension or profit-sharing plan.
F4835 \ N584 Feed purchased	The cost of feed for your livestock. Generally, you cannot currently deduct expenses for feed to be consumed by your livestock in a later tax year. See instructions for Schedule F.
F4835 \ N585 Fertilizers and lime	The cost of fertilizer, lime, and other materials applied to farm land to enrich, neutralize, or condition it. You can also deduct the cost of applying these materials. However, see Prepaid Farm Supplies, in Pub 225, for a rule that may limit your deduction for these materials.
F4835 \ N586 Freight and trucking	The costs of freight or trucking of produce or livestock.
F4835 \ N587 Gasoline, fuel, and oil	The costs of gas, fuel, oil, etc. for farm equipment.
F4835 \ N588 Insurance (other than health)	Premiums paid for farm business insurance, such as: fire, storm, crop, theft and liability protection of farm assets. Do not include premiums for employee accident and health insurance.
F4835 \ N589 Interest expense, mortgage	The interest you paid to banks or other financial institutions for which you received a Form 1098, for a mortgage on real property used in your farming business (other than your main home). If you paid interest on a debt secured by your main home,

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	and any proceeds from that debt were used in your farming operation, refer to IRS Pub 225.
F4835 \ N590 Interest expense, other	The interest you paid for which you did not receive a Form 1098 (perhaps someone else did, and you are liable too), for a mortgage or other loans for your farm business.
F4835 \ N591 Labor hired	The amounts you paid for farm labor. Do not include amounts paid to yourself. Count the cost of boarding farm labor but not the value of any products they used from the farm. Count only what you paid house-hold help to care for farm laborers.
F4835 \ N602 Other farm expenses	Include all ordinary and necessary farm rental expenses not deducted elsewhere on Form 4835, such as advertising, office supplies, etc. Do not include fines or penalties paid to a government for violating any law.
F4835 \ N592 Pension/profit-sharing plans	Enter your deduction for contributions to employee pension, profit-sharing, or annuity plans. If the plan included you as a self-employed person, see the instructions for Schedule C (Form 1040).
F4835 \ N594 Rent/lease land, animals	Amounts paid to rent or lease property such as pasture or farm land.
F4835 \ N593 Rent/lease vehicles, equip.	The business portion of your rental cost, for rented or leased vehicles, machinery, or equipment. But if you leased a vehicle for a term of 30 days or more, you may have to reduce your deduction by an inclusion amount. For details, see the instructions for Schedule C (Form 1040).
F4835 \ N595 Repairs and maintenance	Amounts you paid for repairs and maintenance of farm buildings, machinery, and equipment. You can also include what you paid for tools of short life or minimal cost, such as shovels and rakes.
F4835 \ N596 Seeds and plants purchased	The amounts paid for seeds and plants purchased for farming.
F4835 \ N597 Storage and warehousing	Amounts paid for storage and warehousing of crops, grains, etc.
F4835 \ N598 Supplies purchased	Livestock supplies and other supplies, including bedding, office supplies, etc.
F4835 \ N599 Taxes	Real estate and personal property taxes on farm business assets; Social security and Medicare taxes you paid to match what you are required to withhold from farm employees' wages and any Federal unemployment tax paid; Federal highway use tax.

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F4835 \ N600 Utilities	Amounts you paid for gas, electricity, water, etc., for business use on the farm. Do not include personal utilities. You cannot deduct the base rate (including taxes) of the first telephone line into your residence, even if you use it for business.
F4835 \ N601 Vet, breeding, medicine	The costs of veterinary services, medicine and breeding fees.
Help F4952 \ H425 Form 4952 - investment interest	Form 4952 is used to compute the amount of investment interest expense deductible for the current year and the amount, if any, to carry forward to future years.
F4952 \ N426 Investment interest expense	The investment interest paid or accrued during the tax year, regardless of when you incurred the indebtedness. Investment interest is interest paid or accrued on a loan (or part of a loan) that is allocable to property held for investment.
Help F6252 \ H427 Form 6252 - income from casual sales	Form 6252 is used to report income from casual sales of real or personal property when you will receive any payments in a tax year after the year of sale (i.e., installment sale).
F6252 \ N432 Expenses of sale	Enter sales commissions, advertising expenses, attorney and legal fees, etc., in selling the property.
Help F8815 \ H441 Form 8815 - EE U.S. savings bonds sold for education	Form 8815 is used to compute the amount of interest you may exclude if you cashed series EE U.S. savings bonds this year that were issued after 1989 to pay for qualified higher education costs.
F8815 \ N442 Qualified higher education expenses	Qualified higher education expenses include tuition and fees required for the enrollment or attendance of the person(s). Do not include expenses for room and board, or courses involving sports, games, or hobbies that are not part of a degree or certificate granting program.
Help F8829 \ H536 Form 8829 - business use of your home	Form 8829 is used only if you file a Schedule C, Profit or Loss from Business, and you meet specific requirements to deduct expenses for the business use of your home. IRS rules are stringent for this deduction. Refer to IRS Publication 587.
F8829 \ N537 Deductible mortgage interest	The total amount of mortgage interest that would be deductible whether or not you used your home for business (i.e., amounts allowable as itemized deductions on Schedule A, Form 1040). Form 8829 computes the deductible business portion.
F8829 \ N539 Insurance	The total amount of insurance paid for your home, in which an area or room is used regularly and exclusively for business. Form 8829 computes the deductible business portion.

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F8829 \ N542 Other expenses	If you rent rather than own your home, include rent paid for your home, in which an area or room is used regularly and exclusively for business. Form 8829 computes the deductible business portion.
F8829 \ N538 Real estate taxes	The total amount of real estate taxes that would be deductible whether or not you used your home for business (i.e., amounts allowable as itemized deductions on Schedule A, Form 1040). Form 8829 computes the deductible business portion.
F8829 \ N540 Repairs and maintenance	The total amount of repairs and maintenance paid for your home, in which an area or room is used regularly and exclusively for business. Form 8829 computes the deductible business portion.
F8829 \ N541 Utilities	The total amount of utilities paid for your home, in which an area or room is used regularly and exclusively for business. Form 8829 computes the deductible business portion.
Help F8839 \ H617 Form 8839 - adoption expenses	Form 8839 is used to report qualified adoption expenses.
F8839 \ N618 Adoption fees	Adoption fees that are reasonable and necessary, directly related to, and for the principal purpose of, the legal adoption of an eligible child.
F8839 \ N620 Attorney fees	Attorney fees that are reasonable and necessary, directly related to, and for the principal purpose of, the legal adoption of an eligible child.
F8839 \ N619 Court costs	Court costs that are reasonable and necessary, directly related to, and for the principal purpose of, the legal adoption of an eligible child.
F8839 \ N622 Other expenses	Other expenses that are reasonable and necessary, directly related to, and for the principal purpose of, the legal adoption of an eligible child.
F8839 \ N621 Traveling expenses	Traveling expenses (including meals and lodging) while away from home, directly related to, and for the principal purpose of, the legal adoption of an eligible child.
Home Sale \ N392 Home Sale worksheets (was F2119)	Home Sale worksheets (replaces Form 2119) are used to report the sale of your personal residence. See IRS Pub 523.
Home Sale \ N397 Cost of new home	The cost of your new home includes costs incurred within the replacement period (beginning 2 years before and ending 2 years after the date of sale) for the following items: Buying or building the home; Rebuilding the home; and Capital improvements or additions.

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Home Sale \ N394 Expense of sale	Selling expenses include commissions, advertising fees, legal fees, title insurance, and loan charges paid by the seller, such as loan placement fees or "points."
Home Sale \ N396 Fixing-up expenses	Fixing-up expenses are decorating and repair costs that you paid to sell your old home. For example, the costs of painting the home, planting flowers, and replacing broken windows are fixing-up expenses. Fixing-up expenses must meet all the following conditions. The expenses: Must be for work done during the 90-day period ending on the day you sign the contract of sale with the buyer; Must be paid no later than 30 days after the date of sale; Cannot be deductible in arriving at your taxable in-come; Must not be used in figuring the amount realized; and Must not be capital expenditures or improvements.
Help Sched A \ H270 Schedule A - itemized deductions	Schedule A is used to report your itemized deductions.
Sched A \ N280 Cash charity contributions	Contributions or gifts by cash or check you gave to organizations that are religious, charitable, educational, scientific, or literary in purpose. You may also deduct what you gave to organizations that work to prevent cruelty to children or animals. For donations of $250 or more, you must have a statement from the charitable organization showing the amount donated and the value of goods or services you received.
Sched A \ N484 Doctors, dentists, hospitals	Insurance premiums for medical and dental care, medical doctors, dentists, eye doctors, surgeons, X-ray, laboratory services, hospital care, etc. See IRS Pub 502.
Sched A \ N272 Gambling losses	Gambling losses, but only to the extent of gambling winnings reported on Form 1040. Note: not subject to the 2% AGI of limitation.
Sched A \ N545 Home mortgage interest (no 1098)	Home mortgage interest paid, for which you did not receive a Form 1098 from the recipient. The interest could be on a first or second mortgage, home equity loan, or refinanced mortgage.
Sched A \ N283 Home mortgage interest (1098)	Home mortgage interest and points reported to you on Form 1098. The interest could be on a first or second mortgage, home equity loan, or refinanced mortgage.
Sched A \ N282 Investment management fees	Investment interest is interest paid on money you borrowed that is allocable to property held for investment. It does not include any interest allocable to passive activities or to securities that generate tax-exempt income.
Sched A \ N544 Local income taxes	Local income taxes that were not withheld from your salary, such as local income taxes you paid this year for a prior year.

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Sched A \ N274 Medical travel and lodging	Lodging expenses while away from home to receive medical care in a hospital or a medical care facility related to a hospital. Do not include more than $50 a night for each eligible person. Ambulance service and other travel costs to get medical care.
Sched A \ N273 Medicine and drugs	Prescription medicines, eyeglasses, contact lenses, hearing aids. Over-the-counter medicines are not deductible.
Sched A \ N523 Misc., no 2% AGI limit	Other miscellaneous itemized deductions that are not reduced by 2% of adjusted gross income, such as casualty and theft losses from income-producing, amortizable bond premium on bonds acquired before October 23, 1986, federal estate tax on income in respect to a decedent, certain unrecovered investment in a pension, impairment-related work expenses of a disabled person.
Sched A \ N486 Misc., subject to 2% AGI limit	Safety equipment, small tools, and supplies you needed for your job; Uniforms required by your employer and which you may not usually wear away from work; subscriptions to professional journals; job search expenses; certain educational expenses. You may need to file Form 2106.
Sched A \ N485 Non-cash charity contributions	The fair market value of donated property, such as used clothing or furniture.
Sched A \ N277 Other taxes	Other taxes paid not included under state and local income taxes, real estate taxes, or personal property taxes. You may want to take a credit for the foreign tax instead of a deduction.
Sched A \ N535 Personal property taxes	Enter personal property tax you paid, but only if it is based on value alone. Example: You paid a fee for the registration of your car. Part of the fee was based on the car s value and part was based on its weight. You may deduct only the part of the fee that is based on the car s value.
Sched A \ N284 Points paid (no 1098)	Generally, you must deduct points you paid to refinance a mortgage over the life of the loan. If you used part of the proceeds to improve your main home, you may be able to deduct the part of the points related to the improvement in the year paid. See Pub. 936 Use this line for points not reported on Form 1098.
Sched A \ N276 Real estate taxes	Include taxes (state, local, or foreign) you paid on real estate you own that was not used for business, but only if the taxes are based on the assessed value of the property. Do not include taxes charged for improvements that tend to increase the value of your property (for example, an assessment to build a new sidewalk).
Sched A \ N522 State estimated tax, quarterly	State estimated tax payments made this year.

Tax Form \ TXF Code Description	Extended TXF Help messages
Sched A \ N275 State income taxes	State income taxes paid this year for a prior year. Include any part of a prior year refund that you chose to have credited to this years state income taxes.
Sched A \ N271 Subscriptions	Amounts paid for subscriptions to magazines or services that are directly related to the production or collection of taxable income. (example: subscriptions to investment publications, stock newsletters, etc.).
Sched A \ N281 Tax preparation fees	Fees you paid for preparation of your tax return, including fees paid for filing your return electronically.
Help Sched B \ H285 Schedule B - interest and dividend income	Schedule B is used to report your interest and dividend income.
< Sched B \ N615 Fed tax withheld, dividend income	The amount of federal income taxes withheld from dividend income. This is usually reported on Form 1099-DIV.
< Sched B \ N616 Fed tax withheld, interest income	The amount of federal income taxes withheld from interest income. This is usually reported on Form 1099-INT.
Help Sched C \ H291 Schedule C - self-employment income	Schedule C is used to report income from self-employment. Use a separate Schedule C to report income and expenses from different businesses.
Sched C \ N304 Advertising	The amounts paid for advertising your trade or business in newspapers, publications, radio or television. Also include the cost of brochures, business cards, or other promotional material.
Sched C \ N305 Bad debts from sales/services	Include debts and partial debts from sales or services that were included in income and are definitely known to be worthless.
Sched C \ N306 Car and truck expenses	You can deduct the actual expenses of running your car or truck, or take the standard mileage rate.
Sched C \ N307 Commissions and fees	The amounts of commissions or fees paid to independent contractors (non employees) for their services.
Sched C \ N494 Cost of Goods Sold - Labor	Labor costs are usually an element of cost of goods sold only in a manufacturing or mining business. In a manufacturing business, labor costs that are properly allocable to the cost of goods sold include both the direct and indirect labor used in fabricating the raw material into a finished, salable product.

Tax Form \ TXF Code Description	Extended TXF Help messages
Sched C \ N495 Cost of Goods Sold - Materials/supplies	Materials and supplies, such as hardware and chemicals, used in manufacturing goods are charged to cost of goods sold. Those that are not used in the manufacturing process are treated as deferred charges. You deduct them as a business expense when you use them.
Sched C \ N496 Cost of Goods Sold - Other costs	Other costs incurred in a manufacturing or mining process that you charge to your cost of goods sold are containers, freight-in, overhead expenses.
Sched C \ N493 Cost of Goods Sold - Purchases	If you are a merchant, use the cost of all merchandise you bought for sale. If you are a manufacturer or producer, this includes the cost of all raw materials or parts purchased for manufacture into a finished product. You must exclude the cost of merchandise you withdraw for your personal or family use.
Sched C \ N309 Depletion	The amounts for depletion. If you have timber depletion, attach Form T. See Pub. 535.
Sched C \ N308 Employee benefit programs	Contributions to employee benefit programs that are not an incidental part of a pension or profit-sharing plan. Examples are accident and health plans, group-term life insurance, and dependent care assistance programs.
Sched C \ N310 Insurance, other than health	Premiums paid for business insurance. Do not include amounts paid for employee accident and health insurance. nor amounts credited to a reserve for self-insurance or premiums paid for a policy that pays for your lost earnings due to sickness or disability. See Pub. 535.
Sched C \ N311 Interest expense, mortgage	The interest you paid to banks or other financial institutions for which you received a Form 1098, for a mortgage on real property used in your business (other than your main home).
Sched C \ N312 Interest expense, other	The interest you paid for which you did not receive a Form 1098 (perhaps someone else did, and you are liable too), for a mortgage or other loans for your business.
Sched C \ N298 Legal and professional fees	Accountant's or legal fees for tax advice related to your business and for preparation of the tax forms related to your business.
Sched C \ N294 Meals and entertainment	Total business meal and entertainment expenses. Business meal expenses are deductible only if they are (a) directly related to or associated with the active conduct of your trade or business, (b) not lavish or extravagant, and (c) incurred while you or your employee is present at the meal.
Sched C \ N313 Office expenses	The cost of consumable office supplies such as business cards, computer supplies, pencils, pens, postage stamps, rental of postal box or postage machines, stationery,

Tax Form \ TXF Code Description	Extended TXF Help messages
	Federal Express and UPS charges, etc.
Sched C \ N302 Other business expenses	Other costs not specified on other lines of Schedule C, such as: Clean-fuel vehicles and refueling property; Donations to business organizations; Educational expenses; Environmental cleanup costs; Impairment-related expenses; Interview expense allowances; Licenses and regulatory fees; Moving machinery; Outplacement services; Penalties and fines you pay for late performance or nonperformance of a contract; Subscriptions to trade or professional publications.
Sched C \ N314 Pension/profit sharing plans	You can set up and maintain the following small business retirement plans for yourself and your employees, such as: SEP (Simplified Employee Pension) plans; SIMPLE (Savings Incentive Match Plan for Employees) plans; Qualified plans (including Keogh or H.R. 10 plans). You deduct contributions you make to the plan for yourself on Form 1040.
Sched C \ N300 Rent/lease other business property	The amounts paid to rent or lease real estate or property, such as office space in a building.
Sched C \ N299 Rent/lease vehicles, equip.	The amount paid to rent or lease vehicles, machinery, or equipment, for your business. If you leased a vehicle for a term of 30 days or more, you may have to reduce your deduction by an amount called the inclusion amount. See Pub. 463.
Sched C \ N315 Repairs and maintenance	The cost of repairs and maintenance. Include labor, supplies, and other items that do not add to the value or increase the life of the property. Do not include the value of your own labor. Do not include amounts spent to restore or replace property; they must be capitalized.
Sched C \ N296 Returns and allowances	Credits you allow customers for returned merchandise and any other allowances you make on sales.
Sched C \ N301 Supplies (not from Cost of Goods Sold)	The cost of supplies not reported under Cost Of Goods Sold.
Sched C \ N316 Taxes and licenses	Include the following taxes: State and local sales taxes imposed on you as the seller of goods or services; Real estate and personal property taxes on business assets; Social security and Medicare taxes paid to match required withholding from your employees' wages; Also, Federal unemployment tax paid; Federal highway use tax.
Sched C \ N317 Travel	Expenses for lodging and transportation connected with overnight travel for business while away from your tax home.

Tax Form \ TXF Code Description	Extended TXF Help messages
**Sched C ** N318 Utilities	The costs of electricity, gas, telephone, etc. for your business property.
**Sched C ** N297 Wages paid	The total amount of salaries and wages for the tax year. Do not include amounts paid to yourself.
**Help Sched E ** H325 Schedule E - rental and royalty income	Schedule E is used to report income or loss from rental real estate, royalties, and residual interest in REMIC's. Use a different copy for each rental or royalty. Use the Schedule K-1 categories for partnership rental income and loss amounts.
**Sched E ** N328 Advertising	Amounts paid to advertise rental unit(s) in newspapers or other media or paid to realtor's to obtain tenants.
**Sched E ** N329 Auto and travel	The ordinary and necessary amounts of auto and travel expenses related to your rental activities, including 50% of meal expenses incurred while traveling away from home.
**Sched E ** N330 Cleaning and maintenance	The amounts paid for cleaning services (carpet, drapes), cleaning supplies, locks and keys, pest control, pool service, and general cost of upkeep of the rental property.
**Sched E ** N331 Commissions	The amounts paid as Commissions to realtor's or management companies to collect rent.
**Sched E ** N332 Insurance	Insurance premiums paid for fire, theft, liability.
**Sched E ** N333 Legal and professional fees	The amounts of fees for tax advice and the preparation of tax forms related to your rental real estate or royalty properties.
**Sched E ** N502 Management fees	The amount of fees to a manager or property management company to oversee your rental or royalty property.
**Sched E ** N334 Mortgage interest expense	Interest paid to banks or other financial institutions for a mortgage on your rental property, and you received a Form 1098.
**Sched E ** N341 Other expenses	Other expenses that are not listed on other tax lines of Schedule E. These might include the cost of gardening and/or snow removal services, association dues, bank charges, etc.
**Sched E ** N335 Other interest expense	Interest paid for a mortgage on your rental property, not paid to banks or other financial institutions or you did not receive a Form 1098.

Tax Form \ TXF Code Description	Extended TXF Help messages
Sched E \ N336 Repairs	You may deduct the cost of repairs made to keep your property in good working condition. Repairs generally do not add significant value to the property or extend its life.
Sched E \ N337 Supplies	Miscellaneous items needed to maintain the property, such as: brooms, cleaning supplies, nails, paint brushes, etc.
Sched E \ N338 Taxes	The amounts paid for real estate and personal property taxes. Also include the portion of any payroll taxes you paid for your employees.
Sched E \ N339 Utilities	The costs of electricity, gas, telephone, etc. for your rental property.
Help Sched F \ H343 Schedule F - Farm income and expense	Schedule F is used to report farm income and expense. Use a different copy of Schedule F for each farm you own.
Sched F \ N543 Car and truck expenses	The business portion of car or truck expenses, such as, for gasoline, oil, repairs, insurance, tires, license plates, etc.
Sched F \ N366 Chemicals	Chemicals used in operating your farm, such as insect sprays and dusts.
Sched F \ N362 Conservation expenses	Your expenses for soil or water conservation or for the prevention of erosion of land used in farming. To take this deduction, your expenses must be consistent with a plan approved by the Natural Resources Conservation Service (NRCS) of the Department of Agriculture.
Sched F \ N378 Cost of resale livestock/items	The cost or other basis of the livestock and other items you actually sold.
Sched F \ N367 Custom hire expenses	Amounts you paid for custom hire (machine work) (the machine operator furnished the equipment). Do not include amounts paid for rental or lease of equipment you operated yourself.
Sched F \ N364 Employee benefit programs	Contributions to employee benefit programs, such as accident and health plans, group-term life insurance, and dependent care assistance programs. Do not include contributions that are a incidental part of a pension or profit-sharing plan.
Sched F \ N350 Feed purchased	The cost of feed for your livestock. Generally, you cannot currently deduct expenses for feed to be consumed by your livestock in a later tax year. See instructions for Schedule F.

Tax Form \ TXF Code Description	Extended TXF Help messages
Sched F \ N352 Fertilizers and lime	The cost of fertilizer, lime, and other materials applied to farm land to enrich, neutralize, or condition it. You can also deduct the cost of applying these materials. However, see Prepaid Farm Supplies, in Pub 225, for a rule that may limit your deduction for these materials.
Sched F \ N361 Freight and trucking	The costs of freight or trucking of produce or livestock.
Sched F \ N356 Gasoline, fuel, and oil	The costs of gas, fuel, oil, etc. for farm equipment.
Sched F \ N359 Insurance, other than health	Premiums paid for farm business insurance, such as: fire, storm, crop, theft and liability protection of farm assets. Do not include premiums for employee accident and health insurance.
Sched F \ N346 Interest expense, mortgage	The interest you paid to banks or other financial institutions for which you received a Form 1098, for a mortgage on real property used in your farming business (other than your main home). If you paid interest on a debt secured by your main home, and any proceeds from that debt were used in your farming operation, refer to IRS Pub 225.
Sched F \ N347 Interest expense, other	The interest you paid for which you did not receive a Form 1098 (perhaps someone else did, and you are liable too), for a mortgage or other loans for your farm business.
Sched F \ N344 Labor hired	The amounts you paid for farm labor. Do not include amounts paid to yourself. Count the cost of boarding farm labor but not the value of any products they used from the farm. Count only what you paid house-hold help to care for farm laborers.
Sched F \ N365 Other farm expenses	Include all ordinary and necessary farm expenses not deducted elsewhere on Schedule F, such as advertising, office supplies, etc. Do not include fines or penalties paid to a government for violating any law.
Sched F \ N363 Pension/profit sharing plans	Enter your deduction for contributions to employee pension, profit-sharing, or annuity plans. If the plan included you as a self-employed person, see the instructions for Schedule C (Form 1040).
Sched F \ N348 Rent/lease land, animals	Amounts paid to rent or lease property such as pasture or farm land.
Sched F \ N349 Rent/lease vehicles, equip.	The business portion of your rental cost, for rented or leased vehicles, machinery, or equipment. But if you leased a vehicle for a term of 30 days or more, you may have to reduce your deduction by an inclusion amount. For details, see the instructions

Tax Form \ TXF Code Description	Extended TXF Help messages
	for Schedule C (Form 1040).
Sched F \ N345 Repairs and maintenance	Amounts you paid for repairs and maintenance of farm buildings, machinery, and equipment. You can also include what you paid for tools of short life or minimal cost, such as shovels and rakes.
Sched F \ N351 Seeds and plants purchased	The amounts paid for seeds and plants purchased for farming.
Sched F \ N357 Storage and warehousing	Amounts paid for storage and warehousing of crops, grains, etc.
Sched F \ N353 Supplies purchased	Livestock supplies and other supplies, including bedding, office supplies, etc.
Sched F \ N358 Taxes	Real estate and personal property taxes on farm business assets; Social security and Medicare taxes you paid to match what you are required to withhold from farm employees' wages and any Federal unemployment tax paid; Federal highway use tax.
Sched F \ N360 Utilities	Amounts you paid for gas, electricity, water, etc., for business use on the farm. Do not include personal utilities. You cannot deduct the base rate (including taxes) of the first telephone line into your residence, even if you use it for business.
Sched F \ N355 Vet, breeding, and medicine	The costs of veterinary services, medicine and breeding fees.
Help Sched H \ H565 Schedule H - Household employees	Schedule H is used to report Federal employment taxes on cash wages paid this year to household employees. Federal employment taxes include social security, Medicare, withheld Federal income, and Federal unemployment (FUTA) taxes.
^ Sched H \ N567 Cash wages paid	For household employees to whom you paid $1,100 (as of 1999) or more each of cash wages that are subject to social security and Medicare taxes. To find out if the wages are subject to these taxes, see the instructions for Schedule H.
^ Sched H \ N568 Federal tax withheld	Federal income tax withheld from total cash wages paid to household employees during the year.
Help W-2 \ H458 Form W-2 - Wages earned and taxes withheld	Form W-2 is used by your employer to report the amount of wages and other compensation you earned as an employee, and the amount of federal and state taxes withheld and fringe benefits received. Use a separate copy of Form W-2 for each employer.

Tax Form \ TXF Code Description	Extended TXF Help messages
**^ W-2 ** N461 Federal tax withheld, self	The amount of Federal income tax withheld from your wages for the year.
**^ W-2 ** N507 Federal tax withheld, spouse	The amount of Federal income tax withheld from your spouse's wages for the year.
**^ W-2 ** N463 Local tax withheld, self	The amount of local taxes withheld from your wages.
**^ W-2 ** N509 Local tax withheld, spouse	The amount of local taxes withheld from your spouse's wages.
**^ W-2 ** N480 Medicare tax withheld, self	The amount of Medicare taxes withheld from your wages.
**^ W-2 ** N510 Medicare tax withheld, spouse	The amount of Medicare taxes withheld from your spouse's wages.
**^ W-2 ** N462 Social Security tax withheld, self	The amount of social security taxes withheld from your wages.
**^ W-2 ** N508 Social Security tax withheld, spouse	The amount of social security taxes withheld from your spouse's wages.
**^ W-2 ** N464 State tax withheld, self	The amount of state taxes withheld from your wages.
**^ W-2 ** N511 State tax withheld, spouse	The amount of state taxes withheld from your spouse's wages.
**Help W-2G ** H547 Form W-2G - gambling winnings	Form W-2G is used to report certain gambling winnings.
**^ W-2G ** N550 Federal tax withheld	The amount of federal income taxes withheld from gross gambling winnings.
**^ W-2G ** N551 State tax withheld	The amount of state income taxes withheld from gross gambling winnings.

9.5. Reset Warnings...

GnuCash gives warnings when certain operations are attempted, such as removing a transaction or removing the splits of a transaction. The warning message gives you the option to not give you these warnings when attempting the operation. Check-boxes labeled "Remember and don't ask me again" and "Remember and don't ask me again this session" allow disabling the warnings. This option permits reseting the warnings to the default, IE make the warning happen. Warnings may be selectivly enabled.

Appendix A. GnuCash Tips and tidbits

Version 1.0, December 2006

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A.1. Exchange Codes for European Markets

Exchange Code List for European Markets

Table A.1. Exchange Codes List for European Markets

Code	Market
BC	Barcelona
BE	Berlin
BI	Bilbao
BR	Brême
CO	Copenhagen
D	Dusseldorf
F	Frankfurt
DE	Xetra (was FX)
H	Hamburg
HA	Hanover
L	London
MA	Madrid
MC	Madrid (M.C.)
MI	Milan
MU	Munich
O	Oslo
PA	Paris

Code	Market
ST	Stockholm
SG	Stuttgart
VA	Valence
VI	Vienna

A.2. Pseudo-symbols that can be used for TIAA-CREF quotes

Table A.2. Pseudo-symbols that can be used for TIAA-CREF quotes

Name	Pseudo-symbol
Bond Market	CREFbond
Equity Index	CREFequi
Global Equities	CREFglob
Growth	CREFgrow
Inflation-Linked Bond	CREFinfb
Money Market	CREFmony
Social Choice	CREFsoci
Stock	CREFstok
Teachers PA Select Stock	TIAAsele
Teachers PA Stock Index	TIAAsndx
TIAA Real Estate	TIAAreal

A.3. Quote Sources - Individual sources

Table A.3. Individual sources for quotes

Name	
AEX	
AEX Futures	
AEX Options	
AMFI India	
ASE	
ASX	
BMO NesbittBurns	
Deka Investments	
DWS	
Fidelity Direct	

Name
Finance Canada
First Trust Portfolios
Fund Library
Man Investments
Motley Fool
NZX
Platinum Asset Management
SEB
Sharenet
TD Waterhouse Canada
TD Efunds
TIAA-CREF
T. Rowe Price
Trustnet
Union Investments
US Treasury Bonds
US Govt. Thrift Savings Plan
Vanguard
VWD
Yahoo
Yahoo Asia
Yahoo Australia
Yahoo Brasil
Yahoo Europe
Yahoo New Zealand
(Zuerich Investments. ??)

A.4. Quote Sources - Multiple sources

Table A.4. Multiple sources for quotes

Name
Asia (Yahoo, ...)
Australia (ASX, Yahoo, ...)
Brasil (Yahoo, ...)
Canada (Yahoo, ...)
Canada Mutual (Fund Library, ...)
Dutch (AEX, ...)

Name
Europe (Yahoo, ...)
Greece (ASE, ...)
India Mutual (AMFI, ...)
Fidelity (Fidelity, ...)
First Trust (First Trust, ...)
Nasdaq (Yahoo, ...)
New Zealand (Yahoo, ...)
NYSE (Yahoo, ...)
South Africa (Sharenet, ...)
T. Rowe Price
U.K. Unit Trusts
USA (Yahoo, Fool ...)

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Version 1.1, March 2000

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