



User's Manual

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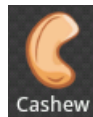
1. Overview

Cashew is a full-featured and user-friendly personal finance manager which lets you easily manage and keep track of your finances without having any experience in accounting. It supports all the basic features required for personal accounting. These include:

- complete account management support including account adjustment, reconciliation and purging operations;
- extremely easy transactions entry, convenient browsing and powerful filtering capabilities;
- flexible report engine that allows to generate stored and instant reports of different types;
- user defined categories hierarchy for convenient transactions classification;
- multiple currencies support.

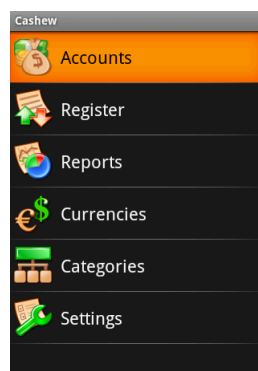
You can install *Cashew* from the Android Market (it is available in the Applications/Finance area). Once the application is installed on your device you can launch it using the **Cashew** icon.

Cashew icon



Once you launch *Cashew* you arrive at the main screen. *Cashew's* main screen contains list of application modes.

Cashew's main screen



Each mode groups functions to work with a particular entity (transactions, accounts, reports etc). Touch a list item to enter a corresponding mode

1.1. System requirements

Cashew will run on any Android device with firmware version higher than 1.5.
Supported screen resolutions: 320x480 (others are not tested yet).

1.2. Further reading

If you are an experienced Android platform user you can go to the [Quick Start](#) chapter.

If you want to know more about *Cashew* user interface organization principles and useful widgets please refer to the [User interface](#) chapter.

If you want to learn *Cashew* in greater details, to understand how it works and to know more about tricks please carefully read the rest of the chapters.

2. Quick Start

This chapter provides brief instructions on how to quickly prepare Cashew to work after the installation.

1. *Configure currencies.* Touch the **Currencies** item in the main screen to enter currencies mode. Add all currencies you are going to use for your personal finance management. Define your home currency and set the actual exchange rates. If you are not going to use multiple currencies you just need to rename the default currency to your local one.
2. *Configure categories.* Touch the **Categories** item in the main screen to enter categories mode. Define the tree of the categories that you are going to use to classify your transactions. You can organize categories into a two-level hierarchy, i.e. create subcategories.
3. *Create accounts.* Touch the **Accounts** item in the main screen to enter the accounts mode. Create an account for each of your bank account, credit card, and for your cash. Set opening balances for your accounts accordingly to the actual amounts of funds you have.
4. Now *Cashew* is ready for entering transactions. Add new transactions for each income or expense. Add transfer transaction when money is moved between your accounts (e.g., cash withdrawal in an ATM).
5. When you have enough transactions entered you can create and run reports to see how money is spent or received by an account, category or month.

To find detailed information about Cashew features, user interface widgets, tips and more please refer to the chapters below.

3. User interface

Working with personal finance you deal with multiple lists of items. Each operation with money (receiving or spending) is considered as a transaction, so we have a transaction list called register. Usually you have several places where you keep your money (credit card, bank account, cash), each of these places is considered as an account, so we have a list of accounts. You also need to define income/expense categories, to easier classify your incomes and expenses and see where money comes from and where it goes to. You may also work with multiple currencies, for example, when you are going on a business trip or vacation to another country. And finally you may want to create a number of predefined reports to run them from time to time to assess your financial status. In almost every application mode you need to manage a list of items: add new items, view, edit or remove existing ones and so on. Working with lists in Cashew in different modes is implemented in a similar way and is common with the approach used in other Android applications. In this chapter we describe the common principles of Cashew user interface organization.

3.1. Lists

When you enter a particular mode, you see a list of items (accounts, currencies, transactions etc).

A list screen menu usually contains two commands:

- **New** - allows you to create a new item and add it to the list. When you choose this command, a corresponding form is displayed.
- **Settings** - allows you to customize the list view (change how it is displayed or how it behaves). When you choose this command, a corresponding list settings screen is displayed.

In the list settings you can customize the following:

- **Navigation** - defines what happens when you touch a list item. Every list allows you to choose between **View** and **Edit** commands, some lists provides more options here (e.g., **Run report**);
- **Sorting** - defines the field the list items are sorted by and the sorting order (ascending or descending). Tree-like lists, e.g., categories or reports can not be sorted.

There are a few list screens, like accounts or transactions lists that provide additional customization options.

When you touch a list item the action you have configured in the list settings is performed:

- **View** - opens the View screen where you can see more details about the item or perform additional operations on this item (this is set by default);
- **Edit** - opens the Edit form where you can update the item's information.

Long touch on a list item calls the list's popup menu, which usually contains all the operations you can perform on the selected list item.

Besides, a list screens can contain a filter. A filter is a spinner in the list header which allows you to limit the number of displayed items in the list by particular criteria. For example, in the account list you can display accounts of a particular type, in the transactions list you can display transactions that belong to a particular account and so on.

3.2. Views

An item details view is a screen that is displayed when you call the **View** command.

The view screen contains a header which displays the field which best identifies this item (usually the name), a list with detailed information about the item or additional operations that can be performed on this item, and an optional footer.

The view screen menu usually contains two commands:

- **Edit** - opens the Edit form where you can update the item's information;
- **Delete** - removes the item. When you choose this command, a confirmation message will appear and once **Yes** is pressed, the item will be deleted and you will be returned to the list screen.

3.3. Forms

A form is a screen which is used to enter information when you are creating a new item or changing the information about an existing item.

The number and types of widgets in the form depends on the type of the item you are creating or editing. Cashew introduces a number of new widgets that are not available in standard Android applications and will probably be new for you. You can find more information about those widgets in the [Goodies](#) chapter.

Each form contains two buttons in the bottom:

- **Done** - saves your changes, closes the form and returns you to the previous screen;
- **Revert** - closes the form and returns you to the previous screen without saving changes.

The form menu contains the following commands:

- **Done** - performs the same action as the **Done** button;
- **Revert** - performs the same action as the **Revert** button;
- **Delete** - removes the item. This command is available only when you are editing the item, not when you are creating a new one.

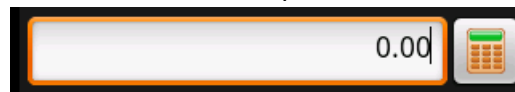
3.4. Goodies

This section describes some user interface widgets that are not standard for Android platform but are used in **Cashew** and can make your work with the application more convenient.

3.4.1. Calculator

Most of the number entry fields in Cashew have a button with a calculator icon nearby.

Amount picker



When you press the button the **Calculator** screen pops up.

Calculator screen



Calculator allows you to perform simple arithmetical operations. Pressing = sign completes calculations, returns you to the previous screen and set the result to the field. Pressing Cancel returns you to the previous screen without saving the calculations result.

3.4.2. Date input

Date input fields in *Cashew* have a button with a calendar icon nearby.

Date picker



When you press the button, the standard date picker dialog pops up. Chose the desired date and press **Set** to put it into the field.

Long touch the input field to see a popup menu, which allows you to quickly enter dates for yesterday, today or tomorrow.

3.4.3. Date period input

In various filter forms you need to specify the date period for the filter. In this case a pair of date input widgets is used. They work as described above with one additional feature. Long touch on any of the fields calls the extended popup menu which contains the following options:

- **Today, Tomorrow, Yesterday or No date** to set the corresponding value to the individual field;
- **This month, Last month and This year** to set the corresponding period in both fields.

3.4.4. Category picker

The category picker is a widget that allows you to choose a category from the category tree you've defined. Category picker consists of a read-only text entry field and a button with a category icon.

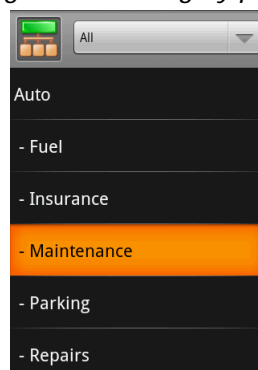
Category picker



When you press a button the category picker screen pops up.

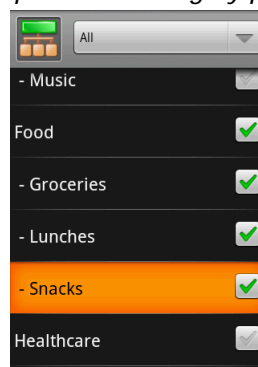
When you need to choose only one category (in transaction form), the category picker looks similarly to the categories tree screen, and you need to choose and touch the required item.

Single choice category picker



When you need to choose more than one category (in report filter forms), each tree item has a checkbox nearby.

Multiple choice category picker

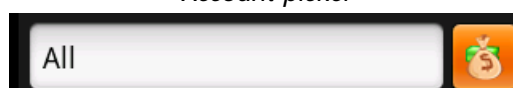


Mark required categories and choose the **Done** command from the screen menu. In addition, the screen menu contains **Select all** and **Unselect all** commands to mark/unmark all categories in the tree.

3.4.5. Account picker

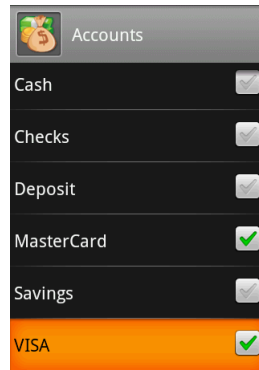
The account picker is a widget that allows you to choose a number of accounts for the transaction filter. The account picker consists of a read-only text entry field and a button with an account icon.

Account picker



When you press a button the account picker screen pops up.

Account picker screen



Mark required accounts and choose the **Done** command from the screen menu. In addition, the screen menu contains **Select all** and **Unselect all** commands to mark/unmark all categories in the tree.

4. Accounts

An account in *Cashew* is a record of your finances or, simply put, the place where you keep your money. It's obvious that you may have more than one place where you keep your money. It might be your bank account, a debit/credit card or just cash in you wallet. Advanced users may also be interested in tracking assets (e.g., home equity or retirement accounts) and liabilities (e.g., mortgages or auto loans).

Cashew allows you to create multiple accounts in different currencies, modify existing accounts information, track account balances and more.

In *Cashew* you can define the following fields for an account:

- name - the name of the account which will be used across the application;
- type - one of the account types supported by *Cashew* (please see the list below);
- currency - currency of the account, all transactions in this account are nominated in the account's currency;
- opening balance - the account's opening balance;
- minimum balance - the account's minimum balance;
- notes - any additional information about the account or a short description.

The following account types are supported in *Cashew*:

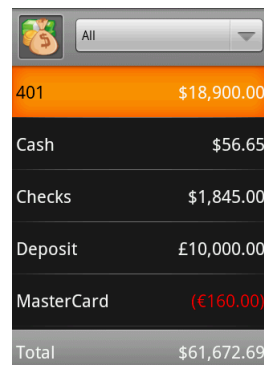
- asset - for keeping track of assets such as home equity or retirement accounts;
- cash - for keeping track of cash expenditures;
- checking - for keeping track of checking accounts;
- credit card - for keeping track of credit card accounts;
- liability - for keeping track of tracking liabilities like mortgages or auto loans;
- savings - for keeping track of savings accounts;
- other - for any other accounts.

Cashew supports one more account attribute. This is a **Favourite** flag. You can mark accounts as favourite and then choose to display only favourite accounts.

4.1. Accounts list

The accounts list displays information about all your accounts. This screen is best for having a bird's eye view of your financial state.

Account list



All	
401	\$18,900.00
Cash	\$56.65
Checks	\$1,845.00
Deposit	£10,000.00
MasterCard	(€160.00)
Total	\$61,672.69

Account list displays account names and their current balances in a currency of a particular account. Touch a list item to view the account details (default behaviour, can be changed in account list settings). A long touch on a list item calls the context menu with the operations you can perform on the selected account.

The screen header contains a simple account type filter. The spinner contains a list of account types supported by the application. You can choose one of them to display only accounts of this type. When the **All** item is selected accounts of all types are displayed.

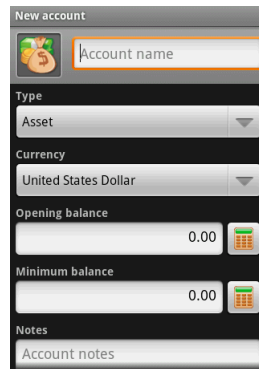
Account list footer contains sum of all displayed accounts balances. Accounts total is displayed in your home currency. The balances of the accounts that use different currencies are converted to the home currency using the exchange rates defined for those currencies.

The screen options menu contains **New account** and **Settings** commands.

4.2. Adding a new account

To create a new account go to the accounts list screen and choose the **New account** command from the screen menu or use the **Menu+n** keyboard shortcut . The **New account** screen will appear.

New account screen



1. Enter the name of the account into the **Name** field.
2. Choose the account type from the **Type** spinner.
3. Choose the account currency from the **Currency** spinner.
4. Enter the account's opening balance into the **Opening** field.
5. Enter the account's minimum balance into the **Minimum** field.



NOTE: The balance values supported by *Cashew* are numbers from -1,000,000,000.00 to 1,000,000,000.00.

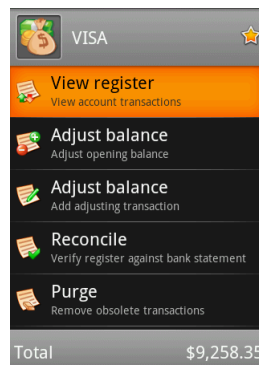
6. Enter a note or a comment describing the account into the **Notes** field.
7. Press the **Done** button, or choose the **Done** menu command or use the **Menu+Enter** shortcut to store the account information in the database.

You can create as many accounts as you need, the number of accounts you can create is limited by the amount of free space on your device

4.3. Viewing an account

To view the account details just click on the corresponding list item or choose the **View account** command from the accounts list context menu.

Account view screen



The account view screen contains a header which displays the account name, a list with actions that can be performed on the account, and a footer displaying the account balance.

In addition, you can see the star-styled checkbox in the account header, which reflects the account's **Favourite** status and allows you to change this status (mark account as favourite or not). Using the accounts list settings screen you can configure the application to display either all accounts or favourite accounts only.

The screen options menu contains **Edit account->** and **Delete account** commands.

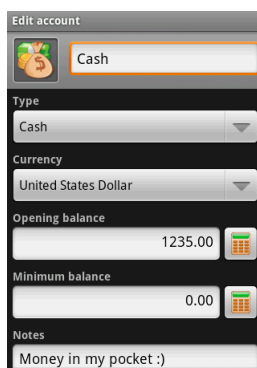
4.4. Editing an account

There are several ways to modify information about an existing account:

- the **Edit account** command in the accounts list popup menu;
- the **Edit account** command or the **Menu+e** shortcut in the account details screen menu;
- if the **Account touch opens** option is set to **Edit account** - touch the corresponding account list item.

Once one of these steps is performed, the **Edit account** form will popup.

Edit account screen



The fields in the **Edit account** form are the same as those in the **Add account** form. See ['Adding new account'](#).

4.5. Deleting an account

To delete an account you can use several options:

- accounts list screen - long touch the list item to call the popup menu and choose the **Delete account** command;
- account view screen - press Menu and choose the **Delete account** command or the **Menu+d** shortcut;
- edit account screen - press Menu and choose the **Delete account** command.

A confirmation message will appear, and once **Yes** is pressed the account is deleted.



NOTE: Account deletion will also delete all its income/expense transactions. All transfer type transactions will be moved to the *Unfiled* account.

4.6. Adjusting an account balance

Sometimes you run into situations when an account balance in Cashew doesn't match the actual amount of money available or the bank's balance. It may happen when an unknown charge appears on your bank statement or you forget to enter a transaction. Cashew allows you to adjust the balance to keep balances in sync and later when you determine the cause of the problem you can rollback the adjustment.

There are two ways to adjust an account balance in Cashew:

- Adjust opening balance - the difference between the actual account balance and *Cashew* ending balance is added to the opening account balance;
- Add adjusting transaction - a transaction with the amount equal to the difference between the actual account balance and *Cashew* ending balance is added to the account's register.

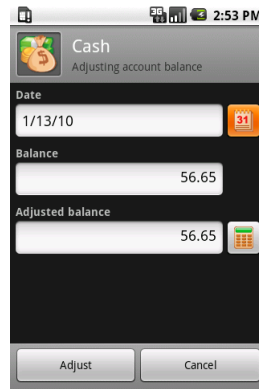
Both commands use similar work flow, but produce the same result - the account balance becomes adjusted, but they reach it with different means, as described above.

To adjust an account balance you can do one of the following:

- choose the **Adjust opening balance** or the **Add adjusting transaction** command in the accounts list popup menu;
- choose the appropriate **Adjust balance** action in the account details screen.

Once this is done, the **Adjust balance** form will appear.

Adjust balance form



1. If you want to correct a balance on a particular date, enter the date into the **Date** field, by default today's date is used. The **Balance** field displays account balance on the specified date.
2. Enter the actual balance on the specified date into the **Adjusted balance** field.
3. Press the **Adjust** button to complete the adjustment.

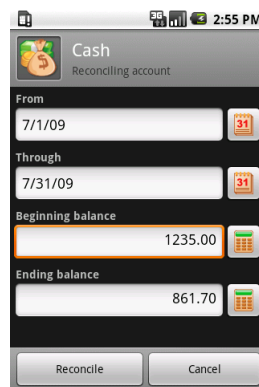
4.7. Reconciling an account

To reconcile an account you can do one of the following:

- choose the **Reconcile account** command from the accounts list popup menu;
- choose the **Reconcile** action from the account details screen.

Once this is done, the **Reconcile account** form will appear.

Reconcile account form



1. Enter the start date from your bank statement into the **From** field.
2. Enter the end date from your bank statement into the **Through** field.
3. Enter the beginning balance from your bank statement into the **Beginning balance** field.
4. Enter the ending balance from your bank statement into the **Ending balance** field.



NOTE: Once the start date is entered the application sets the balance on that date into the **Beginning balance** field. Once the end date is entered the application sets the balance on that date into the **Ending balance** field.

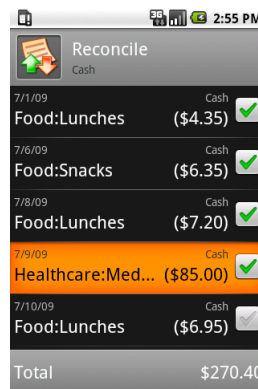


NOTE: To start clearing transactions, the entered beginning balance has to be equal to the reconciled balance on the start date, otherwise you will not be able to start reconciliation.

Once the data from the bank statement are entered press the **Reconcile** button. If the reconciled balance on the start date doesn't match the entered beginning balance, the appropriate warning message will be displayed.

Usually it means that you have unreconciled transactions in an earlier period, before the start date and need to complete reconciliation of that period first. If balances match, you will see the **Reconcile** screen.

Reconcile screen



The **Reconcile** screen displays a list of transactions that belong to the corresponding account and fall into the defined period. It also contains a footer with the difference between the entered ending balance and the cleared account balance. The list displays a checkbox next to each transaction. When you touch the list item, the transaction is marked as **Cleared** and the difference is adjusted. When all transactions are cleared and the difference between the ending balance and the cleared balance is zero, you can complete the reconciliation. To do this, choose the **Done** command from the screen menu - all cleared transactions will be marked as **Reconciled** and the reconciliation will be complete.

During reconciliation you may notice that register does not contain a transaction which is available in the bank statement, contains a transaction that is missing in the bank statement or contains a transaction with an incorrect amount. Each of these makes it impossible to complete reconciliation. To resolve this you can use **New transaction**, **Edit transaction** and **Delete transaction** commands. The **New transaction** command is available via the screen menu, and **Edit transaction** and **Delete transaction** commands are available via the transactions list popup menu.



TIP: The screen menu contains the **Go to** command, which allows you to quickly navigate to the top or bottom of the list or to the first transactions on the specified date.

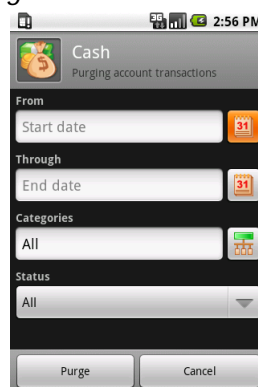
4.8. Purging an account

To purge an account transactions you can do one of the following:

- choose the Purge account command from the accounts list popup menu;
- choose the Purge action from the account details screen.

Once this is done, the Purge transactions filter form will appear.

Purge transactions filter form



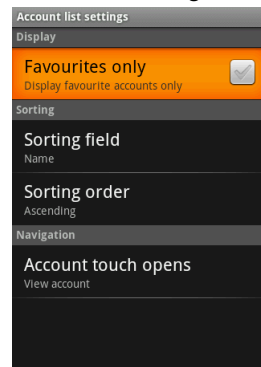
1. Define the time period you need the transactions to be purged from using the **From** and **Through** date fields.
2. Choose the categories you need the transaction to be purged for using the **Categories** picker.
3. Choose the transaction status of the transactions to be purged from the **Status** spinner.
4. Press the **Purge** button to purge transactions.

A confirmation message will appear and once Yes is pressed, transactions that match the specified filter are deleted from the database and the account opening balance is adjusted with the total amount of purged transactions, thus the ending account balance remains unchanged.

4.9. Customizing accounts list

To customize the account list screen, call the screen options menu and choose the **Settings** command, or use the **Menu+p** keyboard shortcut. The **Account list settings** screen will popup.

Account list settings screen



In the **Account list settings screen** you can change the following preferences:

- **Favourites only.** Set this option checked if you want only favourite accounts to be displayed in the account list. When this option is cleared all accounts will be displayed.
- **Sorting field.** Use this option to specify the field the account list is sorted by.
- **Sorting order.** Use this option to specify the sorting order (ascending or descending).
- **Account touch opens** allows you to define the action to be performed when you touch a list item. You can choose **View account**, **Edit account** and **View register**.

5. Categories

Cashew supports a categories hierarchy to help you to organize your transactions. Using categories and reporting you can easily see where your money comes from and where it goes. There are two category types supported:

- income - income categories are usually used for transactions which increase your net worth, e.g. salary, bonuses etc;
- expense - expense categories are usually used for things you spend your money on, e.g. clothing, utilities, entertainment etc.

The category tree has two levels, so you can operate with categories and one level of their subcategories. For example, you can define a *Food* category and *Groceries*, *Lunches* and *Snacks* subcategories inside.

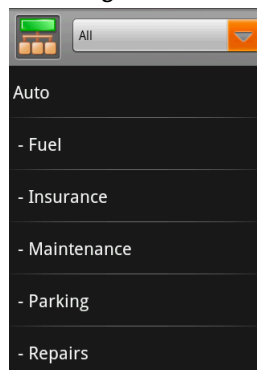
In Cashew you can define the following fields for category:

- name - the name of the category;
- type - the type of the category (*Income* or *Expense*);
- parent - the parent category for second-level categories.

5.1. Categories tree

The categories tree displays the hierarchy of all categories you have defined.

Categories tree



The categories tree displays a two-level hierarchy of categories. Touch a list item to view the category details (default behaviour, can be changed in the categories tree settings). A long touch on a list item calls the context menu with the operations you can perform on the selected category.

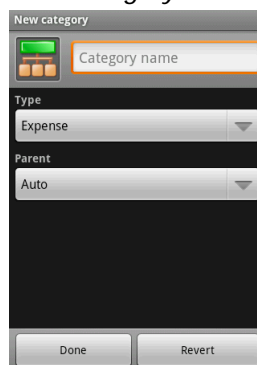
The screen header contains a simple category type filter. The spinner contains the list of category types supported by the application. You can choose one of them to display only categories of this type (*Income* or *Expense*). When the **All** item is selected categories of both types are displayed.

The screen options menu contains **New category** and **Settings** commands.

5.2. Adding a category

To create a new category go to the categories tree screen and choose the **New category** command from the screen menu or use the **Menu+n** keyboard shortcut . The **New category** screen will appear.

New category screen



1. Enter the name of the category into the **Name** field.
2. Choose the category type from the **Type** spinner.
3. Choose the parent category for the category you want to create (or **<root>** if you want to create a top-level category) from the **Parent** spinner.
4. Press the **Done** button, or choose the **Done** menu command or use the **Menu+Enter** shortcut to store the category information in the database.

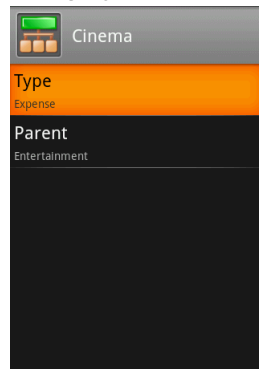


TIP: If you choose a first-level category in the categories tree before creating a new one, then the **Parent** spinner in the **New category** form will be preset to this category, and the **Type** spinner will be preset to this category's type. If you choose a second-level category in the categories tree, the New category form will be preset with the corresponding values of its parent.

5.3. Viewing a category

To view the category details just click on the corresponding tree item or choose the **View category** command from the categories tree context menu.

Category view screen



The category view screen contains a header which displays the category name and a list which displays other category fields.

The screen menu contains **Edit category->** and **Delete category** commands.

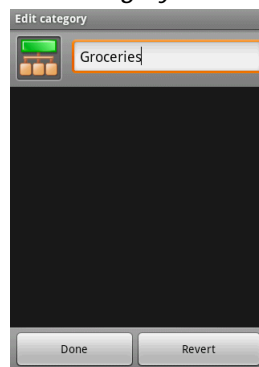
5.4. Editing a category

There are several ways to modify the information about an existing category:

- the **Edit category** command in the categories tree popup menu;
- the **Edit category** command or the **Menu+e** shortcut in the category details screen menu;
- if the **Category touch opens** option is set to **Edit category** - touch the corresponding categories tree item.

Once one of these steps is performed the **Edit category** form will popup.

Edit category screen



The only category field you can change is the name.

5.5. Deleting a category

To delete a category you can use several options:

- categories tree screen - long touch the tree item to call the popup menu and choose the **Delete category** command;
- category view screen - press Menu and choose the **Delete category** command or the **Menu+d** shortcut;
- edit account screen - press Menu and choose the **Delete category** command.

A confirmation message will appear, and once the **Yes** button is pressed the category is deleted.



NOTE: When you delete a category which is used in one or more transactions the transaction(s) become uncategorized (the **Category** field becomes empty).

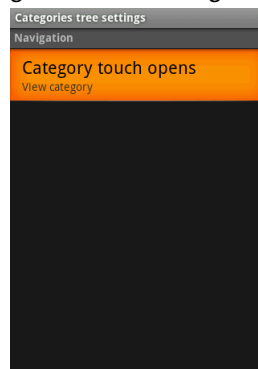


WARNING: You can not delete a category if it has one or more subcategories. If you try to do this a corresponding warning message will be displayed. If you would like to delete the category, delete all its subcategories first.

5.6. Customizing the categories tree

To customize the categories tree screen, call the screen options menu and choose the **Settings** command, or use the **Menu+p** keyboard shortcut. The **Categories tree settings** screen will popup.

Categories tree settings screen



The only customization available for the categories tree is the tree item touch behaviour. You can choose either **View category** or **Edit category** options.

6. Currencies

Cashew supports multiple currencies allowing you to track your accounts and enter transactions in different currencies. The currency you are using for most of your accounts, usually your local country currency is called home currency. The home currency will be used to display balances and report totals when transactions have different currencies.

In *Cashew* you can define the following fields for currency:

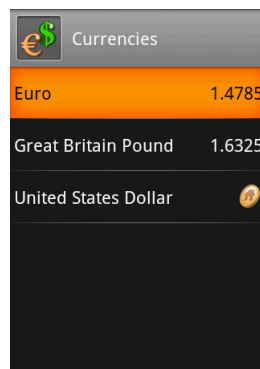
- name - full currency name;
- code - short currency code, you can use standard three-letter codes here;
- symbol - currency symbol which is used to display amounts and balances across the application.

When a currency has been added to the database, you can define it as home or set its exchange rate to the home currency.

6.1. Currencies list

The currencies list displays information about all the currencies you use. Currency name and exchange rate are displayed for each currency. The home currency is marked with the 'Home currency' icon in the exchange rate column.

Currencies list screen

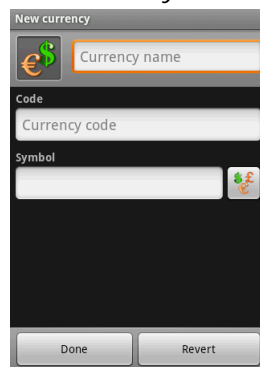


The screen menu contains **New currency** and **Settings** commands.

6.2. Adding a new currency

To define a new currency go to the currencies list and choose the **New currency** command from the screen menu or use the **Menu+n** keyboard shortcut. The **New currency** screen will popup.

New currency screen



1. Enter currency name into the **Name** field.
2. Enter currency code into the **Code** field.
3. Enter currency symbol into the **Symbol** field. To define the currency symbol you can also press the currency symbol picker button and choose a symbol from the list of most popular currency symbols.
4. Press the **Done** button, or choose the **Done** options menu command or use the **Menu+Enter** shortcut to save the information about the currency to the database.



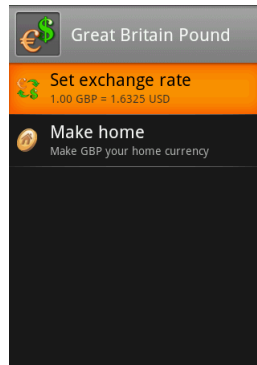
NOTE: When a currency is created its exchange rate to the home currency is set to 1.00. You can define it later using the **Set exchange rate** command from the currency list popup menu, or from the currency details screen menu.

Cashew supports unlimited number of currencies, actually the number of currencies you can create is limited by the amount of free space on your device.

6.3. Viewing a currency

The **View currency** screen displays the detailed information about a particular currency and provides access to other currency operations.

Currency view screen



The currency details screen contains an actions list with **Set exchange rate** and **Make home** commands. The currency details screen menu contains **Edit currency** and **Delete currency** commands.

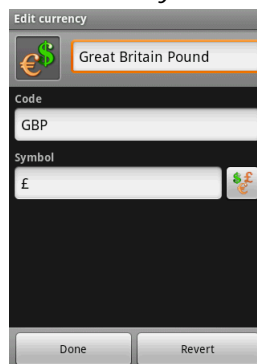
6.4. Editing a currency

There are several ways to modify information about an existing currency:

- the **Edit currency** command in the currency list popup menu;
- the **Edit currency** command or the **Menu+e** shortcut in the currency details screen options menu;
- if the **Currency touch opens** option is set to **Edit currency** - touch corresponding currency list item.

Once one of these steps is performed the **Edit currency** form will popup.

Edit currency screen



The fields in the **Edit currency** form are the same as those in the **Add currency** form. See ['Adding new currency'](#).

6.5. Deleting a currency

There are several ways to delete a currency from your database:

- in the currencies list screen - select a corresponding list item, and choose the **Delete currency** command from the popup menu;
- in the currency details screen - press Menu and choose the **Delete currency** command;
- in the **Edit currency** screen - press Menu and choose the **Delete currency** command.

A confirmation dialog will appear and once **Yes** is pressed the currency is deleted.



NOTE: You can not delete the home currency. If you would like to delete the home currency you need to set another currency as home first and then delete the desired one.



WARNING: You also can not delete a currency which is used by one or more accounts. If you try to do this, a corresponding warning message will be displayed. If you would like to delete the currency, modify your accounts to use another currency first.

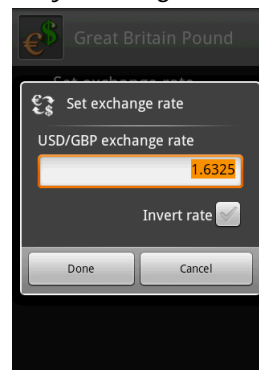
6.6. Setting the exchange rate

To set a different exchange rate between a particular currency and the home currency you can do one of the following:

- choose the **Set exchange rate** command from the currency list popup menu;
- choose the **Set exchange rate** command in the currency details screen menu.

Once this is done, the **Set exchange rate** dialog will popup.

Currency exchange rate dialog

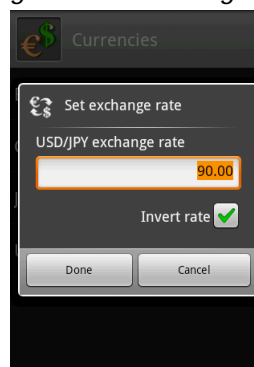


Enter the currency exchange rate into the **Exchange rate** field. Press **Done** to store the entered exchange rate.



TIP: You can also use the **Invert rate** checkbox when the usage of the inverted rate is more convenient. For example, if your base currency is United States Dollar and you need to define the exchange rate for Japanese Yen, it is more convenient to define exchange rate as 90 Yens for 1 Dollar than 0.0111 Dollars for 1 Yen.

Using inverted exchange rates



6.7. Changing the home currency

To set another home currency you can do one of the following:

- choose the **Make home currency** command from the currency list popup menu;

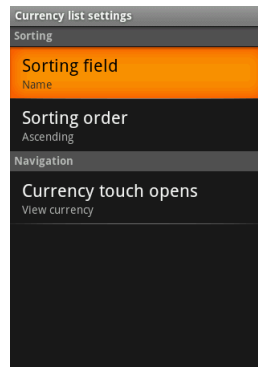
- choose the **Make home** command in the currency details screen menu.

A confirmation dialog will appear and once **Yes** is pressed the new home currency is set.

6.8. Customizing the currencies list view

To customize the currencies list screen, call the screen options menu and choose the **Settings** command, or use the **Menu+p** keyboard shortcut. The **Currencies list settings** screen will popup.

Currency list settings screen



In the **Currencies list settings** screen you can change the following preferences:

- **Sorting field.** Use this option to specify the field the currencies list is sorted by.
- **Sorting order.** Use this option to specify the sorting order (ascending or descending).
- **Currency touch opens** allows you to define the action to be performed when you touch a list item. You can choose **View currency** and **Edit currency**.

7. Transactions

A transaction is a single operation with your money that changes the account balance. A transaction amount is the value your account balance is increased or decreased by. Cashew supports three types of transactions:

1. income - any income to an account, which increases your net worth.
2. expense - any expense from an account, which decreases your net worth;
3. transfer - any movement of funds from one account to another. Transfers don't change your net worth, they decrease the balance of one account and increase the balance of another with the same amount.

The following fields can be defined for a transaction:

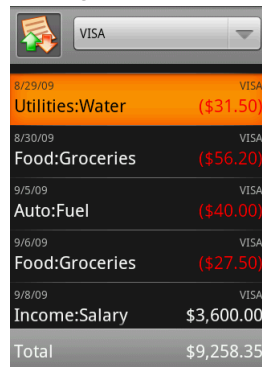
- amount - the amount of money withdrawn from or deposited to the account;
- account - the account the transaction belongs to;
- type - the income, expense or transfer;
- date - the date when transaction was made;
- category - the category of the good/service funds have been spent for or received from;
- payee - a string that describes another party (person/organization you gave money to or received it from);
- number - the transaction number (usually specified for cheque accounts);
- notes - any additional information regarding the transaction.

A transfer transaction is a little bit different, in this case the category is replaced with the target/source account.

7.1. Register view

The register screen displays all of the transactions you have entered for all or a particular account and the account's balance.

Register screen



Date	Category	Amount	Account
8/29/09	Utilities:Water	(\$31.50)	VISA
8/30/09	Food:Groceries	(\$56.20)	VISA
9/5/09	Auto:Fuel	(\$40.00)	VISA
9/6/09	Food:Groceries	(\$27.50)	VISA
9/8/09	Income:Salary	\$3,600.00	VISA
Total		\$9,258.35	



TIP: The screen menu contains the **Go to** command, which allows you to quickly navigate to the top or bottom of the list or to the first transactions on the specified date.

The transaction list displays the transaction's date, account, category and amount. Touch a list item to view the transaction details (default behaviour, can be changed in the register settings). A long touch on a list item calls the context menu with the operations you can perform on the selected transaction.

The screen header contains a simple account filter. The spinner contains a list of accounts you have defined. You can choose one of them to display only the transactions that belong to a particular account. When *All* is selected transactions from all accounts are displayed. *Unfiled* is a built-in pseudo account to keep transactions that don't belong to any other account.

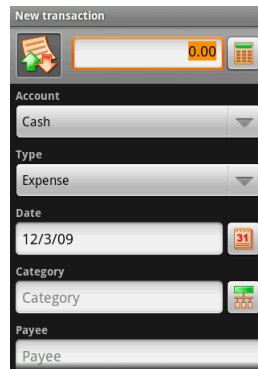
The footer displays the balance of the account selected in the accounts spinner. The total of a particular account is displayed in the account's currency. When *All* is selected in the spinner - the sum of all account balances is displayed. If you have accounts in different currencies, the total is calculated using the exchange rates defined for those currencies and shown in your home currency.

The screen menu contains **New transaction**, **Apply filter**, **Go to** and **Settings** commands.

7.2. Adding a transaction

To enter a new transaction go to the register screen and choose the **New transaction** command from the menu or use the **Menu+n** shortcut. The **New transaction** screen will popup.

New transaction screen



1. Enter the transaction amount into the **Amount** field.



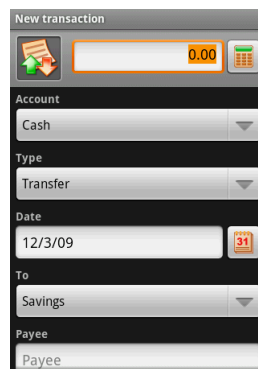
NOTE: The amount values supported by *Cashew* are numbers from -1,000,000,000.00 to 1,000,000,000.00.

2. Choose the account from the **Account** spinner.
3. Choose the transaction type from the **Type** spinner.
4. Enter the transaction date into the **Date** field.
5. Use the **Category** picker to choose an expense/income category for the transaction.
6. Enter the transaction payee into the **Payee** field. This field is optional.
7. Enter the transaction number into the **Number** field. This field is optional.
8. Use the **Status** spinner to set the initial transaction status (when needed).
9. Enter a note or comment describing the transaction into the **Notes** field.
10. Press the **Done** button, or choose the **Done** options menu command or use the **Menu+Enter** shortcut to save the information about the currency to the database.

7.2.1. Adding a transfer transactions

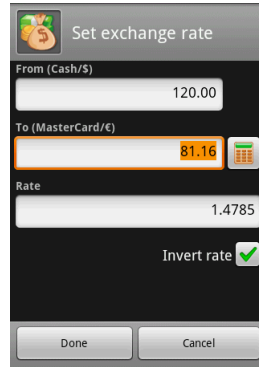
A transfer transaction is a specific type of transaction. The main difference is that a transfer transaction is related not to one but two accounts: the source account where money is withdrawn from and the target account where money is deposited to. When the **Transfer** type is chosen in the **Type** spinner, the **Category** picker is replaced with the target account spinner. Instead of choosing a category for the income/expense transaction on step 5 in the procedure above, you need to choose a target account for the transfer transaction.

Transfer transaction screen



When a transfer is made between accounts with different currencies you should specify the currency exchange rate for the transaction. The **Set exchange rate** dialog appears once you have pressed the **Done** button.

Set exchange rate screen

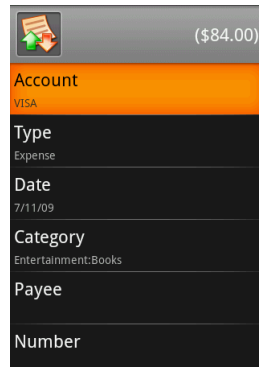


You can specify either the target account transaction amount in the **To** field or the exchange rate in the **Rate** field - the value in the second field will be re-calculated accordingly. You can also use the **Invert rate** checkbox when the usage of the inverted rate is more convenient.

7.3. Viewing a transaction

To view the transaction details just click on the corresponding tree item or choose the **View transaction** command from the transaction list context menu.

View transaction screen



The transaction view screen contains the header which displays the transaction amount and the list which displays the list of other transaction fields.

The screen options menu contains **Edit->**, **Copy** and **Delete** commands.

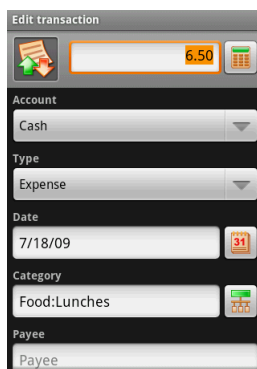
7.4. Editing a transaction

There are several ways to modify the information about an existing transaction:

- the **Edit transaction** command in the transactions list popup menu;
- the **Edit** command or the **Menu+e** shortcut in the transaction details screen menu;
- if the **Transaction touch opens** option is set to **Edit transaction** - touch the corresponding transactions list item.

Once one of these steps is performed, the **Edit transaction** form will popup.

Edit transaction screen



The screenshot shows the 'Edit transaction' form with the following fields: Amount (6.50), Account (Cash), Type (Expense), Date (7/18/09), Category (Food:Lunches), and Payee (Payee).

The fields in the **Edit transaction** form are the same as those in the **Add transaction** form. See ['Adding new transaction'](#).

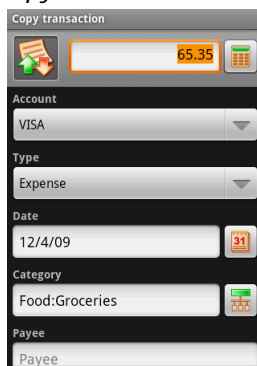
7.5. Copying a transaction

To create a new transaction based on an existing transaction you can do following:

- choose the **the Copy transaction** command in the transactions list popup menu;
- choose the **Copy** command or the **Menu+c** shortcut in the transaction details screen menu.

Once one of these steps is performed the Copy transaction form will popup.

Copy transaction screen



The screenshot shows the 'Copy transaction' form with the following fields: Amount (65.35), Account (VISA), Type (Expense), Date (12/4/09), Category (Food:Groceries), and Payee (Payee).

The fields in the **Copy transaction** screen are the same as those in the **Add transaction** screen. See ['Creating a transaction'](#).

7.6. Deleting a transaction

To delete a transaction you can use several ways:

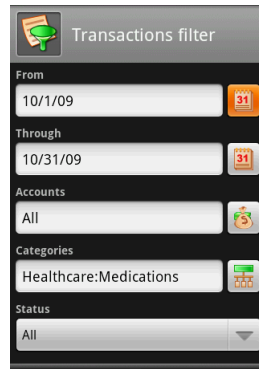
- register screen - long touch the list item to call the popup menu and choose the **Delete transaction** command;
- transaction view screen - press Menu and choose the **Delete account** command or the **Menu+d** shortcut;
- edit transaction screen - press Menu and choose the **Delete account** command.

A confirmation message will appear, once **Yes** button is pressed the account is deleted.

7.7. Filtering transactions

Filtering allows you to specify the transactions that are displayed in the register view. To apply a filter, choose the **Apply filter** command or use the **Menu+f** keyboard shortcut. The **Transactions filter** screen will popup.

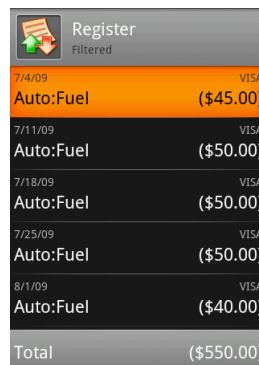
Transactions filter screen



1. Define the time period you need the transactions from using the **From** and **Through** date fields.
2. Choose the accounts you need the transactions for using the **Accounts** picker.
3. Choose the categories you need the transaction for using the **Categories** picker.
4. Choose the transaction status from the **Status** spinner.
5. Press the **Done** button or use the **Menu+Enter** keyboard shortcut to apply the filter.

When the filter is applied only transactions that meet all the criteria that you have specified in the transaction filter will be displayed in the list. Any fields that you leave blank in the transaction filter will be ignored. When the filter is applied you can modify it using the **Edit filter->** (**Menu+e**) command or clear it using the **Clear filter** (**Menu+c**) command.

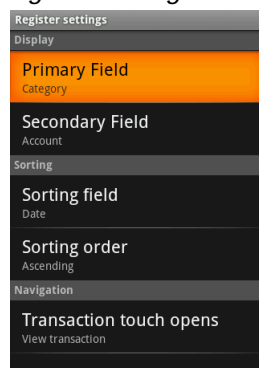
Register view with a filter applied



7.8. Customizing the register view

To customize the **Register** screen, call the screen menu and choose the **Settings** command, or use the **Menu+p** keyboard shortcut. The **Register settings** screen will popup.

Register settings screen



In the **Register settings** screen you can change the following preferences:

- **Primary field.** Use this option to set the information that is displayed in the primary list item field. You can choose **Category** or **Payee**.
- **Secondary field.** Use this option to set the information that is displayed in the secondary list item field. You can choose **Account** or **Number**.
- **Sorting field.** Use this option to specify the field the currencies list is sorted by.
- **Sorting order.** Use this option to specify the sorting order (ascending or descending).
- **Transaction touch opens** allows you to define the action to be performed when you touch a list item. You can choose **View transaction** or **Edit transaction**.

8. Reports

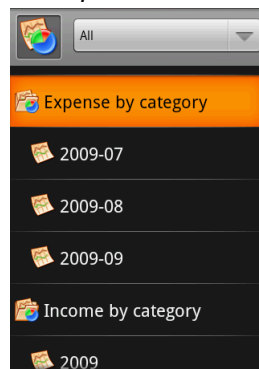
Cashew allows you to create reports based on your transactions. A report is a pair of a filter that defines which transactions should be included in the report and a report type which defines the transaction grouping. Currently *Cashew* supports the following report types:

- income/expense by month - the transactions matching the report filter are grouped by months, thus each report result entry is a sum of transaction amounts for the corresponding month;
- income/expense by accounts - the transactions matching the report filter are grouped by accounts, thus each report result entry is a sum of transaction amounts for the corresponding account;
- income/expense by categories - the transactions matching the report filter are grouped by categories, thus each report result entry is a sum of transaction amounts for the corresponding category.

8.1. Reports view

The reports view displays all of your reports or reports of a particular type.

Reports screen



The reports view has a two-level tree structure. You can see the report types at the first tree level, and stored reports under each report type node. Touch a list item to view the report details (default behaviour, can be changed in reports list settings). Long touch on a list item calls the context menu with the operations you can perform on the selected report.

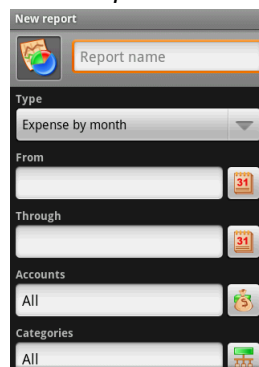
Using the reports screen popup menu you can launch instant and stored reports, create new reports and modify and delete existing ones.

The screen header contains a simple report type filter. The spinner contains a list of report types. You can choose one of them to display only reports of the corresponding type. When the *All* item is selected all reports are displayed. The screen menu contains **New report** and **Settings** commands.

8.2. Adding a report

To create a new report go to the reports view and choose the **New report** command from the screen menu or use the **Menu+n** keyboard shortcut. The **New report** screen will popup.

New report screen



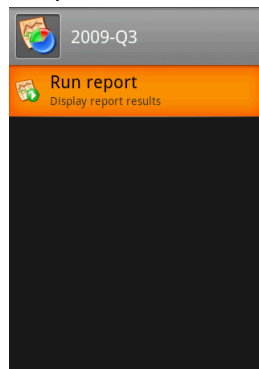
1. Enter the name of the report into the **Name** field.

2. Choose the report type from the **Type** spinner.
3. Define the time period you need the transactions from using the **From** and **Through** date fields.
4. Choose the accounts you need the transactions for using the **Accounts** picker.
5. Choose the categories you need the transactions for using the **Categories** picker.
6. Choose the status you need the transactions for using the **Status** spinner.
7. Press the **Done** button, or choose the **Done** popup menu command or use the **Menu+Enter** shortcut to save the report information in the database.

8.3. Viewing a report

To view the report details just click on the corresponding list item or choose the **View report** command from the reports view context menu.

Report view screen



The **Report view** screen contains a header which displays the report name and a list with the actions that can be performed on the report.

The screen menu contains **Edit report->** and **Delete report** commands.

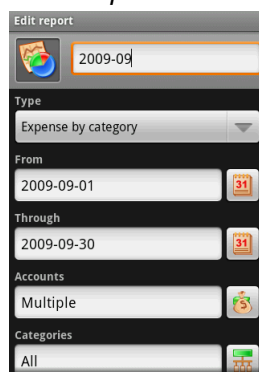
8.4. Editing a report

There are several ways to modify information about a report:

- the **Edit report** command in the reports list popup menu;
- the **Edit report** command or the **Menu+e** shortcut in the report details screen menu;
- if the **Report touch opens** option is set to **Edit report** - touch the corresponding report list item.

Once one of these steps is performed, the **Edit report** form will popup.

Edit report screen



The fields in the **Edit report** form are the same as those in the **Add report** form. See ['Adding a report'](#).

8.5. Deleting a report

To delete a report you can use several options:

- the reports list screen - long touch the list item to call popup menu and choose the **Delete report** command;
- the report view screen - press Menu and choose the **Delete report** command or the **Menu+d** shortcut;

- the edit report screen - press Menu and choose the **Delete** command.

A confirmation message will appear, and once **Yes** is pressed the report is deleted.

8.6. Running a report

Cashew supports few ways of running reports. To run a previously created report, you can do one of the following:

- choose the **Run report** command in the reports list popup menu;
- choose the **Run report** command in the report details screen action list.

Once it is done a report view will appear. There are three different report views in *Cashew* which depend on the report type:

1. Income/expense by month groups all transactions which match the report filter and belong to a particular month

Expense by month report view

2009-Q3 Report results	
2009-07	(\$3,733.25)
2009-08	(\$3,800.15)
2009-09	(\$3,636.60)
Total	(\$11,170.00)

2. Income/expense by account groups all transactions that match the report filter and belong to a particular account

Expense by accounts report view

2009-Q3 accounts Report results	
Cash	(\$1,178.35)
VISA	(\$9,991.65)
Total	(\$11,170.00)

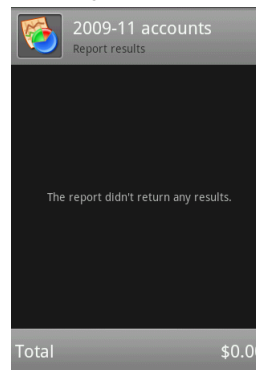
3. Income/expense by category groups all transactions that match the report filter and belong to a particular category

Expense by category report view

2009-09 Report results	
Auto	(\$335.00)
- Fuel	(\$175.00)
- Parking	(\$100.00)
- Wash	(\$60.00)
Entertainment	(\$161.00)
Total	(\$3,732.80)

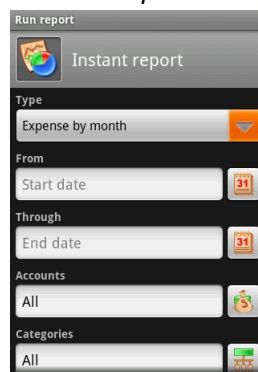
4. When there are no transactions matching the report filter criteria, an empty report view is displayed

Empty report view



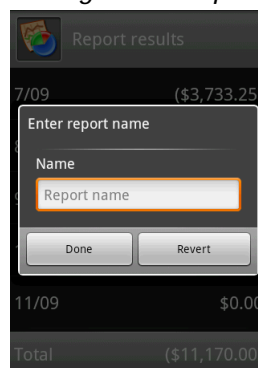
In case you do not have a previously created report, you can run the instant report. Select a first-level tree node which corresponds to the desired report type, call the reports list popup menu and choose the **Run report** command. The **Instant report** form will popup.

Instant report form



The fields in the **Instant report** form are almost the same (the **Name** field is absent) as those in the **New report** screen. See ['Adding a report'](#). Fill in the desired filter fields and press the **Run** button or choose **Run** from the screen menu to get the report results. If you want to use this report in future you can store it as you do with **New report**. Call the screen menu, choose the **Save** command or the **Menu+s** keyboard shortcut. The report name dialog will popup.

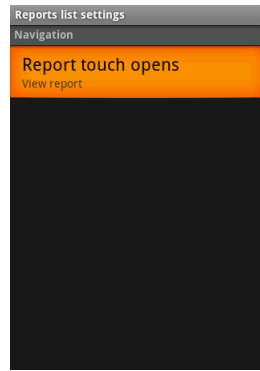
Saving instant report



Enter the report name, and press **Done** to store the report in the database.

8.7. Customizing reports view

To customize the reports list, call the screen options menu and choose the **Settings** command, or use the **Menu+p** keyboard shortcut. The **Reports list settings** screen will popup.

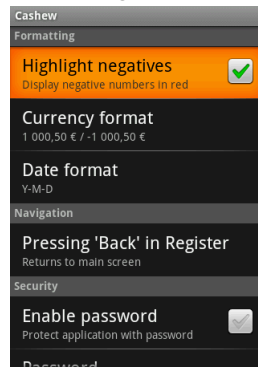
Reports list settings screen

The only customization available for the reports list is the list item touch behaviour. You can choose either the **View category**, **Edit report** , or **Run report** option.

9. Settings

The **Settings** screen allows you to customize *Cashew's* appearance and behaviour and set the password to protect your private data. You can access the **Settings** screen from the *Cashew* home screen.

Settings screen



The **Formatting** preferences group allows you to configure the way numeric and date values are displayed throughout the application. You can configure the following:

- **Highlight negatives.** When this option is checked all negative numbers (transaction amounts, account balances) will be displayed in the red colour.
- **Currency format.** You can choose the way the numbers should be formatted throughout the application.
- **Date format.** You can choose the way the dates should be formatted throughout the application.

The **Navigation** preference allows you to define the application behaviour when the Back button is pressed in the **Register**. The available options are: **Return to the previous screen** and **Return to the main screen**.

The **Security** preferences group allows you to protect the application with a password. **Password** is a text option that allows you to define a password, that you will have to enter on application start. Check the **Enable password** option to enable password protection.