

# New Dawn Financial Organizer

## Installation Guide

## INSTALLATION GUIDE

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# 1 Introduction

This document describes how to install, configure and start using the New Dawn Financial Organizer. The document contains the following chapters:

- Chapter 1, Introduction.
- Chapter 2, Getting Started. Describes how to download and install the Financial Organizer.
- Chapter 3, Running the PFO for the First Time. Shows you how to set up configuration parameters the first time you run the Financial Organizer.
- Chapter 4, Setting up accounts. How to create transaction accounts, categories and cash accounts..

## 2 Getting Started

### 2.1.1 Operating Systems

The NewDawn Financial Organizer is, at present, only supported on Microsoft Windows platforms (windows 8 thru Windows 10).

### 2.1.2 Prerequisites

Before using the Financial Organizer, you must have the correct version of the Java Runtime Environment (JRE) installed on your computer. If you wish to print hardcopy reports you will also need to have Microsoft Excel installed.

### 2.1.3 Java Runtime Environment

If you don't know if you have the JRE environment installed on your computer, or you want to check the version of a JRE that you know you have, open a Command Prompt shell and enter the following command at the prompt:

```
java -version
```

If the following types of message are returned, you have JRE installed:

```
java version "1.8.0_261"  
Java(TM) SE Runtime Environment (build 1.8.0_261-b12)  
Java HotSpot(TM) 64-Bit Server VM (build 25.261-b12, mixed  
mode)
```

**Note:** NewDawn requires at least JRE version 1.7.0. If you have an earlier version of the JRE (1.6.x or older) or you don't have the JRE at all, the following site provides the latest JRE:

<http://www.oracle.com/technetwork/java/javase/downloads/jre8-downloads-2133155.html>. The JRE is free to download, deploy and use.

### 2.1.4 Microsoft Excel

The Financial Organizer can create documents in Microsoft Excel format. If you wish to open, print and edit these documents, you need to have Microsoft Excel installed on your computer for the print reports feature to work.

## 2.2 Installing Financial Organizer

The application is packaged as an executable install file from our website <https://www.newdawnpfo.com/download>.

To download and install the application, perform the following steps:

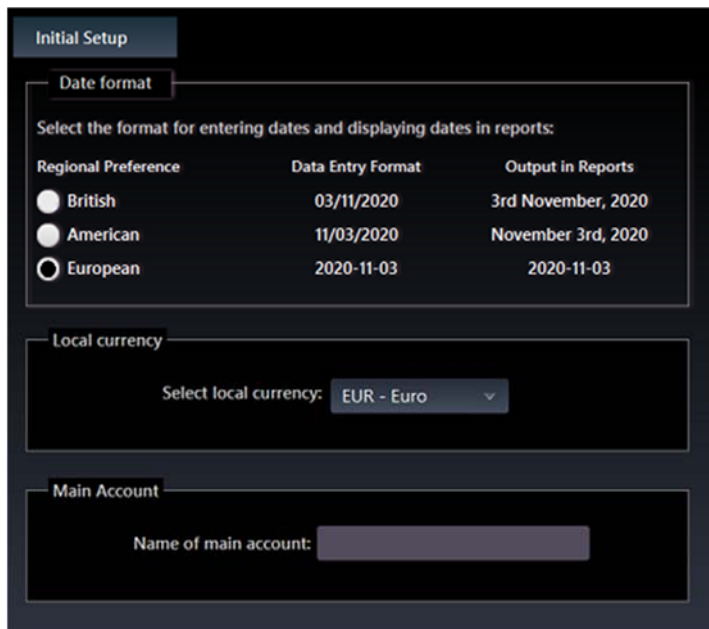
1. From the website download page, click `nd_4.0.0_setup.exe` in the **Install file** column of the table.
2. In the message box, click **Save File** button. The download begins.
3. When the download completes, locate the file `nd_4.0.0_setup.exe`.
4. Double-click the setup executable file. Reply with **Run** if Windows displays any User Access Control warnings.
5. The installation wizard is opened. Follow the prompts displayed by the wizard until the **NewDawn Setup: Completed** wizard is displayed. Click the **Close** button.

### 3 Running the Financial Organizer for the First Time



The first time you run the Financial Organizer you must perform a couple of tasks to setup the following information:

- The date format that you want to be displayed when you enter data and when you print a date on a report.
- The currency in which you want to denominate your accounts and transactions.
- The name of your main cash account. This will normally be a bank current account.

When you run the application for the first time, the **Initial Setup** panel is displayed. You use the settings panel to select the date format, your local currency and to enter the name of your main account:



The **Initial setup** tab also displays the following controls:

Control	Function	Description
	<b>Save</b>	Saves the setup details you have entered.
	<b>Continue</b>	Continues to the <b>Transaction tab</b> and the other Financial Organizer tabs.

#### 3.1.1 Selecting a Date Format

You can either accept the default European date format or select a different preference more appropriate to your region. If you accept the European format, you enter all your dates in the format `yyyy-mm-dd`, for example, `2020-01-09`. The **Date Format** pane shows the alternative formats that you can select, either European format or United States format.

The date formats that are currently available are:

- UK format: dd/mm/yyyy, for example 09/01/2020
- European format: yyyy-mm-dd, for example 2020-01-09
- United States format: mm/dd/yyyy, for example 01/09/2020.

Dates printed in Excel reports have a corresponding regional format:

- UK format: 9<sup>th</sup> January 2020
- European format: 2020-01-09
- United States format: January 9<sup>th</sup> 2020.

To select a date format, perform the following procedure:

- Go to the **Date Format** panel.
- Select a radio button under the **Regional preference** header for the date format you want to use.

**Note:** Once you select a date format, you will not be able to a different regional setting at a later date.

### 3.1.2 Selecting a Local Currency

Select the local currency in which your cash, transaction accounts, transactions and reports are to be denominated in. The pull-down menu in the **Local Currency** panel is prepopulated with the Euro (EUR), United States dollar (USD) and British Pound (GBP). Each currency is expressed as a three letter ISO currency code based on the ISO country codes published in the standard ISO 4217:2008, *Codes for the representation of currencies and funds*.

**Note:** If the currency associated with your particular currency is not shown in the pull-down menu, accept the default code EUR and add your desired currency through the **Settings** tab. The Setting tab is available after you complete the initial setup procedure and is described in the online help.

To select a your local currency:

- Go to the **Local Currency** panel.
- Accept the default currency of GBP currently being displayed, or select your local currency from the pull-down menu.

### 3.1.3 Entering the Main Cash Account

In the **Main account** panel, enter the name of the account where the majority of your transactions take place. Other cash accounts can be linked to this account later. For example, you can setup a credit card account and link it to your bank account.

### 3.1.4 Saving the Setup Details

Go to the button bar and click the **Save** button . After a short while a confirmation message is displayed in the message box at the bottom of the **Setup** tab.

Now click the **Continue** button. The **Transaction** tab is opened with your main account selected. The financial organizer is now ready for use.



## 4 Continuing with the Financial Organizer

The most likely tasks you will need to get up and running with the Financial Organizer will be to:

- Update your main account opening balance.
- Add transaction accounts and categories
- Add additional cash accounts in addition to your main account.

### 4.1 Update the Opening Balances

The first modification you will probably need to make is to your main account's first entry that is displayed in the **Transaction tab**. This entry has the value Brought forward in the **To or From** column, and is posted to the **Account** Cash and **Category** Opening Balance. To update the opening balance, perform the procedure described in the **online help: Procedures > Modify Transaction**. For additional information about how to use the features of the Transaction tab, see the **online help: User Guide > The Transaction Tab**.

### 4.2 Adding Transaction Accounts and Categories

Transaction accounts and categories record your income and expenditure.

For example, think of the expenses associated with living, such as Electricity bills, Home insurance, Telephony, Groceries and provisions, and so on. You might wish to group these under one account called Household.

For a business, you create an account Expenses and include categories such as Energy costs, Internet, Telephony, Supplies, and so on.

To add transaction accounts and categories, see the online help: **User Guide > The Accounts Tab > Transaction Accounts** for additional information.

To add additional transaction accounts, see the online help: **Procedures > Create Transaction Account**.

To add categories to an existing transaction account, see the online help: **Procedures > Add Category**.

### 4.3 Adding Cash Accounts

After setting up your main cash account you may have additional accounts, such as credit or charge card accounts, savings or mortgage accounts or additional current accounts. You can link additional cash accounts to your main account so that payment authorizations like direct debits or standing orders automatically update both the account that is debited and the account that is credited.

For additional information, see the online help: **User Guide > The Accounts Tab > Cash Accounts** for additional information.

To add additional cash accounts, see the online help: **Procedures > Create Cash Account**.

To link a credit or charge card to a cash account, see the **online help: Procedures > Create Card Account**.