



Alan German & Chris Taylor
Ottawa PC Users' Group

January 15, 2025



Finding License Keys

Q&A Chat - December 18, 2024



00:59:34 Jeff Dubois:

In terms of license keys, there are programs "*keyfinder*" for example, that will retrieve your keys if you have lost the packaging or if the label has become faded and unreadable.

01:00:22 Tom Trottier:

Belarc Advisor can discover many licenses into a webpage you can save/print



Belarc Advisor

The Belarc Advisor displays a detailed profile of your installed software, hardware and security vulnerabilities in your Web browser. The Belarc Advisor is licensed for personal use only and is not permitted to be used for any commercial or government purposes.

Try for Free



<https://www.belarc.com/products/belarc-advisor>

The license associated with the Belarc Advisor product allows for **free personal home use only**. Use on computers in a corporate, educational, military or government installation is prohibited. See the [license agreement](#) for details. The information on this page was created locally on your computer by the Belarc Advisor. Your computer profile was not sent to a web server. [Click here for more info.](#)



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- Belarc SaaS Offering
- Service Providers
- Your Privacy
- About Belarc

- Scroll to section:**
- Software Licenses
 - Software Versions and Usage
 - Missing Updates
 - USB Storage Use
 - Hosted Virtual Machines
 - Network Map
 - Installed Hotfixes
 - Back to Top

System Security Status	SECURITY BENCHMARK SCORE	VIRUS PROTECTION	SECURITY UPDATES
	 No Score*	 Up-to-date	 Status unknown*

* Logon as an Administrator to see your benchmark score and the full list of missing security updates.

Computer Profile Summary

Computer Name: Dell-Inspiron (in WORKGROUP)
 Profile Date: December 27, 2024 12:15:15 PM
 Advisor Version: 12.1
 Windows Logon: toaster

[Try BelManage, the Enterprise version of the Belarc Advisor](#)

Operating System	System Model										
Windows 10 Home (x64) Version 22H2 (build 19045.5247) Install Language: English (United States) System Locale: English (United States) File Edit Tools Help Installed: 2015-08-11 2:27:11 PM Servicing Channel: General Availability Boot Mode: UEFI (please run as administrator to see Secure Boot status)	Dell Inc. Inspiron 7547 System Service Tag: XXXXXXXXXX support for this PC Chassis Serial Number: 8KPKY22 Enclosure Type: Portable										
Processor ^a	Main Circuit Board ^b										
2.60 gigahertz Intel Core i7-4510U 128 kilobyte primary memory cache 512 kilobyte secondary memory cache 4 megabyte tertiary memory cache 64-bit ready Multi-core (2 total) Hyper-threaded (4 total)	Board: Dell Inc. 0AM680 A00 Serial Number: .8KPKY22. XXXXXXXXXX Bus Clock: 100 megahertz UEFI: Dell Inc. A08 10/20/2015										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Installed Batteries</th> <th style="width: 25%;">Made By</th> <th style="width: 25%;">Made On</th> <th style="width: 25%;">Serial Number</th> <th style="width: 20%;">Health*</th> </tr> </thead> <tbody> <tr> <td>Dell</td> <td>SDI</td> <td></td> <td>25 XXXXXXXXXX</td> <td>74%</td> </tr> </tbody> </table>	Installed Batteries	Made By	Made On	Serial Number	Health*	Dell	SDI		25 XXXXXXXXXX	74%
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Processor ^a

2.60 gigahertz Intel Core i7-4510U

128 kilobyte primary memory cache

512 kilobyte secondary memory cache

4 megabyte tertiary memory cache

64-bit ready

Multi-core (2 total)

Hyper-threaded (4 total)

Software Licenses

Allaire - HomeSite4	HS40E-98
Allaire - Studio	HS30E-31
Ashampoo - Burning Studio 2017	B217A5-7
Ashampoo - Burning Studio FREE	BSFRA9-77
Belarc - Advisor	1a3c
Intel - DPTF	FFD10ECE-F715-4a1
Macrium - Reflect	75-UCAT-CW5D-R
Microsoft - 365 Apps for business	00265-600(ivated)
Microsoft - GDR 2101 for SQL Server 2019 (KB5021125) (64-bit)	SQLv15
Microsoft - GDR 2104 for SQL Server 2019 (KB5029377) (64-bit)	SQLv15
Microsoft - GDR 2110 for SQL Server 2019 (KB5035434) (64-bit)	SQLv15
Microsoft - GDR 2116 for SQL Server 2019 (KB5040986) (64-bit)	SQLv15
Microsoft - GDR 2120 for SQL Server 2019 (KB5042214) (64-bit)	SQLv15
Microsoft - GDR 2125 for SQL Server 2019 (KB5046056) (64-bit)	SQLv15
Microsoft - GDR 2130 for SQL Server 2019 (KB5046859) (64-bit)	SQLv15
Microsoft - Internet Explorer	00326-100(Key: YTMG3-f
Microsoft - Office 15, OfficeHomeBusinessR_OEM_Perp edition	00196-10012 (Key: ends with T8
Microsoft - PowerShell	89383-100-00
Microsoft - Windows 10 Home (x64)	00326-10000- (Key: YTMG3-N6
Microsoft - Windows 8.1 (prior license)	00258-61533- (Key: K7D)
OBS Project - OBS Studio	d16d2409-3151-43:

Software Licenses

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HS40E-98
HS30E-31
B217A5-7
BSFRA9-77
1a3c
FFD10ECE-F715-4a1
75-UCAT-CW5D-R
00265-600(ivated)
SQLv15
SQLv15
SQLv15
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SQLv15
SQLv15
00326-100(Key: YTMG3-f
00196-10012(Key: ends with T8
89383-100-00
00326-10000(Key: YTMG3-N6
00258-61533(Key: K7D)
d16d2409-3151-43:



Stéphane's Best Practices

1. I have learned to keep the source files (i.e., downloaded from the internet, DVD, etc.) of all the software that I install, including a copy of the activation key, in a folder called "Software".

Ask - Migrating data from an old PC to a new one
https://opcug.ca/qa_recordings/20241218_PowerPoint.pdf



OTTAWA

PC NEWS

Volume 38, Number 5

May 2021

ARTICLE

Setting Up a New Computer – First Things First

by Alan German and
Chris Taylor

So, you took the plunge and purchased that shiny new computer full of all the latest gizmos. Now, you have the new machine at home and are wondering just where to begin exploring your latest toy. But wait, there are probably lots of things that you should do to new computer is secure against all p to setup your new computer before of the Internet.

activation codes, etc. may prove to be necessary in any recovery effort.

One item that can prove to be immensely useful for future work on your new machine is to keep a maintenance log. This can take the form of a simple document with notes on the initial setup configuration, followed by a running history of items such as updates that are made to various software packages, and tweaks that have been applied to specific configuration files.

<https://opcug.ca/Articles/2105NEWS.pdf>

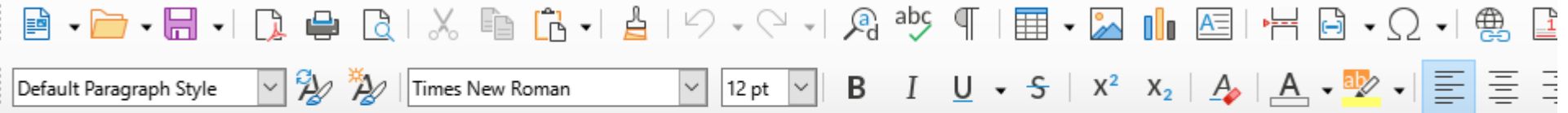


Inspiron 15 7547

Service Tag [REDACTED]
Express Service Code [REDACTED]
Microsoft Windows Product ID: 002: [REDACTED]
Microsoft Office H&B 2013 Product Key: BQTV [REDACTED]
Microsoft Office H&S 2010 Product Key: J8H [REDACTED]
Microsoft Office H&S 2007 Product Key: BY7M [REDACTED]
Microsoft Office 365 Business Premium: Username [REDACTED]
Password [REDACTED]

General Information

Service Tag	[REDACTED]
Express Service Code	[REDACTED]
Computer Model	Inspiron 7547
BIOS Vendor	Dell Inc



Tasks after installing new version of Linux:

Activated Uncomplicated Firewall (ufw) using sudo ufw enable

Downloaded Mate-themes in Software Manager

Changed theme (Control Centre – Appearance – Theme - Applications) to Traditional Green to enable single up/down arrows on vertical scroll bars in LibreOffice

Turned off Windows Tiling and Snapping (System Settings – Window Tiling)

Disabled Desktop – Auto-arrange (Right-click on desktop - Customize) to allow placement of icons

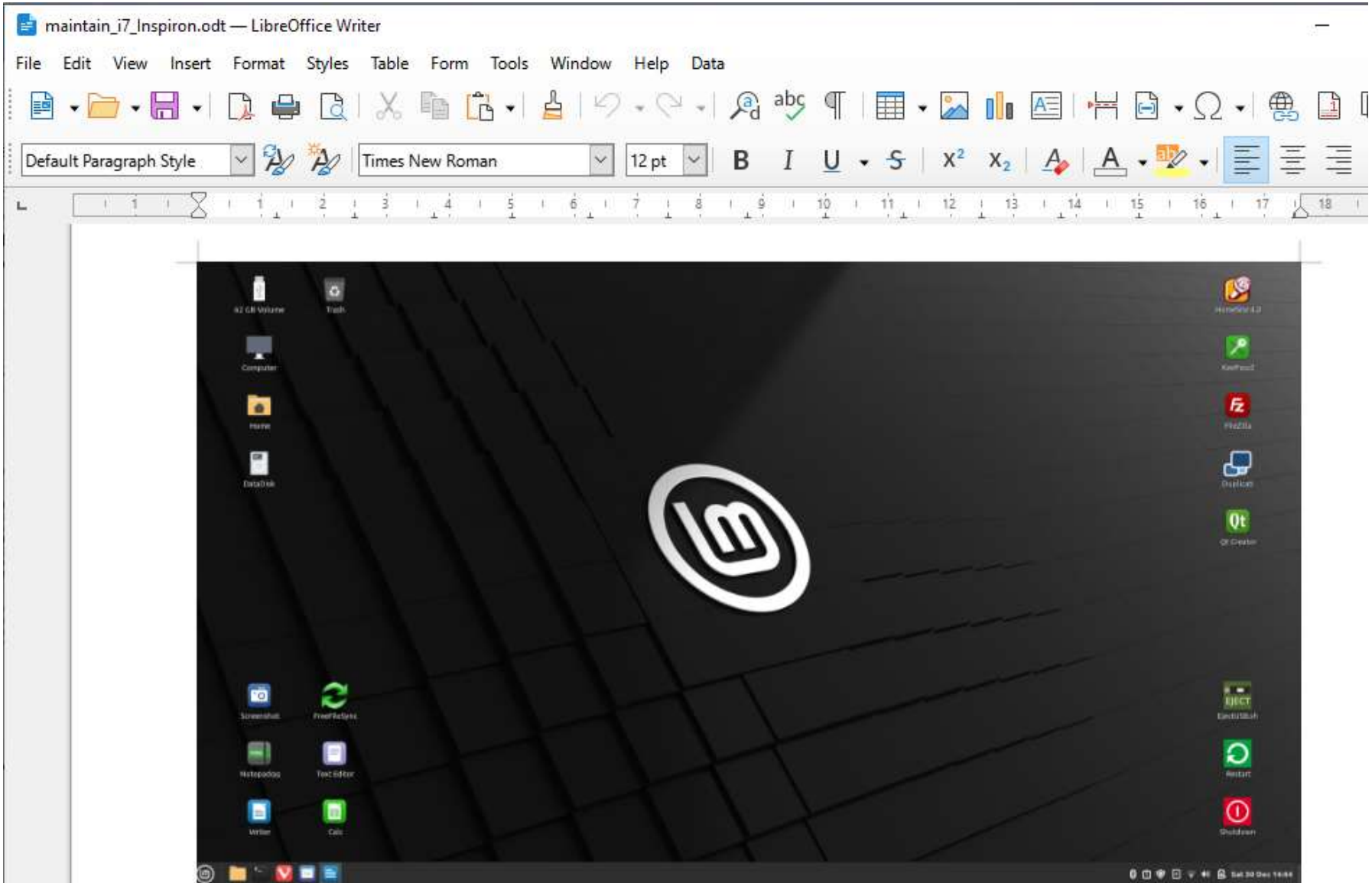
Added Trash can, Computer and Home icons to desktop using Settings – Desktop – Trash

Installed ttf-mscorefonts-installer (Microsoft fonts) in Synaptic Package Manager

Edited the /etc/fstab file to add:

```
/dev/sda7 /media/DataDisk/ ntfs-3g defaults,user,locale=en_US.utf8 0 0
```

Added program launchers for Shutdown and Restart using sudo chmod u+s /sbin/shutdown; the commands shutdown -P now (shutdown) and shutdown -r now (restart); and icons from <http://www.iconarchive.com/show/windows-8-metro-icons-by-dakirby309/Other-Power-Shut-Down-Metro-icon.html>



Connect to USB drive plugged into Bell Home Hub 4000 Router - Linux Mint

In Nemo's (file manager) address bar enter: `smb://192.168.2.1/64gbnano/`
This opens the 64 GB USB drive as 64gbnano on 192.168.2.1

maintain_i7_Inspiron.odt — LibreOffice Writer

File Edit View Insert Format Styles Table Form Tools Window Help Data

Default Paragraph Style Times New Roman 12 pt B I U S x² x₂ A A ab

01-Jan-25
My Book04/z_images/Foxclone/20250101.backup

02-Jan-25
Windows – Attempting to open abook.sqlite with VBA in Excel gives error: *ODBC Driver Manager Data source name not found and no default driver specified*
Downloaded ODBC driver sqliteodbc_w64.exe from http://www.ch-werner.de/sqliteodbc/; installed in C:\Program Files\SQLite ODBC Driver for Win64
Excel is 32 bit; downloaded sqliteodbc.exe; installed in C:\Program Files (x86)\SQLite ODBC Driver

04-Jan-25
Linux – Installed Flameshot (Ctrl-C and Ctrl-V work to cut and paste)
Windows – Uninstalled Belarc Advisor, balenaEtcher, Git, HxD Hex Editor, and Macrium Reflect Free

05-Jan-25
Linux - 3 updates (3 MB)



YouTubeTech

How Do I Transfer My Programs and Data to a New Machine?



How Do I Transfer My Programs and Data to a New Machine? ⋮

13K views • 5 days ago

https://www.youtube.com/watch?v=9_rgsY86jO8

Follow Up

To January 1st Q&A



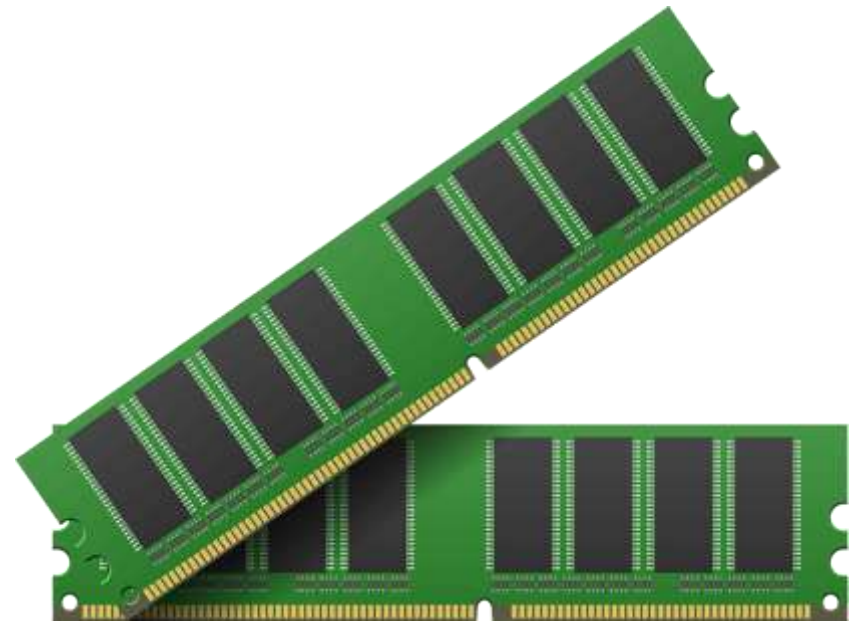
Gary Explains
318K subscribers

<https://www.youtube.com/watch?v=HVzve9KNBeQ>

How to Revive
an Old Slow
Computer

How to Revive an Old Slow Computer

1. Replace mechanical HD to an SSD.
2. Upgrade the RAM.
3. Upgrade the OS.



Upgrading the RAM

Gary suggests we remove the laptop's rear panel and memory to identify the RAM type. (Presumably, we're unable to RTFM because we have lost or misplaced it.

RTFM: Read the f@!#% FINE manual

There's an



way to check RAM



<https://www.crucial.com>

Find a 100% compatible memory or storage upgrade

Two great options to choose from:



Upgrade selector

Guided selection of your system from our comprehensive list of computers

Select your computer



System scanner

The fastest, easiest way to improve system performance. Use the system scanner to get 15% off your next order.

Start your scan

This is it. Our most comprehensive system scanner yet!

Safely and easily scan your system to find compatible upgrades and analyze your system's current memory and storage setup with the Crucial System Scanner. (Windows only.)

- Doesn't install on your computer
- Doesn't access personal data
- 100% Safe, Secure, & Guaranteed Compatible

[Start my free scan!](#)

Terms & conditions

Online System Scanner Software License Agreement

Before downloading, installing, accessing or using the micron technology, inc scanner software ("software") or clicking on "accept", please carefully read the system scanner software license agreement ("agreement") which contains the conditions under which you ("licensee") are acquiring a license to use the software. If licensee does not accept the terms and conditions of this agreement, please do not download, install, access or use the software, and do not click on "accept". If licensee downloads, installs, accesses or uses the software or clicks on "accept", licensee is acquiring a license to use the software in object code form only in accordance with the terms and conditions of this agreement, and licensee will be considered to have accepted and agreed to all the terms and conditions of this agreement.

1. License

MTI grants to Licensee during the term of this Agreement a non-exclusive, non-transferable, non-revocable and restricted license to use internally the Software strictly for the purpose

Organize ▾ New folder

- Dropbox
- OneDrive
- OneDrive - Person
- This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Local Disk (C:)
- DVD RW Drive (F:)
- Volume_1 (\\NAS)

Name	Date modified	Type	Size
Last month (4)			
WebStorageSyncAgent.exe	12/14/2024 9:26 PM	Application	8,517 KB
FileZilla_Pro_3.68.1_win64-setup.exe	12/13/2024 12:13 AM	Application	13,268 KB
VeraCrypt Setup 1.26.15.exe	12/12/2024 3:05 AM	Application	35,246 KB
ConfigureDefender.exe	12/10/2024 12:41 AM	Application	2,375 KB
A long time ago (45)			
Greenshot-INSTALLER-1.2.10.6-RELEASE.exe	4/18/2024 1:58 AM	Application	1,742 KB
Vu Player Pro Installer.exe	3/28/2024 3:25 AM	Application	560 KB
StudioTax2023Install.exe	1/18/2024 2:04 AM	Application	56,698 KB
SumatraPDF-3.5.2-64-install.exe	1/13/2024 2:34 AM	Application	8,054 KB
SharewareOnSale_Giveaway_Ashampoo_Burnin...	1/8/2024 1:38 AM	Application	819 KB
epson12347.exe	3/8/2023 9:34 AM	Application	11,720 KB
epson15094.exe	3/8/2023 9:34 AM	Application	9,630 KB
SharewareOnSale_Giveaway_Ashampoo_Backup...	2/19/2023 10:38 PM	Application	98,755 KB
cpu-z_2.04-en.exe	2/13/2023 1:01 PM	Application	2,103 KB
SharewareOnSale_Giveaway_ZD_Soft_Screen_Re...	2/9/2023 8:46 PM	Application	2,288 KB

File name:

Save as type:

Hide Folders

Save

Decline

Accept

HOW IT WORKS

System Scanner Results - Browser

About your M5A99FX PRO R2.0

Memory

Storage

System notes

About this scan

Upgrade advice

Your computer's currently installed memory:



Speed:	1333
Manufacturer:	Kingston
Product number:	KHX1600C10D3/8G X



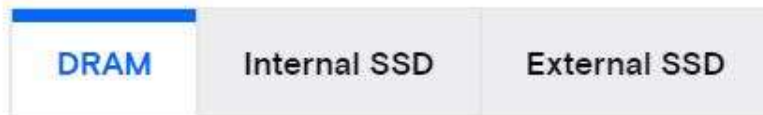
Your computer's memory capability:

Max Unbuffered DDR3 SDRAM: 32GB

I get the “we don’t feed the dinosaurs” page



All compatible upgrades

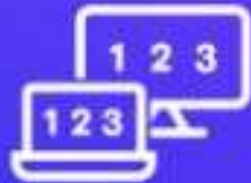


Compatible memory for:

M5A99FX PRO R2.0

We do not have compatible memory upgrades for your system at this time.

https://www.kingston.com/datasheets/khx1600c10d3b1_8g.pdf



Upgrade selector

Guided selection of your system from our comprehensive list of computers

Select your computer



System scanner

The fastest, easiest way to improve system performance. Use the system scanner to get 15% off your next order.

Start your scan

Crucial's System Scanner can show you more detailed information about your memory (and potential upgrades) if they have compatible memory available.



Crucial 16GB DDR5-5600 SODIMM

\$40.99

CT16G56C46S5 Configuration ID: CT24326882

Buying options

DDR5-5600 • CL=46 • Non-ECC • SODIMM • 262-pins • 1.1V • 1Rx8 based • PC5-44800

Notify me when this product is in stock

★★★★☆ 4.5 13 Reviews

You can take this information to any computer parts retailer should you not wish to purchase from Crucial and buy the compatible memory elsewhere.

Crucial's System Scanner can also determine your storage capability and make recommendations to enhance overall system performance.

About your M5A99FX PRO R2.0

Memory

Storage

System notes

About this scan

Upgrade advice

What's currently on your primary physical drive:

Part no.: AMD 2+0 JBOD SCSI Disk Device

Drive type: Fixed hard disk media

Current usage: 654.5 GB (8.8%)



Free space: 6.64 TB

Total: 7.28 TB

What's supported by your system:

Good news!

Your computer will work with several of our Crucial **SATA** drives.

SSD recommendation

That's it! The crucial.com scanner



<https://www.crucial.com>

Share

Accessibility in Windows



Vision features

- Narrator
- Colour filters
- text size
- Magnifier

Hearing features

- live captions from audio
- mono audio
- flash screen during audio notifications

Mobility features

- voice access
- eye control
- voice typing

Neurodiversity and learning features

- Immersive Reader
- Focus sessions

Share

Disk cleanup

- Windows needs lots of breathing room for storage
- On the Windows partition (usually drive C)
 - must have at least 20 GB space for 64-bit versions, and
 - must have 16 GB of free space after the user has completed the Out Of Box Experience & Automatic Maintenance completed
 - <https://learn.microsoft.com/en-us/windowshardware/manufacture/desktop/configure-uefigpt-based-hard-drive-partitions>
 - annual feature updates can take over 20 GB
 - e.g. going from *Windows 11 23H2* to *Windows 11 24H2*
 - Microsoft recommends keeping at least 20 GB free space
 - many recommend keeping at least 20% free space

Share

Other reasons for cleanup

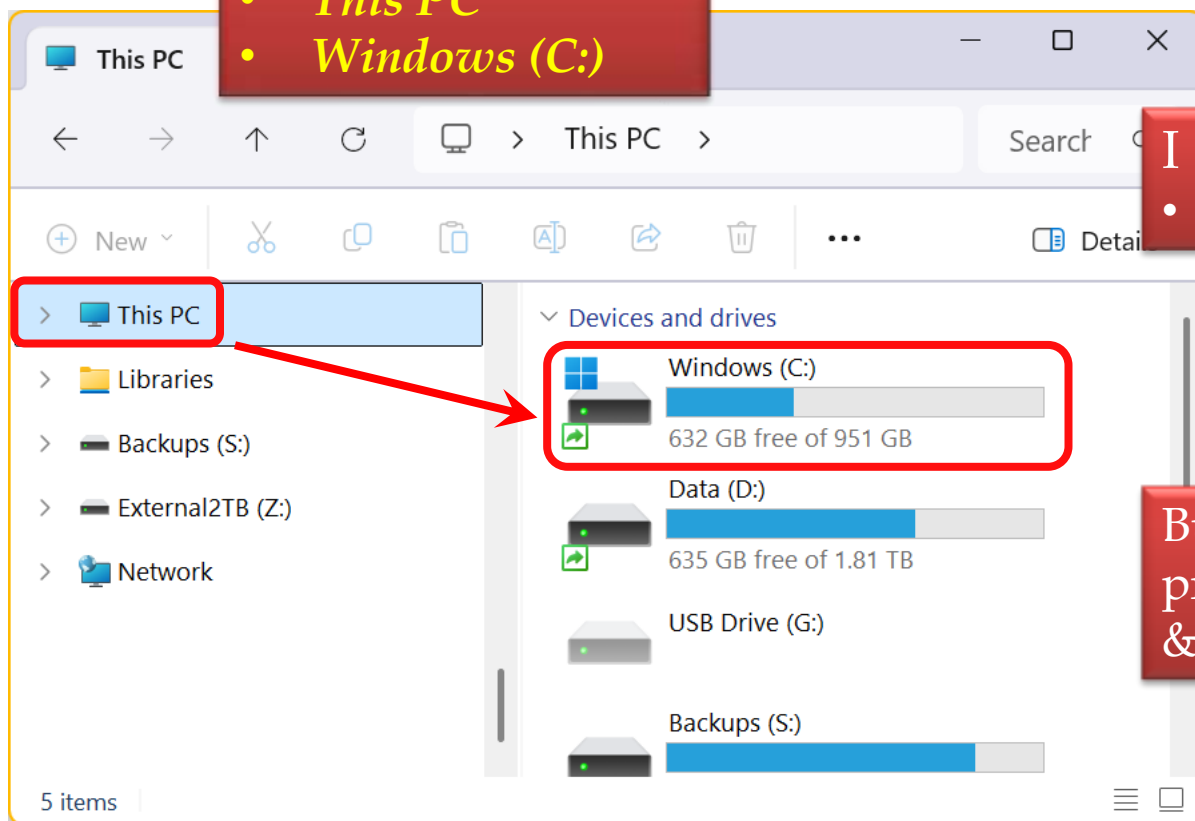
- Backups
 - we all have a comprehensive backup strategy...*right?*
 - <https://bibliottawalibrary.ca/en/program?text=Whoa+backup>
 - <https://archive.opcug.ca/presentations/BackupStrategies.pdf>
 - https://opcug.ca/presentations/backup_strategies.pdf
 - https://opcug.ca/qa_recordings/20231025_PowerPoint.pdf
 - <https://opcug.ca/Reviews/BackupPrograms.htm>
 - we have multiple copies of everything
 - backups take time
 - backups take up space on other storage devices
- Security & privacy
 - programs can have security vulnerabilities
 - if you are not using them – *get rid of them*
 - cleaning areas such as web caches can remove sensitive data
- Performance
 - cluttered storage can lead to more file fragmentation (HDDs)
 - which leads to poorer performance

Share

Do you have a problem?

File Explorer

- *This PC*
- *Windows (C:)*



I don't have a problem per se

- 632 GB (66%) free space

But I still want to implement best practices to keep things trim, secure, & humming along

Share

Clean-up methods

- Storage/Storage Sense
- Disk Cleanup
- Uninstall unused programs
- Move large files to other drives/partitions
- Disable hibernation
- Use WinDatStat or TreeSize to analyze data storage
- CCleaner
- Upgrade storage

This week

Share

Storage/Storage Sense

- Built into Windows
- *Storage* let you analyze your storage

The image shows two screenshots from the Windows Settings application. The left screenshot displays the 'System' settings page with a red box around the 'System' category in the left sidebar and a red arrow pointing to the 'Storage' option at the bottom. A red banner at the top left of this screenshot contains the text 'Settings > System > Storage'. The right screenshot shows the 'System > Storage' page for the 'Windows (C:) - 951 GB' drive. It features a progress bar showing 319 GB used and 632 GB free. Below the progress bar are three categories: 'Installed apps' (254 GB/319 GB used), 'Other' (10.0 GB/319 GB used), and 'Temporary files' (2.19 GB/319 GB used). A red box highlights the 'Show more categories' button at the bottom of this page, with a red banner below it containing the text 'Show more categories'.

Settings > System > Storage

System > Storage

Windows (C:) - 951 GB

319 GB used 632 GB free

Category	Used Space	Total Space
Installed apps	254 GB	319 GB
Other	10.0 GB	319 GB
Temporary files	2.19 GB	319 GB

Show more categories

Show more categories

Settings

CTaylor
Local Account

Storage > Windows (C:) - 951 GB

Storage usage

Find a setting

Home

System

Bluetooth & devices

Internet

Personalisation

Apps

Accounts

Time & language

Gaming

Accessibility

Privacy & security

Storage usage

This shows how your storage is used and how you can free up space.

632 GB free

Installed apps 254 GB
Uninstall unused or undesired apps & features

System & reserved 50.9 GB
System files help Windows run properly

Other 10.0 GB
Manage other large folders

Temporary files 2.19 GB
Choose which temporary files to remove

Desktop 791 MB
Manage the Desktop folder

Other people 360 MB
Remove unused local accounts

Documents 344 MB
Manage the Documents folder

Pictures 16.7 MB
Manage the Pictures folder

Maps 352 KB
Delete offline maps or change their location

OneDrive 32.0 KB
Remove unused cloud-backed content

Music 0 bytes
Manage the Music folder

Videos 0 bytes
Manage the Videos folder

Mail 0 bytes
Manage mail with the default app

Jump to *Settings > Apps*

Avoid

Click any for details

Other

10.0 GB

These are some of the largest folders we couldn't characterise. These folders might contain important files. Select one to manage it.

C:\Users\CTaylor\My Drive	4.96 GB
C:\WS	926 MB
C:\Users\CTaylor\wdc	109 MB
C:\SWTOOLS	
C:\Users\Public	
C:\Users\CTaylor	
C:\Users\CTaylor	
C:\Brother	
C:\ (Files at drive)	
C:\Users\CTaylor	
C:\Users\CTaylor\Links	
C:\Users\CTaylor\Searches	
C:\Users\CTaylor\Projects Series	4.00 KB
C:\Users\CTaylor\OneDrive - Ottawa PC Users' Group	4.00 KB
C:\Users\CTaylor\dbus-keyrings	4.00 KB
C:\Patch My PC	4.00 KB

Click for details

C:\Users\CTaylor\My Drive

CTaylor > My Drive

Search My Drive

Name	Date modified	Type	Size
Apps		Folder	
Desktop		Folder	
Documents		Folder	
Pictures		Folder	
Email attachments		Folder	
test folder		Folder	
.tmp.driveupload	2024-12-31 12:27 PM	File folder	
Cameras	2024-10-29 7:25 AM	File folder	
CPOPC Logo	2024-07-25 1:13 PM	File folder	
GlassWire	2024-07-25 1:13 PM	File folder	
Keepass	2024-12-30 12:22 PM	File folder	
MVP	2024-07-25 1:13 PM	File folder	
NCF	2024-12-05 8:04 AM	File folder	
OPCUG	2024-12-27 10:43 AM	File folder	
OPL	2024-12-30 10:10 PM	File folder	
OrleansPhotoClub	2024-12-31 8:07 AM	File folder	

27 items

Opens *File Explorer*

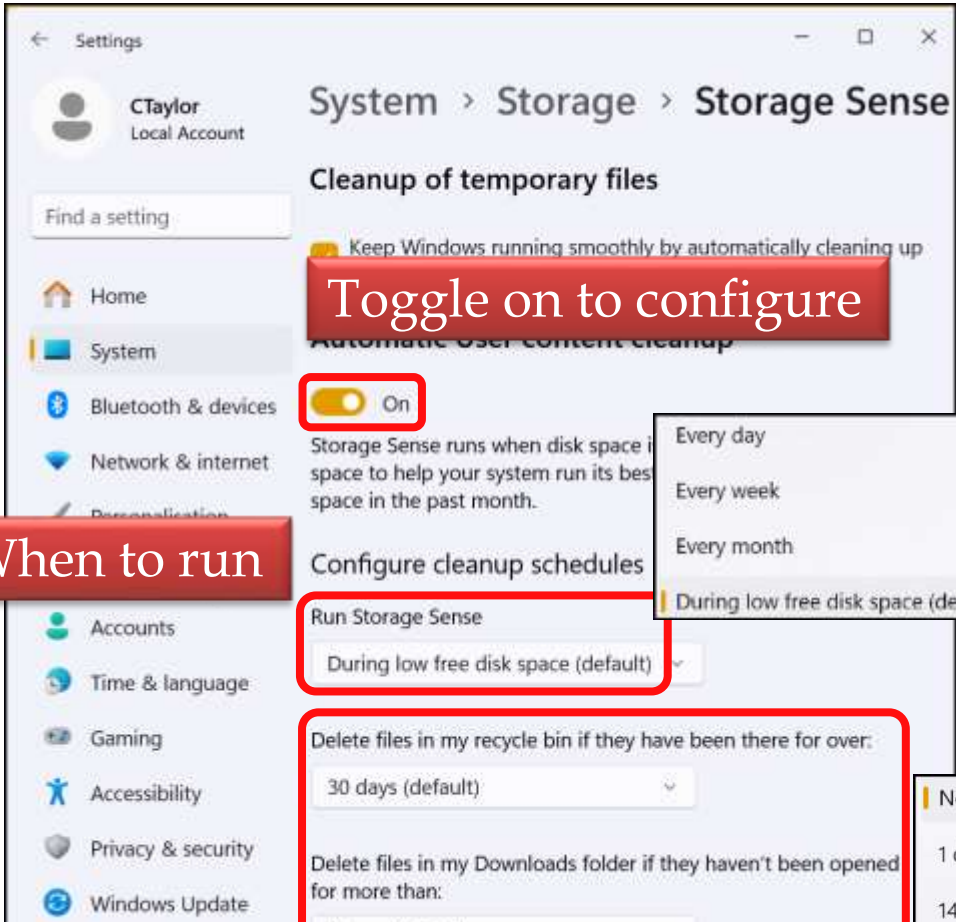
- manually clean up

Share

Storage Sense

- Automate cleanup
 - Recycle bin
 - Downloads folder

Settings > System > Storage > Storage Sense



Toggle on to configure

When to run

Actions & frequency

- Every day
- Every week
- Every month
- During low free disk space (default)

- Never (default)
- 1 day
- 14 days
- 30 days
- 60 days

Share

Disk Cleanup

- Older tool
 - still very useful
- Broad categories for cleanup
- Windows 11
 - *Start > All > Windows Tools > Disk Clean-up*
- Windows 10
 - *Start > Windows Administrative Tools > Disk Cleanup*
- Or easier...
 - *Start > type Disk Cleanup*

Q What's safe in Disk Cleanup?

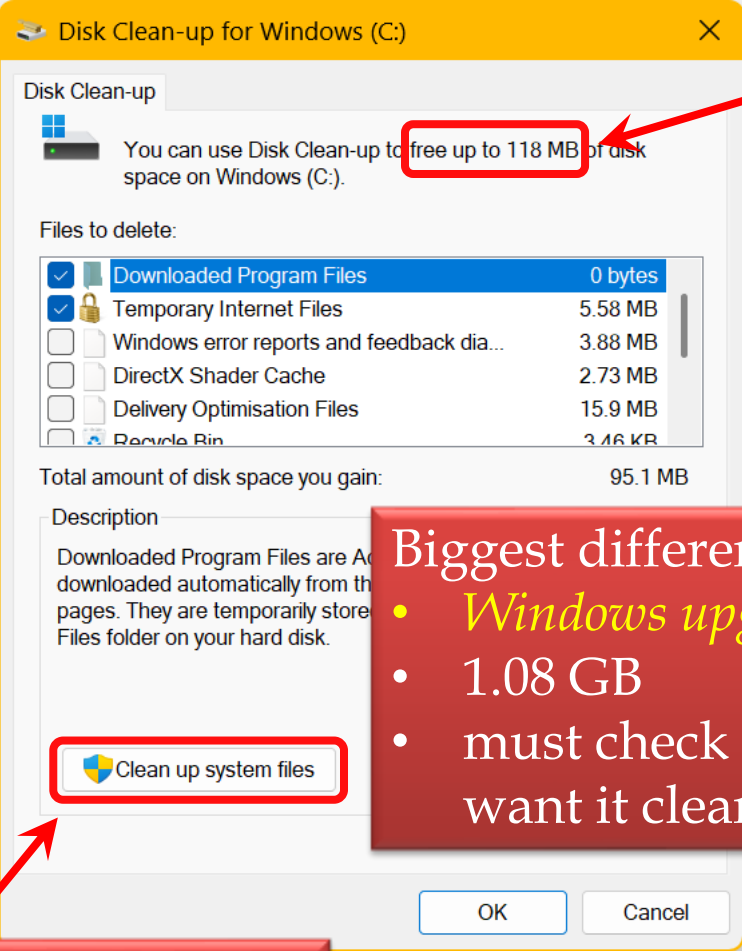
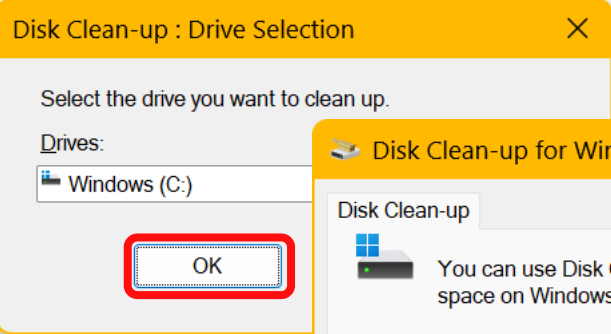
- Windows' *Disk Clean-up*
 - list of items come up
 - which are safe to remove?
 - what are they?
- I usually only
 - empty the *Recycle Bin*
 - remove *Temporary Internet Files*



https://opcug.ca/qa_recordings/20230118_PowerPoint.pdf

- searched https://opcug.ca/qa_recordings/Q&A-Index.pdf for *clean*

Share

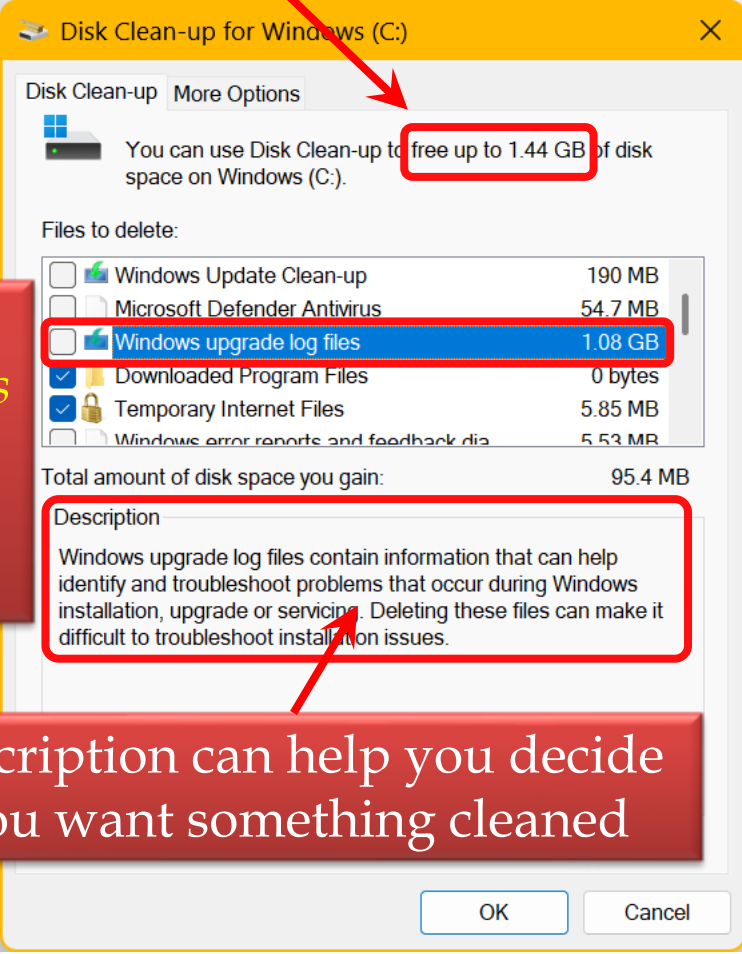


Available cleanup jumped from

- 118MB to 1.44 GB
- 12x space

Biggest difference *this time*

- Windows upgrade log files
- 1.08 GB
- must check box if you want it cleaned



Click *Clean up system files*

Description can help you decide if you want something cleaned

Share

Clean-up methods

- Storage/Storage Sense
- Disk Cleanup
- Uninstall unused programs
- Move large files to other drives/partitions
- Disable hibernation
- Use *WinDirStat* or *TreeSize* to analyze data storage
- CCleaner
- Upgrade storage



Next week

Have additional ideas for cleaning up storage?

Send email to

SuggestionBox@opcug.ca

OPCUG Accounting with GnuCash

By Jocelyn Doire

Users helping users

Accounting with GnuCash

GnuCash is a personal and small-business financial-accounting software, freely licensed under the GNU GPL, available for Linux, Windows and Apple.

Designed to be easy to use, yet powerful and flexible, based on professional accounting principles to ensure balanced books and accurate reports, for home use or small business.

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GnuCash Installation

- GnuCash is free and open source

<https://www.gnucash.org/download.phtml>

- The manual is very well written, explaining the program and accounting principles

<https://www.gnucash.org/docs.phtml>



The screenshot shows the GnuCash.org website homepage. The browser address bar displays "https://www.gnucash.org". The page header features the GnuCash logo, the text "Free Accounting Software", and a list of languages: English, Català, Deutsch, Español, Français, עברית, Hrvatski, Bahasa Indonesia, Italiano, 日本語, Magyar, Nederlands, Norsk Bokmål, Polska, Português, 简体中文, and 繁體中文. On the left, an "Information" sidebar lists links for Home, News, Screenshots, Features, Installation, Getting help, and Donations. The main content area has a "Welcome to GnuCash.org" heading and a prominent "Download GnuCash 5.9" button.

Getting Started guide is a good place to start.

Double Entry Accounting

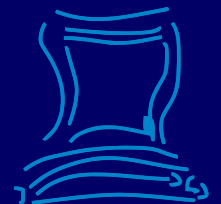
A spreadsheet is often used to record a budget, track expenses and incomes, but when things gets a bit complicated, it becomes very easy to make mistakes, to miss and mix data; a proper accounting software can help with that.

The “Double Entry” is fundamental to accounting, it basically means that every dollar has a source and a destination, for example if you withdraw \$20 from an ATM, it needs to go somewhere, it could be your wallet.

The “Double Entry” is a powerful way to reduce errors, it encourages discipline and to have complete accounting. Having two ways to account for everything promote accuracy, for example if you sell 10 tickets at \$10 each, you need at the end to have 10 ticket stubs and \$100, if the two don't match, you have a problem that needs resolving.

A “Double Entry” transaction always involves a minimum of two accounts, and where you put those accounts is critical, in order to make the “books balance”. At the beginning expect that you will probably spend a lot time setting up and changing the accounts hierarchy, especially if you have no prior experience with accounting.

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Accounts Tabs

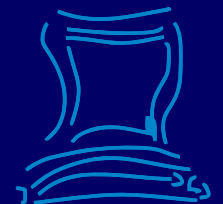
The tab called "Accounts" shows you all the accounts, double clicking on any account will open a new tab with all its data. The account type is not just a name, they behave differently, the math is different, some adds, others subtract.

Account Name	Description	Total
Assets	Assets	\$104.00
Condo BBQ	Condo BBQ	\$0.00
Condo In-Trust	Condo In-Trust	\$104.00
Petty Cash	Petty Cash	\$0.00
Equity	Equity	\$0.10
Closing Balance	Rounding	\$0.10
Opening Balance	Opening Balances	\$0.00
Expenses	Expenses	\$340.95
Groceries	Groceries	\$340.95
Income	Income	\$444.85
Income	Income	\$444.85
Liabilities	Liabilities	\$0.00
Dorothy	Dorothy	\$0.00
Joc	Joc	\$0.00
Susan	Susan	\$0.00
Trudy	Trudy	\$0.00

The screenshot shows the software interface with the 'Accounts' tab selected. The 'Edit' button in the top toolbar is circled in red. Below it, the 'Edit Account - Assets:Condo BBQ' dialog box is open, with the 'Condo BBQ' account name highlighted in the list. The dialog box has two tabs: 'General' and 'More Properties'. The 'General' tab is active, showing the following fields:

- Account name: Condo BBQ
- Account code: (empty)
- Description: Condo BBQ
- Parent Account: Assets

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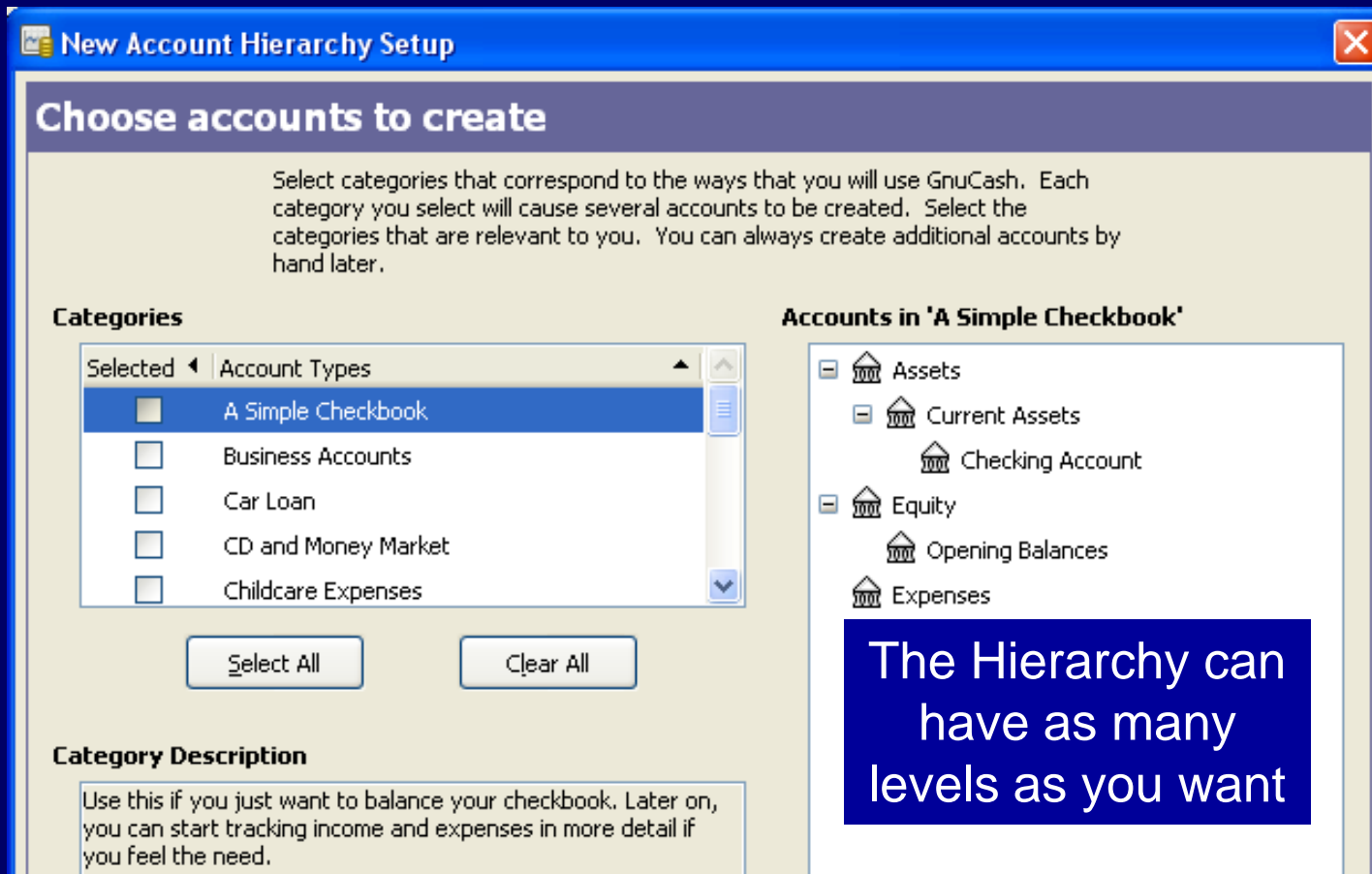
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Setting accounts

One of the first thing you will need to do is to set accounts, there are 5 types of accounts; asset, income, expense, liability and equity accounts.

A wide variety of pre-defined hierarchy are available.

- The asset account is what you have, for example your checking account
- The expense and income accounts are used for most of your transactions
- The liability account is what you owe.
- The equity account is used for example for your opening and closing balance



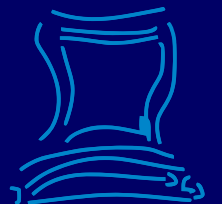
Note:
All accounts shows positive numbers, even though they may operate in reverse, for example expenses and incomes.

BBQ Example

As an example I'm going to use a BBQ with expenses, incomes, volunteers buying the supplies, a piggy bank and an opening/closing balance.

From time to time I'm going to ask a question with multiple choices, to make it more interesting.

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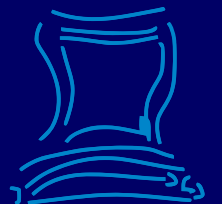
Purchases

The first thing we needed before the BBQ could start was to buy the food, the drinks, the cutlery and so on, which was done by the volunteers.

As per the “double entry” principle, we need two accounts, but what accounts are needed for those purchases by the volunteers?

1) expense 2) asset 3) liability

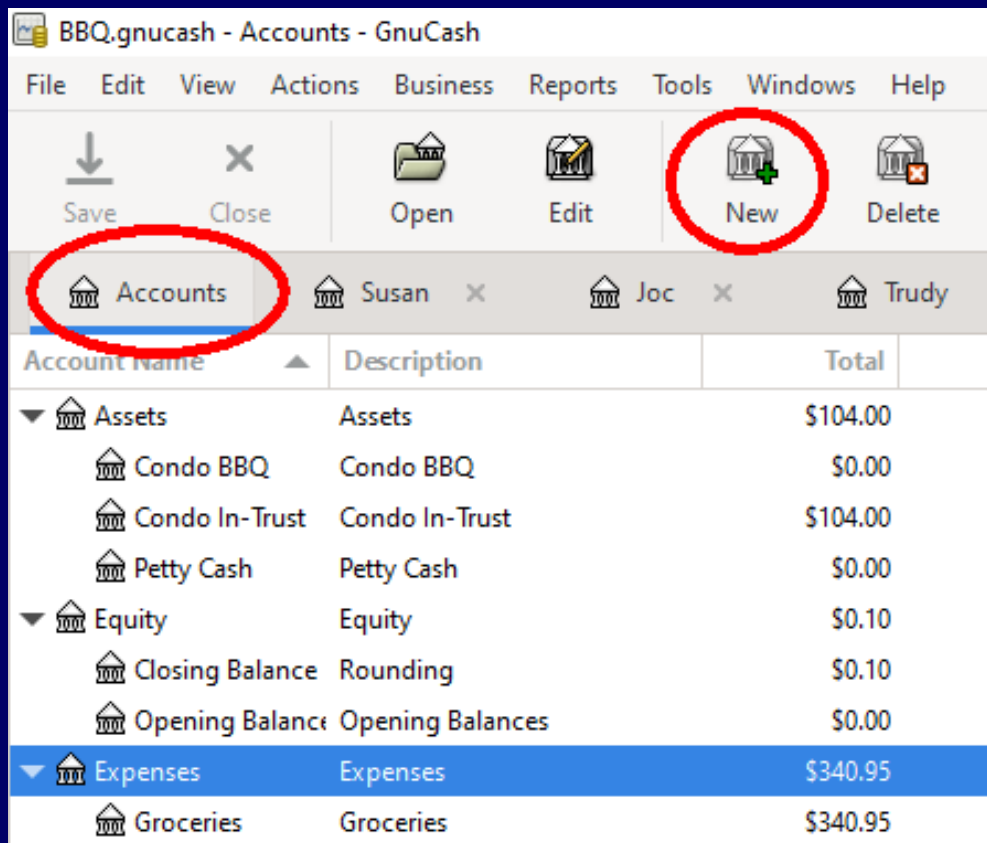
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Purchases - Expenses

1) all the expenses will go to an expense account:



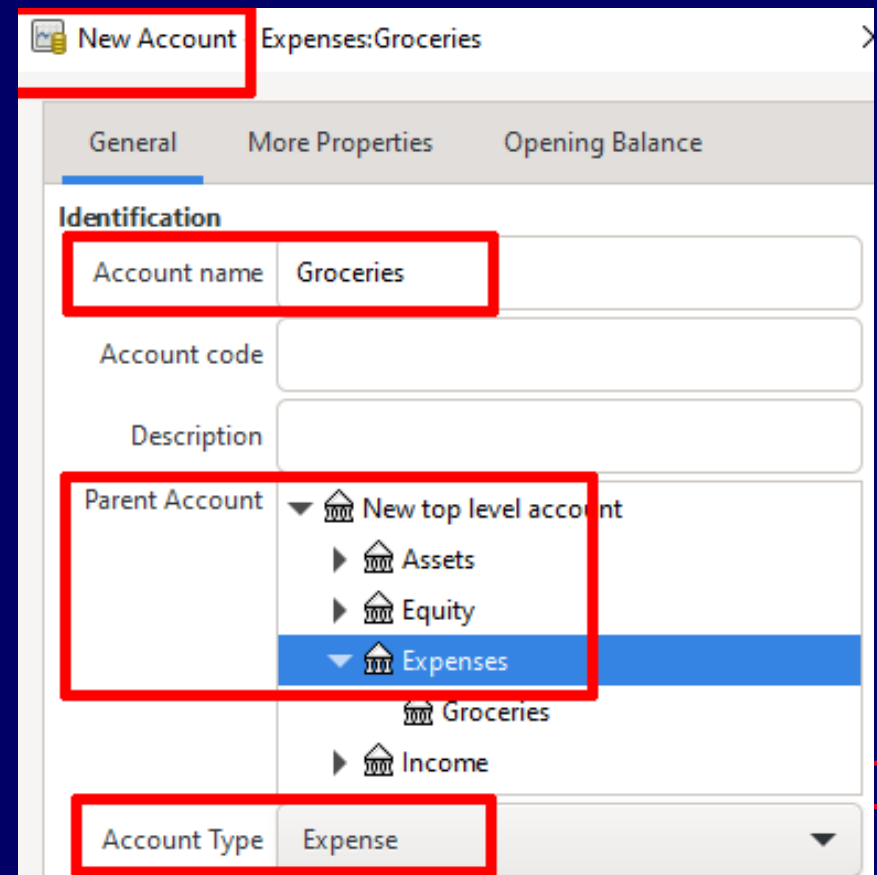
BBQ.gnucash - Accounts - GnuCash

File Edit View Actions Business Reports Tools Windows Help

Save Close Open Edit **New** Delete

Accounts Susan Joc Trudy

Account Name	Description	Total
Assets	Assets	\$104.00
Condo BBQ	Condo BBQ	\$0.00
Condo In-Trust	Condo In-Trust	\$104.00
Petty Cash	Petty Cash	\$0.00
Equity	Equity	\$0.10
Closing Balance	Rounding	\$0.10
Opening Balance	Opening Balances	\$0.00
Expenses	Expenses	\$340.95
Groceries	Groceries	\$340.95



New Account Expenses:Groceries

General More Properties Opening Balance

Identification

Account name Groceries

Account code

Description

Parent Account

- New top level account
 - Assets
 - Equity
 - Expenses**
 - Groceries
 - Income

Account Type Expense

Purchases - Liability

3) all the purchases will go to a liability account, because we owe for the purchases:

Account Name	Description	Total
Assets	Assets	\$104.00
Condo BBQ	Condo BBQ	\$0.00
Condo In-Trust	Condo In-Trust	\$104.00
Petty Cash	Petty Cash	\$0.00
Equity	Equity	\$0.10
Closing Balance	Rounding	\$0.10
Opening Balance	Opening Balances	\$0.00
Expenses	Expenses	\$340.95
Groceries	Groceries	\$340.95
Income	Income	\$444.85
Income	Income	\$444.85
Liabilities	Liabilities	\$0.00
Dorothy	Dorothy	\$0.00
Joc	Joc	\$0.00
Susan	Susan	\$0.00
Trudy	Trudy	\$0.00

General More Properties Opening Balance

Identification

Account name Trudy

Account code

Description Trudy's Purchases

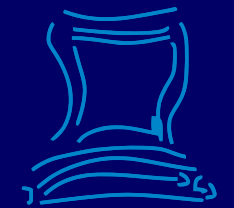
Parent Account

- Income
 - Liabilities
 - Dorothy
 - Joc
 - Susan
 - Trudy

Account Type Liability

The “we” here means from the BBQ event’s perspective

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Purchases - Transaction

Once the accounts are setup, you can next enter a transaction: select the tab, enter the date, description, the two accounts and the corresponding amounts.

Action	Description	Account	R	Decrease	Increase
2024-06-30	Walmart - 4x8 Burger, 3x10 Hot Dog, watermelon				84.77
		Expenses:Groceries	n	84.77	
		Liabilities:Trudy	n	Decrease	84.77
		Assets:Condo BBQ			
2024-07-01	Beef hot dog	Assets:Condo In-Trust			
2024-07-02	Refund Trudy	Assets:Petty Cash			
2024-07-02	Closing Trudy	Equity:Closing Balance			
2024-08-03	Dollarama - Foil, Napkins, Plates, Table cover, Ler	Equity:Opening Balances			
2024-08-06	Refund Trudy	Expenses:Groceries			
2024-08-06	Closing Trudy	Income:Income			
2024-12-02		Liabilities:Dorothy			
		Liabilities:Joc			
		Liabilities:Susan			
		Liabilities:Trudy			

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Purchases - Total

The tabs allows you to view the data for different category, for example the total of the expenses. The same data shows up in at least two places, in different columns.

Accounts							
Groceries							
Date	Num	Description			Tot Expense	Tot Rebate	Balance
2024-06-30		Walmart - 4x8 Burger, 3x10 Hot Dog, watermelon	Liabilities:Trudy	n	84.77		84.77
2024-06-30		Dollarama - Drinks (6+5)x1*1.13	Liabilities:Joc	n	11.62		96.39
2024-06-30		Walmart - Chips - 2*8.97*1.13	Liabilities:Dorothy	n	20.27		116.66
2024-07-01		Beef hot dog	Liabilities:Trudy	n	10.00		126.66
2024-07-01		Turkey hot dog	Liabilities:Susan	n	5.00		131.66

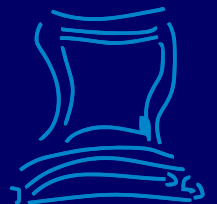
Accounts							
Trudy							
Date	Num	Description			Tot Decrease	Tot Increase	Balance
2024-06-30		Walmart - 4x8 Burger, 3x10 Hot Dog, watermelon	Expenses:Groceries	n		84.77	84.77
2024-07-01		Beef hot dog	Expenses:Groceries	n		10.00	94.77

Petty Cash

For the event we needed some coins for the change, but where to put that?

1) Asset 2) Liability 3) Income

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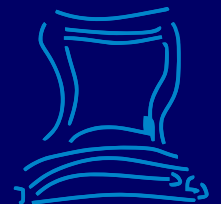
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Petty Cash

The coins were provided by one of the volunteer, so that's a Liability, and those became available to the event, so that's an asset. At the end of the event, the transaction is reversed, resulting in a zero balance.

Date	Num	Description		Tot Increase	Tot Decrease	Balance
2024-08-05	Num	Petty Cash Opening		30.00	Tot Decrease	30.00
			Assets:Petty Cash	n	30.00	
			Liabilities:Joc	n	30.00	
2024-08-05		Petty Cash Closing	Liabilities:Joc	n	30.00	0.00

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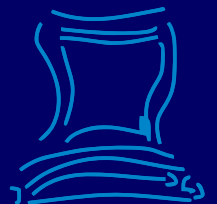
Income

The BBQ generated sales that were recorded into an income account, and that money will go into new asset account for the event. Remember the double entry accounting, two accounts are always needed.

Date	Num	Description		Tot Increase	Tot Decrease	Balance
2024-07-02	Num	BBQ Income - July 1, 2024 - 100+20+35+10+11.8		176.85	Tot Decrease	176.85
			Assets:Condo BBQ n	176.85		
			Income:Income n		176.85	

We got money from the people, that's an income, and we have to store that money, that's an asset.

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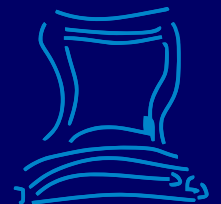
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Refunds

After the BBQ came the time to refund the volunteers, from the BBQ asset account.

Date	Num	Description		Tot Increase	Tot Decrease	Balance
2024-07-02		BBQ Income - July 1, 2024 - 100+20+35+10+11.85	Income:Income n	176.85		176.85
2024-07-02		Refund Joc	Liabilities:Joc n		11.60	165.25
2024-07-02		Refund Trudy	Liabilities:Trudy n		95.00	70.25
2024-07-02		Refund Dorothy	Liabilities:Dorothy n		20.00	50.25
2024-07-02		Refund Susan		Tot Increase	5.00	45.25
			Liabilities:Susan n	5.00		
			Assets:Condo BBQ n		5.00	

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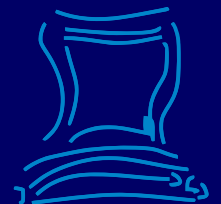
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Rounding

The refunds added a difficulty to the accounting, we needed to round the cash to +/- \$0.05, plus some didn't want the change, so what to do with that left over money?

- 1) do nothing, it's already all there
- 2) move that money to the BBQ asset
- 3) null that money

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Rounding

The 1) “do nothing” is not a bad option given that small amounts are involved, but that would not be proper accounting where every cents needs to be accounted for.

At the end of the exercise, most of the accounts should get to zero to close the books properly.

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Rounding

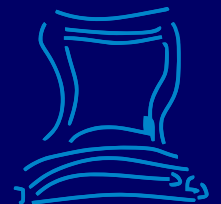
The “2) move that money to the BBQ asset” may seem a good option, but that will decrease the BBQ asset account, getting free money should not decrease your asset!

2024-07-02		Refund Dorothy	Assets:Condo BBQ	n	20.00		0.27
2024-07-02	Num	Closing Dorothy			0.27	Tot Increase	0.00
			Liabilities:Dorothy	n	0.27		
			Assets:Condo BBQ	n		0.27	
2024-07-02		Refund Susan	Liabilities:Susan	n		5.00	45.25
2024-07-02	Num	Closing Dorothy				Tot Increase	44.98
			Liabilities:Dorothy	n	0.27		
			Assets:Condo BBQ	n		0.27	

If you don't get results you expect, it's probably because your accounts are not set up correctly.

If someone says keep the change, what happens to the money you have? Nothing!

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Rounding

The 3rd option to “3) null that money” is what I want, but how? That’s where the equity type of account enters, this is where opening and closing balances is accounted for.

2024-07-02		Refund Dorothy	Assets:Condo BBQ	n	20.00		0.27
2024-07-02	Num	Closing Dorothy			0.27	Tot Increase	0.00
			Liabilities:Dorothy	n	0.27		
			Equity:Closing Balance	n		0.27	

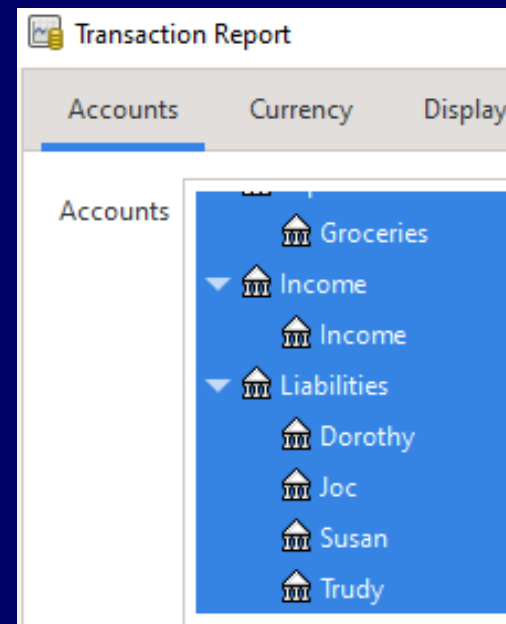
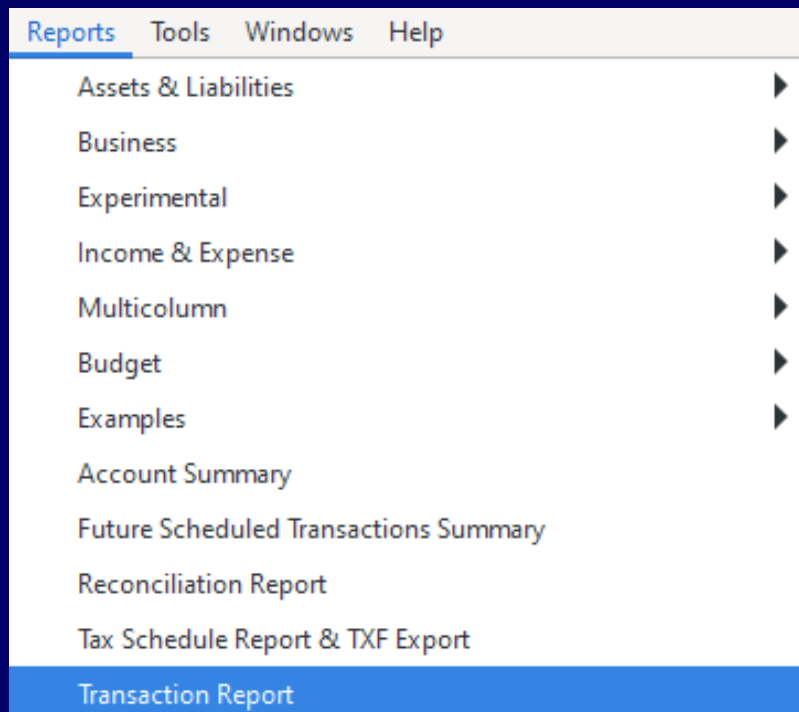
Accounts Closing Balance × Groceries × Susan × Joc × Trudy ×							
Date	Num	Description			Tot Decrease	Tot Increase	Balance
2024-07-02		Closing Dorothy	Liabilities:Dorothy	n		0.27	0.27
2024-07-02		Closing Trudy	Liabilities:Trudy	n	0.23		0.04
2024-07-02		Closing Joc	Liabilities:Joc	n		0.02	0.06

Date	Num	Description			Tot Increase	Tot Decrease	Balance
2024-07-02		BBQ Income - July 1, 2024 - 100+20+35+10+11.85	Income:Income	n	176.85		176.85
2024-07-02		Refund Joc	Liabilities:Joc	n		11.60	165.25
2024-07-02		Refund Trudy	Liabilities:Trudy	n		95.00	70.25
2024-07-02		Refund Dorothy	Liabilities:Dorothy	n		20.00	50.25
2024-07-02		Refund Susan	Liabilities:Susan	n		5.00	45.25
2024-07-02		Deposit of funds to Condo In-Trust	Assets:Condo In-Trust	n		45.25	0.00

Report

The last step was to deposit that final amount for safe keeping and write a report.

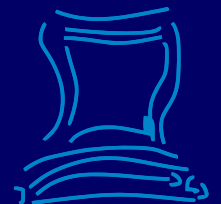
2024-07-02	Num	Deposit of funds to Condo In-Trust			Tot Increase	45.25	0.00
			Assets:Condo In-Trust	n	45.25		
			Assets:Condo BBQ	n		45.25	



Report

Date	Description	Transfer from/to	Debit	Credit
Condo BBQ				
2024-07-02	BBQ Income - July 1, 2024 - 100+20+35+10+11.85	Income	<u>\$176.85</u>	
2024-07-02	Refund Joc	Joc		<u>\$11.60</u>
2024-07-02	Refund Trudy	Trudy		<u>\$95.00</u>
2024-07-02	Refund Dorothy	Dorothy		<u>\$20.00</u>
2024-07-02	Refund Susan	Susan		<u>\$5.00</u>
2024-07-02	Deposit of funds to Condo In-Trust	Condo In-Trust		<u>\$45.25</u>
Total For Condo BBQ				\$0.00
Condo In-Trust				
2024-07-02	Deposit of funds to Condo In-Trust	Condo BBQ	<u>\$45.25</u>	
Total For Condo In-Trust			\$45.25	
Closing Balance				
2024-07-02	Closing Dorothy	Dorothy		<u>\$0.27</u>
2024-07-02	Closing Trudy	Trudy	<u>\$0.23</u>	
2024-07-02	Closing Joc	Joc		<u>\$0.02</u>
Total For Closing Balance				\$0.06
Groceries				
2024-06-30	Walmart - 4x8 Burger, 3x10 Hot Dog, watermelon, 2xLemonade	Trudy	<u>\$84.77</u>	
2024-06-30	Dollarama - Drinks (6+5)x1*1.13	Joc	<u>\$11.62</u>	
2024-06-30	Walmart - Chips - 2*8.97*1.13	Dorothy	<u>\$20.27</u>	
2024-07-01	Beef hot dog	Trudy	<u>\$10.00</u>	
2024-07-01	Turkey hot dog	Susan	<u>\$5.00</u>	
Total For Groceries			\$131.66	
Income				
2024-07-02	BBQ Income - July 1, 2024 - 100+20+35+10+11.85	Condo BBQ		<u>\$176.85</u>
Total For Income				\$176.85
Dorothy				
2024-06-30	Walmart - Chips - 2*8.97*1.13	Groceries		<u>\$20.27</u>
2024-07-02	Refund Dorothy	Condo BBQ	<u>\$20.00</u>	
2024-07-02	Closing Dorothy	Closing Balance	<u>\$0.27</u>	
Total For Dorothy				\$0.00

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**Any other:
Questions
Comments
Shares?**



One-on-One Remote Assistance



**One-on-One
Remote Assistance**
(members only) *

- The details of our **One-on-one remote assistance programme** are posted at:

<https://opcug.ca/one-on-one-remote-assistance/>
- If you need help on any computer-related issue, send a request for assistance to:

1on1request@opcug.ca

* <https://opcug.ca/join-or-renew/>

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OFFER



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- Receive an additional free-year's membership

Two years for the price of one!

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Do not renew your membership !

Your membership expiry date will be extended by another year at no cost



OPCUG PRESENTATIONS AT THE OTTAWA PUBLIC LIBRARY

Armchair Travel - Iceland

Lynda Buske

Ruth E. Dickinson, Tuesday Jan 21, 2025 at 2:00pm

Quick PC Tips: Enhancing capabilities and performance with free tools

Chris Taylor

Centennial, Thursday Jan 23, 2025 at 2:00pm

Keeping passwords safe with Chris Taylor

Rockcliffe Park, Thursday Jan 30, 2025 at 5:30pm

<https://bibliottawalibrary.ca/en/program?text=pc+users>

February Meeting



How to Buy a PC

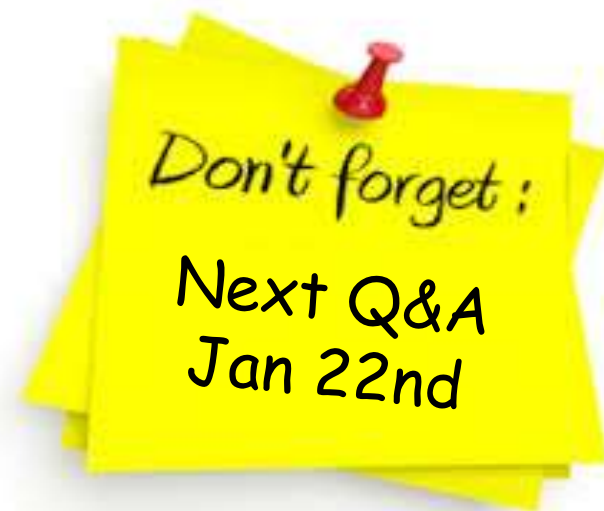
Chris Taylor (OPCUG)

February 12, 2025

7:30 pm



Chris Taylor



**Send your questions,
answers, and topics
you wish to share to:**

SuggestionBox@opcug.ca