Money Smith (TM) *V3.0*

Preface

We started writing Money Smith in the Spring of 1991 because we were fed up with available commercial packages. We wanted a simple double entry accounting system that didn't require CPA certification to use it. Money Smith V1.2 (August '91) was the successful result. It surpassed our own expectations and much to our surprise became a hit in Europe as well as America. Version 2.0 added our unique interactive interface and allowed Money Smith Systems to incorporate and grow.

In preparing version 3.0 we have worked to bring you a more powerful, more stable version of Money Smith. We've stuck to the successful formula from version 2.0 and let our users tell us what features to add. Our goals were simple: maintain the best of version 2.0 and add the features you have asked for to bring you the very best in Windows accounting.

Many of you will be pleased with the enhancements. We've added support for multiple splits per transaction, foreign languages, cash flow reports, a find command, transaction importing, and improved the reports and graphs. All in all, we hope we've created a more useful, less limiting tool.

Many thanks to the fine group of beta testers, and to all of you that have written in to offer suggestions. As we look to Version 4.0, we hope to rewrite major portions of the program. We may also offer a business version sometime in the future.

Please recommend Money Smith to your friends. We've found word of mouth to be a powerful force in the software business. We hope you enjoy using Money Smith as much as we enjoyed writing it. Keep the cards and letters coming!

Sincerely,

Bradley J. Smith, May 1993
President & CEO, Money Smith Systems Inc.

Thanks

Special thanks to our group of Alpha and Beta testers. They tolerated much during early testing and revision.

Beta Testers

Charles McLaughlin	*Andrea Kunz*
James Sharrett	*Christopher*
Wroten	
Tim Burling	*Robert Smith*
Joel Staggs	*Darlene*
Reinhard	

Thanks also to the many others who wrote, called or indirectly provided feedback over the past year. Your ideas have been invaluable.

Special Thanks

Special thanks to Delores Sanchez Whitehead for all of her help in starting and continuing the business.

Dedication

To my wife and daughter for their love and support.

System Requirements

Money Smith requires an 80286 or 80386 based IBM PC or compatible running Microsoft Windows version 3.0 or 3.1, a hard disk, and a mouse. The installed files occupy approximately 1 MB of disk space.

Author, Programmer, Designer

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This Manual, Programs, Online Documentation, and Graphics

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Acknowledgments

If I missed any other credits, it was unintended, so please write and I'll be sure to include them in future versions.

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Getting Started

Introduction to Money Smith

Why use Money Smith?

Why use a tool like Money Smith? Money Smith is an information source. While it doesn't make financial decisions for you, it does help you collect the information to make better decisions. Money Smith helps you track your income, expenses, investments, and helps you to understand where your money is, and where your money is going. By knowing those two critical pieces of information, you may be able to better manage your money in the future.

Using this Manual

We have arranged the sections in a 'need to know' order. The Section on *Money Smith version 3.0* is the one exception. We intend it to be a guide for users upgrading from earlier versions of Money Smith. Each section is short an
d should take you about 5-10 minutes. If you are a beginner read the sections in *Getting Started* and *Using Money Smith*. You will learn to set up your accounts and begin using most of Money Smith's features. We've detailed a number of time saving features along the way. The command and financial calculator references are in the latter half of the manual.

About Money Smith

Money Smith is a full featured tool for financial management. It is scalable. Money Smith does not force you to use features you don't want to use. If you don't want a budget, don't establish one. If you don't care about account categories, don't use them. If you'd rather track your investments using a spreadsheet, then Money Smith won't force you to enter them here. We've designed it to be simple, but we have the features to also satisfy the more demanding users.

Money Smith is easy to learn. Unlike other money management programs, Money Smith has a fully graphical interface. If you can use a mouse, you can learn Money Smith. Our press and point help lets you *point out* the things you need help with. Click on the '?' icon to change your mouse cursor to a question mark. Press on any field, item or menu command to instantly get help. What could be easier?

Our advice: start small and learn more advanced features as you go. The key is to start and start soon. If you start now, you'll have a base of information to make decisions from. If you start later, you'll continue to make many of your financial decisions blindly.

We have divided the remainder of the manual into easy to read sections, with each section detailing one major feature of Money Smith. Take some time to read the manual. You only need to read the first few sections to get a feel for the product.

Getting Help

Money Smith has comprehensive help features including this entire manual online. Our original point and press '?' (question mark) icon on the toolbar changes the mouse cursor into an arrow with a question mark. Press the menu selection or item you want help on and it magically appears. The Shift+F1 key also enables press and point help. In addition, you can press the F1 key anywhere (including dialogs) to get context sensitive help.

Major Features of Version 3.0

A guide to the upgrade

We intend this section primarily for users of earlier versions of Money Smith to guide you through installing and using the new features of version 3.0. It is a quick summary for those that don't want to read the whole manual.

Common Dialogs

Money Smith V3.0 supports the new common dialog boxes popularized by Microsoft Windows version 3.1.

Multiple Splits and Transaction Notes

You can now split a transaction to and from up to 5 separate accounts. Press the split button from the transaction editor to split a transaction, and enter splits in order on the dialog. Transactions also have an expanded description and notes field for a complete record of your transaction entries.

Variable Width Reports

Money Smith now supports variable width reports. You can adjust the width of any field on any report to suit your own screen and printing requirements. To adjust the width of any field, simply drag the line separating any two fields on the title bar to the left or right. When you release the mouse button the field will be adjusted to the new width. The mouse cursor will change to a left-right arrow when you are in the correct position to drag a field.

Recurring Transactions That Expire

You can now set an expiration date for recurring transactions. Expired recurring transactions are automatically removed from your accounting file. This lets you automatically represent payments that last for a limited period of time.

Automatic Backups

Money Smith has an option under the preferences dialog that lets you automatically backup the last used version of your accounting files. When enabled, this option creates a file called {FILE}.BAK for every accounting file as it is opened. This way if you are unable to use your current version because of an error or disk failure, you may be able to

open your backup file and continue with it.

Improved Account Reconciliation

The account reconciliation report has been improved to display cleared and uncleared transactions separately, and to sort transactions into deposits and withdrawals by check number. This should significantly speed reconciliation of your accounts with bank statements.

Account and Cash Flow Reports

Two new reports should help you better manage your cash flow. The new *Account Flow Report* lets you see the change in each account's balance between the starting and ending dates. A second single account cash flow report shows how much has flowed into or out of a given account during the current accounting period.

New Category Income and Balance Reports

Two new reports show *balance* and *income statements* organized by category. This is very useful for summarizing income and account balances at a category level. It gives you a high level view of your accounts.

Transaction Import Command

Using the new Edit Transaction Import command you can now import transactions to the Money Smith program from spreadsheets and other applications. Transactions are imported one per line with fields separated by tabs, commas, or the vertical bar symbol. See the *Edit Transaction Import command* to get information about specific column formats.

Find Command

The new *Edit Find command* lets you locate text or numbers on the current report. For example, you can enter a check number, or amount to locate specific checks from a transaction report.

Warning about File Compatibility

Money Smith V3.0 is upwardly compatible with V1.2 and V2.0 files. The conversion is done transparently when you open an old file. However, because version 3.0 has features like split transactions not available from V2.0, you cannot generally load V3.0 files into V2.0. Be careful you do not load and then save an old V2.0 file while running V3.0 unless you really intend to convert it. If you try to load a Version 3.0 file into version 2.0 you will get a warning, and possibly a read error. The files are upward, but not downward compatible.

Backing up your old files

I strongly recommend saving your old files off to a disk before you load Money Smith V3.0. The best way to do this is to copy everything in your old Money Smith directory to a floppy disk. If you have only a 360K drive you may need to save the files

on more than one disk.

Loading Money Smith V3.0

Make a backup of all of your Money Smith files before installing V3.0. Money Smith V3.0 uses our WinSetup installation program. Run setup from the Windows File Manager by double clicking on the **setup.exe** file. If you want Version 3.0 installed to a separate directory, type in a new directory name in the destination field. The default is c:\ smith3. Setup will install Money Smith and the Money Smith Financial Calculator in your program manager if you tell it to. Look for them in your Money Smith program group.

Installing Money Smith

Running WinSetup

The Money Smith installation disk has a windows *Setup* program on it. This program creates a directory of your choice on your hard drive and copies all Money Smith files to it. Run setup from the Windows file manager by double-clicking on the **setup.exe** file. When setup has started it will ask for the source device (usually A:\ or B:\) and a destination directory (C:\SMITH3 is the default). If you are installing from or to some other directory, type the paths in these two fields.

Setup will copy all the files to the directory specified and then install the executable in the Windows *Program Manager* in a group called *Money Smith*. You can copy or move the icon to another program group by dragging the Money Smith icon to another program group. Hold down the control key while dragging to copy the icon to another program group. Setup will automatically unpack and remove the self extracting archive (smitharc.exe).

Running Money Smith

After s
etup has installed Money Smith, you can run the program by double-clicking on the Money Smith icon in the Money Smith program group.

Licensing Window

Money Smith will display a licensing window the first time you run it. It is very important that you type in your name and read the license terms before pressing the **I Agree** button. If you don't type in your name, the **I Agree** button will not be enabled. If you agree to the license terms, choose **I Agree** and continue. If you have problems with the terms, you can disagree and it will exit the program. Please read the license and understand that the program is provided 'As Is'. If you disagree with the licensing terms you can return Money Smith within 30 days for a refund.

Exiting Money Smith

To exit, you can double click the Money Smith system menu box in the top left corner of the Money Smith window or choose the *File Exit Command*.

Using Money Smith

Money Smith Files

All Money Smith data for a particular set of accounts is stored in one single file with a **'.ACT'** extension. You might keep one Money Smith file for all of your home accounts and another for a small business. You can name Money Smith files any way you choose as long as you keep the **'.ACT'** extension.

For the Beginner
The easiest way to establish accounts is to use one of the sample **'.ACT'** files distributed with Money Smith. Open a file (HOME.ACT is a good starting point) using the *File Open command* and edit the accounts to reflect your own starting balances and budgets.   The *File Open command* is represented as an open folder icon on the toolbar.

Creating a new Money Smith File
Creating an empty Money Smith file is easy. Choose the *File New command* from the menu, and add accounts and transactions as you please. Be sure to save the file when you exit from Money Smith or your work will be lost!

Saving a Money Smith File
Choose the *File Save command* from the menu, or press the 'floppy disk' icon on the toolbar to save the currently active Money Smith file. If you have not given your file a name, you will be prompted to name it when you save it. You don't need to type the **'.ACT'** file extension since it is assumed. You should see the name and size of the file on the status bar after saving it.

Opening an existing File
Choose the *File Open command*, or press the open file icon on the toolbar. Then select the file you want to open from the open file dialog. The name and size of the file will appear on the Status Bar after the file has been read.

Passwords
Money Smith has a password feature to prevent unauthorized people from looking at your private files. You can enable this feature on any file using the *Options Set Password* command.   Anyone attempting to open the file will be asked the password. If they put the wrong password in, they won't be able to open it. Don't forget your password, or you won't be able to open the file either! Refer to the *Options Set Password command* for adding, removing and altering existing passwords.

Using the Save As command
To save your file to another file, open the file as described above then choose the *File Save As command*. Select or type in the directory desired, then type in the new file name.

Press the **OK** button to save the file, or the **Cancel** button to cancel the save. Alternately, you can use the Windows file manager or other disk copying utility to copy your **'.ACT'** file to another disk or directory. Note that the *File Save As command* will change the name for the current window to the new name.

Interactive Windows

One of the more powerful features of Money Smith version 3.0 is the graphical interface we call *interactive windows*. It allows you to intuitively access the functions you need without even touching the toolbar or menu. To edit an account or transaction for example, click on the small magnifying glass next to the account or transaction. To zoom to an asset graph, click on the Assets bar. Learning to use interactive windows will take time, but will speed your work as you become more experienced.

Learning Interactive Windows
Interactive windows are introduced at this point to eliminate confusion. They may seem confusing at first but you will quickly come to appreciate the additional power they offer you as a user. *Interactive windows* provide shortcut buttons directly on the reports and graphs so you don't have to repeatedly go to the menu to run common commands.
Press and point help lets you quickly learn interactive windows. Click the '?' icon on the toolbar and then click on the field or icon you need help with.

A Summary of Interactive Fields
A number of features can be directly accessed from main views and reports:

 -**Close Box:** Close the current window.
 -**View (Eye) icon:** Toggle from account to transaction view.
 - **Accounts**: Create a new account.
 - **Transaction**: Add a new transaction.
 - **Dates**: Change the dates.
 - **Category**: Define a new category.
 - **Type (Asset, Liab,...)** : Graph accounts of this type.
 - **Register Triangle**: Register of transactions for this account.
 - **Edit Magnifying Glass**: Edit the account or transaction.
 - **Investment icon**: Investment records for this account.
 - **Mark/Unmark Transaction (X)**: Toggle the cleared transaction flag by pressing this
    button.

Investment Report Fields
The following are available only from the investment report.
 - **Investment:** Add a new investment transaction.
 - **Price:** Graph the price history of the investment.
 - **Value:** Graph the value history of the investment.
 - **Return:** Graph the return history of the investment.

Variable Width Reports

A new feature in version 3.0 allows you to adjust the width of most reports by dragging the lines that separate report columns on the title bar. To do this, position your mouse over one of the column lines in the title bar of the report you are working with. The mouse should change to a double headed arrow. Press and drag the line to the right or left with the mouse to set a new column width. When you release the mouse button, the width of the columns will be adjusted to match your new setting.

Popup Menus

Money Smith displays context-sensitive popup menus when you press the right mouse button. These menus let you cut, copy, paste, and display related graphs and reports directly without going through normal menus. Click the right mouse button while in any report to try this feature.

Other Interactive Functions

You can edit any account, transaction or investment by simply double clicking it. You can run normal menu functions by selecting them from the menu.

Editing functions are taken in the context of the current window. For example if you press the big '+' icon to add when your current window is an account report you will add an account. If you press the cut (scissors icon) while your current window is an investment window you will cut the current investment transaction.

File, Report, and other non-editing functions work in the context of the current accounting file. For example, if you press the save icon from any active window it will save the currently active account file. If you press the print icon it will print the current window. Other menu functions follow in this fashion.

Interactive Graphs

The graph legends are interactive. Again the function depends on the context of the graph. If you press on an account legend you will see the *Transaction Register Report* for the corresponding account. If you press on a category name the *Category Report* will pop up. If you press on an investment legend the corresponding *Investment Dialog* will pop up.

Defining Accounts

Everything you want to track using Money Smith should be an account. *Accounts* represent actual accounts or property (called *assets*), real loans, liens or *liabilities*, your net worth which in Money Smith is called *equity*, and your *income* and *expenses*. The key to tracking your finances is developing a good set of accounts. If you have too many, your decisions will be clouded by a bunch of trivial data. If you have too few, you won't be able to track what's really going on. In general it's best t
o start with a few accounts and add more as you go. You can make up new accounts while typing transactions by typing in an account name that does not exist into the transaction dialog.

Account View

It's easiest to work on accounts from the account *view*. Choose the *View Account command* or press the button on the *toolbar* that shows an eye over a checkbook to view accounts. *Account View* shows a list of all of your accounts listed alphabetically by type, with their name, category, starting and ending balances. Account view also displays totals for your assets, liabilities, equity, income and expenses. Using *Interactive windows* you can perform a variety of functions in account view.

For the Beginner

The easiest way to establish accounts is to use one of the sample Money Smith **'.ACT'** files distributed with Money Smith. Open a file (HOME.ACT is a good starting point) using the *File Open command* and edit the accounts to reflect your own starting balances and budgets. Delete the ones you don't need and add others as you go.

Adding Accounts

To add an account choose the *Edit Add command* or press the big '+' toolbar button while in *account view*. Fill the account dialog as described below.

Filling the Account Dialog

At a minimum, fill in the Name, Type and Starting Balance or Budget fields in the *Account Dialog*. Use the tab key to move from field to field. Other fields are optional so you can fill them later. The name is any unique account name like 'Checking' or 'Savings'. The type is *assets*, *liability*, *equity* (net worth), *income* or *expense*. The starting balance represents the account balance at the beginning of the month you start using Money Smith. The budget is a monthly expected income or expense for the account. Press **'Another'** (return key) to save the account and bring up another. Press the **'Cancel'** button to stop adding accounts.

Editing Accounts

To edit an account, double-click on it or click the magnifying glass icon next to the account name. Make changes in the *Account Dialog*. Click the **Save** button to save your changes or click on the **Cancel** button to discard your changes.

Deleting Accounts

Before you can delete an account, you must make sure there are no transactions against it. If you still have transactions assigned to the account, Money Smith will not delete the account. To find these transactions, select the account and switch to the accounts register report by clicking the small register triangle next to the account. You may need to change the date to view all existing transactions. Delete or edit all transactions and assign them to another account before attempting to delete the account.

After you are sure that there are no transactions assigned to your account, select the account using the mouse or arrow keys then choose the *Edit Cut command* or press the scissors icon on the toolbar. Money Smith will prompt you to confirm the deletion.

How many accounts?

Some people choose to include the value of real assets (furniture, clothing, etc...) while others prefer not to. Some people keep detailed cash expenditures, while others do not. I prefer to keep a small number of accounts active. The choice depends on the level of detail you need to manage your money.

For businesses, a finer level of detail is usually required to track inventory, business assets, and different classes of taxable and non-taxable expenses. We recommend a small number of key accounts to start with. Remember you can always add new accounts from within the transaction dialog.

Limitations

Money Smith supports up to 400 accounts in a single file.

Entering Transactions

Any flow of money from one account to another is called a *transaction*.   You can find the most obvious examples of transactions by opening your checkbook. When you write a check to pay your electric bill you are creating a transaction from your *checking* account to your *electric* expense account. When you make a credit card purchase, you create a transaction from your *Mastercard* account to the appropriate *expense* account. When you pay off your credit card you create a transaction from your *checking* account to your *Mastercard* account.

Thinking Transactions

It takes a while to think in terms of transactions. The two primary questions are:
                                             'Where's the money coming
from?'   and
                                             'Where's the money going to?'
If you have answers to both of these you are ready to enter transactions.

Transaction View

Money Smith offers a lot of ways to look at transactions.   You need to be in a transaction window when editing transactions.   Transaction view shows you all of your transactions for the current accounting dates. You can get to transaction view using the *View Transaction command* or by pressing the icon with an eye over a dollar sign on the toolbar.

Current Register Report

The register report shows the transactions for only the current account (Checking for example). This view is great if you're working from one account. To get to *register report* click the small register triangle next to the account you want to see from any account report or window. Alternately you can select the account using the mouse or keyboard and then choose the *Report Current Account Register command*.

Account Reconciliation Report

This report lets you easily compare your cleared and un-cleared transaction balances. You can use this report for clearing checks when you get a financial statement at the end of the month. To view this report, select the account from any account window using the mouse or keyboard, then select the *Report Reconcile Current Account command*.

Dates

The current dates determine which transactions are visible and the account balances you see. By default Money Smith sets the accounting dates to reflect the beginning and end of the current month. You can alter the Money Smith defaults to the beginning of a year or current date using the *Options Preferences command*. If you want to see another month or several months you need to use the *Options Date command* to change the current dates. The small calendar page icon on the desktop as well as the date title on most interactive windows will also perform the date command.

Adding Transactions

To add transactions, make sure you are in a transaction report and then choose the *Edit Add command* or press the big '+' (plus) button on the toolbar. Fill in the transaction dialog as described below.

Check vs. Transaction Style Entry

There are two separate but similar transaction forms available in Money Smith. You can set either one using the *Options Preferences command*. The first, called *Check-Style* entry, has a familiar check-like format. You make deposits and withdrawals to a single account. This format is very useful for entering a lot of transactions from a single account. The other format, called *Transaction Style,* uses an accountant style 'To:' and 'From:' entry system. *Transaction Style* entry is useful when you have a lot of different accounts involved.

People that have used other financial packages or use Money Smith just to balance their checkbooks usually prefer the *Check-Style* entry. People running businesses, and familiar with accounting will prefer *Transaction Style* entry.

Filling the Transaction Dialog

To fill the *transaction dialog*, enter the date and check number (if any) of the transaction. Enter the payee (for a check) or description of the transaction. It is important that you fill in the Description or Payee field. Enter the amount for the transaction in your local currency. For transaction style you can put in the To and From accounts by either typing the name or selecting them from the Combo Box. For check style you typically put the account you are working on (Checking) in the Use: combo box and select either Deposit or Withdrawal along with the an account in the other combo box. The **Cleared** checkbox helps reconcile your account once transactions have cleared the bank. Press **Another** or the enter key to save this transaction and bring up another. Press **Save** or **Cancel** to stop adding transactions.

Smart Number Fields and the Calculator

One of the powerful new features in Money Smith is called *smart number entry fields*. All numeric fields have become mini-calculators. You can type simple mathematical expressions like 29.5*4 into a field and Money Smith will calculate the result. The amount field in the transaction dialog is an example of a smart-number entry field.

For more complex financial calculations you can use the Money Smith financial calculator. Click the calculator icon on the toolbar or from within dialogs to run the calculator. The financial calculator has its own detailed online help and documentation. Refer to the section on the Financial Calculator in this manual for more information.

Creating Accounts on the Fly

Money Smith allows you to create new accounts while entering transactions. If you have a new bill or expense that didn't exist before, type the new account name in either the 'To' or 'From' field while entering transactions. When you save the transaction Money Smith will ask you if you want to add the new account. If you select Yes, the new account will be added from the *Account Editing Dialog*.

Recurring Transactions on the Fly

Money Smith lets you automate repetitive bills and transactions using *recurring transactions*. Press the **Recurring** button to make the current transaction a *recurring transaction*. The topic is fully covered in the section on *Recurring Transactions*.

Memorized Transactions

You can also define special recurring transactions with NONE for the frequency. These are called memorized transactions. Once defined, memorized transactions can be used to quickly fill your transaction dialog. Press the **Mem** button and select from the list of recurring and memorized transactions to recall any memorized transaction. This eases repetitive transaction entry.

Split Transactions

The **SPLIT** button lets you split a transaction to several accounts. Split transactions let you divide a transaction to several accounts. When you click on the **SPLIT** button, additional sets of split transactions will appear at the bottom of the dialog. It is important that you fill the splits in order, since Money Smith will stop recording splits when it reaches the first blank split.

For example suppose you want to split a transaction from your checking account to the principle and interest accounts for a loan payment. Suppose the total payment is $900 going to *principle* and $100 going to *interest*. Enter the $900 amount to *principle* from *checking*, and press the split button to enter the $100 payment to *interest* from *checking*.

Editing Transactions

Double-click on the transaction you wish to change or click on the magnifying button

next to the transaction. Alter the transaction as necessary. Click the **Save** button to save your changes.

Deleting Transactions

Choose the *Edit Cut command* or press the scissors icon on the toolbar to remove the currently selected transaction. Confirm your deletion by pressing **Yes** when prompted.

Printing Transactions

Use the *File Print command* to print any of the transaction reports. You can also print checks using the **Print** button in the transaction dialog if you have a capable printer and laser or tractor fed business checks of the right type. See the section on *Printing* for more information on printing checks.

Limitations

The number of transactions is limited to 32,767. You may see performance degrade as get to larger numbers of transactions. It is wise to roll-out your transactions at least yearly.

Getting Results

Money Smith Reports

Automatic Reports

Now that you have entered tons of financial trivia, what do you do with it? A great starting point is to view a few reports. Reports tell you where your money is coming from and going to. They tell you your net worth. They help you balance your checkbook. Lets look at some Money Smith reports.

Using Reports

You can create reports using the commands under the Report menu. Money Smith report windows are documents of their own. Money Smith reports update automatically. If you add a transaction or change a balance in Money Smith, the report changes to reflect it. Money Smith Reports are also fully *interactive*. You can edit accounts, transactions, and investments and perform most operations while the report windows are active. You can even press certain fields on the reports to activate selected Money Smith functions. (See the *Interactive Windows section*). Use the File Close command to close a report window.

Assessing your Financial Position

When you have entered a month's data in Money Smith it's a good time to evaluate your financial position. You would typically do this at least once a month.

First, set the accounting dates using the *date command* to reflect a month you are interested in (typically the previous month). All of your reports will now be limited to that month. Start with the *Balance Statement*. The balance statement is a snapshot of what you own, owe, and your net worth (equity). It's good to look at the percentages of your assets and liabilities. If you have too much tied up in one asset or liability, you may want to consider diversifying to other assets and liabilities. If your net worth(equity) is positive, you are probably in pretty good shape. Under the equity heading you will see your retained earnings. If that number is positive you had a good month, because you took in more than you spent.

For a more detailed view of your income, try the *Income Report*. This report shows your income and expenses for the month for each account. Take a look at the percentages. Where did all of your money go? Press on the Expenses title bar to see a graph of your expenses. Which were the biggest? Why? Zoom in on some of your big expense accounts by pressing on the graph legend for the account. Look over the transactions before you close the windows. What can you do better on next month?

A good start would be to establish a budget. Every income and expense account can have a budget associated with it. Edit each account to establish a budget. You can view your budget versus actual income and expenses using the *Budget Report*. After a few months you can use the *History* graphs to average trends in your spending and refine your budget.

Setting the Report & Graph Title

Use the *Options Report Title command* to change the title that appears at the top of all reports and graphs.

The Balance (Net Worth) Statement

The balance statement gives you a snapshot of your current value or net worth. It shows you all your assets (Great), all of your liabilities (Not so great!) and your equity (Net Worth). Equity shows both your starting equity (The sum of all of your starting balances) from the beginning of the accounting period, and your retained income. Retained income is a fancy phrase for how much money you've earned and kept in one form or another for the accounting period.

The Income Statement

The income statement shows totals of all of your income accounts and expense accounts for the current dates. Percentages show you where your money is coming from and going to. You'll probably be surprised by some of the expense percentages. The bottom line on this statement is your net income which represents all your income minus all your expenses. If this is a positive value you are in good shape. If it's negative, you may be in trouble since you are spending more dollars than you are taking in. Take a hard look at your expenses (the *Graph Expense command* might help) and your budget report (below) to try to get spending under control. Decide what you can do without and stick to it.

The Budget Report

The budget report helps you compare your monthly budget with actual spending. It shows the difference between the budget you set for each income or expense account and the amount you actually spent. The difference is shown both in dollars and as a percentage. By monitoring this report you can make informed budget decisions.

The Account Inflow/Outflow Report

The account inflow/outflow report shows the net inflows and outfl ows for each account for the current accounting period. Starting and ending balances are displayed along with the net change for each account. The percentage change shown is the percent gain or loss relative to the starting balance of the account.

The Category Report

Categories are covered in the section on *Account Categories*. Basically a category is a collection of accounts you want to group together. It may be an investment portfolio, consumer debt, your entertainment expense accounts, or just about anything. This report shows you the current balances of all the accounts in your categories and totals them for you. Percentages let you see how single accounts affect the category balance. This is a nice advanced account feature. It is also very useful for tracking separate business or property expenses as described in the section on *sample applications*.

The Category Balance Statement Report
The Category Income Statement Report
These reports are analogous to the Balance and Income statement reports, except that these reports show balances for categories(groups of accounts) rather than individual accounts. This is particularly useful for an individual small business that wants to track categories (groups) of accounts to form summary balance and income reports.

The Tax Summary Report
Money Smith is not a tax preparation program, but the tax summary can help you to organize taxable and non-taxable totals for the current year. This report separates all accounts marked as taxable from those marked as non-taxable and totals each. Always review the figures Money Smith gives you before using any of it for tax purposes.

The Reconcile Account Report
When your monthly bank statement doesn't match your account balance, this report will help you account for the difference. Select the *Reconcile Current Account Report*. This report will show you separate lists of your cleared and uncleared transactions. Click on the grey X field to clear and unclear transactions, until the cleared balance matches your bank statement.

The Current Account Register Report
This report simply shows all the transactions for a single account for the current accounting period. Money Smith shows the running balance on the right and updates it as you enter, edit and delete transactions. Press the small triangle to the left of an account to see this report.

Cash Flow Report:M_CASHFLOW
The Cash Flow Report shows total inflows and outflows for the current account over the current accounting period. It is useful for determining where cash from an account is flowing.

The Investment Report:
Investments are covered in the section on *Investments*.   Basically an investment is a special account with separate investment transactions kept on it. Because investment information is kept separate from the account balances, you can track the value of a stock or mutual fund easily without messing up the nice neat double entry accounting system that Money Smith uses for regular balances. The investment report shows all your investment transactions and the current values and return on a single investment account. Like all Money Smith reports it is interactive. You can add, edit and delete investment transactions directly from the investment report.

Exporting Reports
Money Smith V3.0 has improved exportation to spreadsheets like Excel and word processors like Word via the clipboard. Simply choose the Edit Copy Report command

and choose *text format* for word processors or *tabbed format* for spreadsheets. Paste the report from the clipboard to any windows application.

Limitations
You can only have a total of 20 combined report and graph windows active on a single Money Smith file. Opening a 21st window will result in an error.

Money Smith Graphs

Money Smith Graphs
You can visualize your finances using Money Smith graphs. Graphs let you see things that are not so obvious in the numbers.   Money Smith graphs are fully interactive. Money Smith lets you see the data in real time and perform interactive functions from graph windows.

Using Graphs
Create a graph window using one of the commands under the *Graph Menu*. Graph windows are documents of their very own.   If you add a transaction, the balance on the graph changes to include the new transaction. Graphs are interactive. You can switch graph types and zoom to account registers at the press of a button. You can copy your graph to the clipboard and read it into any graphical program like *Windows Paint*.

Setting the Report & Graph Title
Use the *Options Report Title command* to change the title that appears at the top of all reports and graphs.

The Assets Graph
The Liability Graph
The Equity Graph
The Income Graph
The Expense Graph
All of these graphs display a pie graph of accounts of the given type, either *assets*, *liability*, *equity* (net worth), *income* or *expense*. It's important to note that only accounts with positive balances get displayed. Negative account balances are not included. These graphs have an interactive title bar that lets you switch other types by pressing the corresponding type button in the window.   Similarly you can zoom to a single account register report by pressing on the corresponding graph legend.

The Category Graph:
The *Category Graph* lets you select a category from your list or categories and the shows the category composition in a pie graph. This is useful for seeing how an investment portfolio is diversified, for example.

The All Category Graph:
The all category graph lets you view the breakdown of all categories of a particular type. If you want to see how all of the assets are distributed among the categories, select this command. To see another type (like expenses), press the corresponding button on the window title bar. Pressing anywhere on the graph legend takes you directly to the *Category Report*.

The History Assets Etc... Graph
The History One Account Graph
The History One Category Graph
These graphs provide a monthly history of the end of month balance for the currently selected account, category or type totals. They are very useful for observing long term patterns in an account, category, or overall balances. Note that these graphs show all data for the last 20 months, and do not limit the display to the current accounting dates. It is interesting to note how seasonal many expenses are once you have collected a year's worth of data.

The Current Investment Graph
The *Graph Current Investment command* lets you see bar graphs of the price, value or return history for a selected investment account. Make sure you select the account you want to graph from account view or you'll get an error when you try to graph a non-investment. The bar graphs show all of your investment history and might help in deciding what to do with a stock or mutual fund. Note: Returns are calculated as total value over total investment and do not generally include dividends and interest, so you need to be careful when making decisions based on these values.

Limitations
You can only have a total of 20 combined report and graph windows active on a single Money Smith file. You will get an error if you attempt to open an 21st window.

Printing Basics

What can I print?
You can print any *graph*, *report*, or *view* on virtually any windows compatible printer. If you have the right printer and order some checks as described below, you can also print checks using Money Smith.

Printer Setup
Make sure your printer is properly set up before using it. If you do not have the correct windows driver installed for your printer the *Print command* will not work correctly. You can use the *File Print Setup command* to correctly configure an active printer. Refer to your Windows manual for additional information on setting printers up.

Printing Windows

Select the window you want to print and choose the *File Print command* or press the printer icon on the toolbar. Your current window, either view, report or graph, will be printed on the printer. You c
an adjust print options from the dialog that comes up when you print (see *Print Options* below). Once you set any print options, press **OK** and printing will begin. You can press the **Cancel** button on the *Printing Dialog* to cancel a print in progress or halt the printer using the *Windows Print Manager*.

Print Options

You can adjust printer options by selecting the *File Print command*. You can enter the number of copies, select a font and add grid or title boxes for easy viewing. Fonts default to a 10 point size. Some large printer fonts may be too wide for a report and will overwrite the right margin. Most printers print slower when the *Print Grid* or *Print Title* boxes are selected.

Printing Graphs

You can use two methods to print a graph. First you can easily print any selected graph using the *File Print command* or the print icon on the toolbar. This produces a full page graph. If you want a smaller graph you can use the *Edit Copy command* to copy the graph to the clipboard and paste it into Windows Write, Paintbrush or a like application and print it from there.

Ordering Checks

Before ordering checks, we recommend you perform a test to make sure your printer will support check size paper. Money Smith supports general purpose tractor fed Business size checks of 8-1/2" by 3-1/2" size and prints them in Landscape mode. If your Windows tractor fed printer driver does not support 8-1/2" by 3-1/2" paper size in Landscape mode, odds are the checks won't work. Money Smith also supports standard laser printed checks in 8-1/2x11" cut sheet form.

You can check this using the *Printer Setup command*, by pressing the **Setup** button in the dialog, and looking at the list of paper sizes. You can also choose the **Print** button from the *Transaction Dialog* which will force you to set your printer paper size if not set correctly. We recommend printing a few on plain paper before you order.

Check styles

Tractor feed: 091013 and 091004 (Business size)
Laser checks: 081013 and 081004 (Business size)

Sample Checks Obtained From:

Deluxe Business and Computer Forms
3660 Victoria Street North
P. O. Box 64046
St. Paul, MN 54164-0046

Phone: 1-800-328-0304

Deluxe will usually send you a catalog and a few sample checks to try if you ask them. Money Smith will work with most of the Dual Purpose (one check and one blank page with check number for records) tractor checks with a little vertical adjustment. Deluxe is not the only company that makes compatible checks, however. Many other reputable companies make checks that work, but use discretion and common sense before spending a lot of money custom printed checks.

Printing Tractor-Fed Checks

You print checks directly from your transactions. First, make sure your printer is set up with the checks in it, form size set to 8-1/2" wide by 3-1/2" high landscape mode. Next bring up the *Transaction Dialog* to enter or edit a check and press the **Print** button in the dialog.

If your paper size is wrong, checks will not correctly print. Your check is printed twice, once on the check and once on the receipt page. The transaction *'Description'* field will be printed on the *'Pay to the Order of'* line. The *To Account Address*, if any, will be printed below that, and the *Transaction Date* and *Amount* will be printed in the appropriate columns. You may need to adjust your printer alignment to match the checks exactly.

If you switch back to normal printer paper after printing checks, be sure to adjust your printer page size accordingly.

Printing Laser Checks

Laser checks are printed using the same procedure as tractor fed checks. Select the **Print** button from the *Transaction Dialog*. For laser printers you do not need to worry about adjusting the page size, simply put the preprinted checks into your paper bin. Consult your printer manual to determine if the checks should go face up or face down in the bin.

Advanced Features

Recurring Transactions

What's a recurring transaction?

Money Smith can help you automate transaction entry and save time using *recurring transactions*. A *recurring transaction* is a transaction that occurs with some regular frequency. Money Smith lets you enter these transactions once, and then runs them for you. You have the option of confirming each recurring transaction as it runs, or letting each run automatically. Don't use recurring transactions for *investments*. The *investment section* describes an investment reminder service that is better suited for this purpose.

Creating Recurring Transactions the easy way

The easy way to create a recurring transaction is to use an existing transaction as a template by double clicking the transaction from transaction *view*. Press the **Recurring** button in the *Transaction Dialog* to copy the existing transaction to the recurring transaction dialog shown above.

Filling the Recurring Transaction Dialog

Follow the normal procedure for filling the transaction dialog. The date is the starting date of the transaction which should be sometime in the future. Check or uncheck the **Confirm...** checkbox depending on if you want to confirm this transaction as it is run or make it fully automatic. Generally if a transaction is the same amount each month and you're not interested in putting a check number in, make it fully automatic. Otherwise make sure you have the **Confirm** box checked. Check the frequency as appropriate. Press **Save** to save or **Cancel** to cancel this addition.

Recurring Transaction Dates

When you enter your recurring transactions you generally want them to start at some future date. You can enter a starting date earlier than the current date, but this will generate a dialog asking if you want the transaction run now. If you run it now, each transaction necessary to bring the recurring transaction up to date will be run at this time. If you don't run it now, the transactions will be deferred until the next time you open the file.

Editing Recurring Transactions

The *Tools Recurring Transactions command* and icon with the dollar sign over the date on the toolbar bring up a list of recurring transactions. You can add to, edit, or delete from the list from this dialog. The basic procedure is to select the transaction you want to work with from the list box, then press the **Add, Edit** or **Delete** button to bring up the *transaction editor* or a delete confirmation. The **Run** button forces a copy of the recurring transaction to be created but does nothing to the regular schedule of recurring transactions. The **Ok** button leaves the recurring transaction editor.

Running Recurring Transactions

Recurring transactions are run automatically when you open a Money Smith file. Make sure your system clock is set correctly on your computer before running Money Smith. You can force an out of cycle recurring transaction by pressing the **Run** button from the recurring transaction editor described in the previous paragraph.

Memorized Transactions

If you want a recurring transaction to run at a random period you might set it up as a recurring transaction with **NONE** for the transaction frequency. This creates a recurring transaction that never runs. These memorized transactions can be used to speed entry of transactions from the transaction dialog. Press the **Mem** button from the transaction dialog to bring up a list of memorized transactions. Select the transaction you want and it will fill the dialog from the memorized template.

Mixing Transaction Periods: non-standard frequencies

How do you automatically handle non-standard transactions? For example suppose you make a payment twice a month on the 5th and 23rd. Treating this as a twice a month payment would not work. The solution is simply to enter two recurring transactions, one which runs monthly on the 5th and one that runs monthly on the 23rd. By combining sets of standard transactions you can form virtually any non-standard transaction frequency.

Limitations

Money Smith has a limitation of 80 recurring transactions active on one Money Smith file.

Defining Account Categories

What's an Account Category?

An account category is a group of accounts you want to occasionally see together. Examples include investment portfolios, your retirement accounts, and expense groupings like living expenses, and entertainment expenses. The *Report Category command* and *Graph Category command* let you analyze these categories once you set them up.

Creating Categories the Easy Way (on the fly)

The easy way to create categories is to assign them as you build or edit your accounts. From account view select an account you want in the category and edit it by double clicking it with the mouse. The Account Dialog has a field called **Category,** which by default has a value of **(None)**. Move to this field and type in the name of your new category. Press the **Save** button to save the account. Money Smith will ask if you want to add this new category. Press **Yes**. Now you can edit the other accounts you want in your category using the drop down list of categories to select the newly added category.

Editing Categories

You can add, edit, and delete categories using the *Tools Category command*. The basic process is to select the category you want to act on then press the **Add, Edit** or **Delete** button. You will get an error if you attempt to delete a category with accounts assigned to it. Make sure all accounts are removed from a category before attempting to remove it.

Viewing Category Data

You can look at your categories with the *Report Category command*. This command shows accounts in each category sorted by type with sums and percentages computed. This is great for tracking separate properties or business units. The *Category Income and Balance statements* provide income and balance summaries organized by category. Categories can also be graphed. You can view either the history or composition of various categories with commands under the *Graph menu*.

Sample Applications

Categories have many uses. They are useful for abstracting accounts to get a broad view of things. If you look at the categories set up in the sample accounts HOME.ACT and RENTER.ACT you will see samples of this use. Broad categories like living expenses let you better see how the money is coming and going for example.

Businesses too can take advantage of categories. The sample file BUSINESS.ACT shows how you can use categories to generate sums that correspond closely to summary balance and income statements.

You might also use a category to separately track small business or property expenses within your personal accounts. For example if you own a property which you rent you might want to assign all of the accounts associated with that property to one category. Then by simply using the category report you can get a quick summary of assets, income, and expenses associated with that property. If you have several properties you can establish a separate category for each.

Limitations

Currently an account can only be assigned to one category at a time. You can have 50 categories defined for one Money Smith file.

Investment Accounts

What's an Investment Account?

An *investment account* is a Money Smith account with investment history records attached. Investment history records keep track of the price, value, and money invested in securities like stocks and mutual funds. The reason for keeping investment records separate from regular account balances and transactions is to keep the market value of an investment separate from the cost (accounting) value. Automatic transaction features help you to keep your investment balance and account balance in sync. The advantage of

an investment account is it helps you track the value of your investments without destroying the simplicity of a standard cost accounting system.

Establishing an Investment Account

Small investment examples are included in the sample account files with Money Smith. To add your own, create an account as you normally would, then edit it by double clicking the account. From the *Account Editing Dialog*, press the **Investment** button to bring up the *Investment Editing Dialog*. Press the **Add** button to add a new investment transaction.

Viewing Investment Records

The easiest way to look at your investment records is to use the *Current Investment Report* by selecting this command from the report menu or pressing the investment icon (small rainbow) next to the investment account you wish to look at. The investment report is fully *interactive* so you can easily edit investment records or jump to graphs by pressing fields on the report. Alternately you can use the *Tools Investment command* to bring up the *investment dialog* which has similar information in a slightly different format. You can also see these records graphically using the *Graph Current Investment command*.

Filling in an Investment History Record

To create an investment record from the investment report press the add (large +) icon on the toolbar. Put a description, dollar amount invested, and price in for the security. The number of shares are computed from the dollar amount and price. When you save your record, a corresponding regular transaction will be displayed with the same information to update the underlying account with the new investment. Fill this in and save if you wish. This double entry system maintains the balance of the underlying account without having its value fluctuate with the price of the security. This feature is enabled and disabled using the **AutoTx** button in the *Investment Editing Dialog*.

Editing History Records

To change a history record, select the record in the investment report and double click on the record or press the edit (magnifying glass) icon. Change fields as you wish and press the **OK** button to make them permanent or press the **Cancel** button to cancel the changes.

The Investment Editing Dialog

You can also access the Investment Editing Dialog using the *Tools Investment command*. This command lists all accounts defined as investment accounts and lets you select and edit them. If you edit an investment account from here you will be placed in the investment editing dialog (see next page).

The investment editing dialog provides an alternative to the *Investment Summary Report.* By simply clicking on investment transactions in the list you can view investment performance for that date. Further you can enable the *Automatic Transaction*

and *Investment Reminder* features from this dialog.

Deleting Investment History Records

To delete an investment history record, select the record from the investment report and then press the cut (scissors) icon on the toolbar. Unlike transactions and accounts, you cannot paste investment records once they have been cut.

Removing Investments from an Account

You can remove the investment history from an account by pressing the **Remove** button in the *Investment Editing dialog* for a given account. This is generally done by first editing the account. Edit the investment using the *Tools Investment command* and then press the **Remove** button from within the *Investment Editing Dialog*. This deletes all investment records associated with this account out completely -- so be careful.

Automatic Transaction Feature

The automatic transaction feature simply generates a normal transaction to match investment transactions as they are added. This keeps the investment balance and account balance in sync. Each time you add a new investment transaction, a normal transaction for the same amount will be generated and displayed. The automatic transaction feature may be enabled by marking the **AutoTx** checkbox in the *Investment Editing Dialog* shown on the previous page

Investment Reminder Service

The investment reminder service is analogous to recurring transactions for investment accounts. The main difference is that the investment history record editor is always brought up for confirmation since it is assumed that you will always need to enter a new security price. To set up the investment reminder press the **Reminder** button on the *Investment Editing Dialog*. Fill in the starting date, history record amount and description, and the frequency for the reminder. The *from account* indicat es which account to transfer money from for regular transactions generated if the **AutoTx** feature is enabled. Press **OK** to enable the reminder or **Cancel** to cancel it. Reminders will come up automatically when you open the file on or after the assigned date.

Limitations

Money Smith keeps the last 100 investment history records and automatically rolls additional transactions into the starting investment balance for the investment.

End of Year Processing

Why roll transactions out?

You could go on indefinitely writing transactions against the same set of accounts. We recommend you roll your accounts out at least once (sometimes more) a year. Why? For one thing, Money Smith has to walk through all the transactions to get a good balance when you load the accounts or change the dates. After a while this process can get time consuming. It's good to make a fresh start each year.

What really happens?

Aside from making a backup copy, Money Smith rolls the dollar amounts from all your transactions before the cutoff date into the respective account balances. It then deletes those transactions. The result: You have the same asset, liability, and equity account balances but all transactions recorded before the close-out date are removed.

Running the End of Year Process

Before performing any major operation, we recommend making a backup of all of your accounting files by copying the files to a separate disk. Select the *Options End of Year command* from the menu. If you want a close-out date other than the one shown, press **Yes** and enter another close-out (ending) date. Next press **Yes** if you want your investment history records rolled out with the regular transactions. Otherwise, your investment histories of any investment accounts will remain intact. Next if you want a backup copy (highly recommended) press **Yes** and enter a new name like 'HOME92' to save a backup of this file. If you choose to backup the file, you will also be prompted about removing recurring transactions from the backup. This is highly recommended. Otherwise you will be hit with a flurry of recurring transactions when you later want to access your backup file. Finally you get one more chance to bail out. If you press **Yes** the work will be done and everything before the close-out will be rolled out.