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OK, OK ... Here's Balancing Act II[©] with no records so it's smaller (less expensive to download) and **NO PASSWORD**. It's ShareWare ... if you like it send \$1, \$5, ... or at least a note indicating what you like or didn't like.

Help and Information

If you've gotten this far, then you know that Balancing Act II is an upgrade to Balancing Act and is a FileMaker Pro "template". I am also assuming that you know your way around FileMaker Pro well enough to do sorts, finds, change layouts, etc. I have already "mailed" this upgrade to registered users. If you aren't registered, then you will have limited access to this file.

What is Balancing Act II?

I had been successfully (and happily) using Balancing Act (FMII) to deliver me from the tedium and frustration of trying to balance my checkbook and reconcile a credit card statement each month. **However**, Balancing Act did not have the ability to really manage multiple accounts. So ... this has been added to **Balancing Act III**! WOW ... am I in "fat city" now ... or what!!!

Now, you can add multiple accounts to the **Act II Info** file and you can add them to Balancing Act II so that you can manage multiple accounts (at least up to 9 in this revision).

Like Balancing Act, you can get an on-going "running balance" information as you write checks or use credit cards throughout the month. As a result, you always know your **REAL** financial status in these areas since credit card transactions and checks can often take 1-2 months to clear and finally show up on monthly statements. Additionally, you can create reports showing how you are spending money **by category** of spending. These categories can be flexibly defined by you.

A Gotcha!!

If you've been using Balancing Act (FMII), then one **MAJOR** change will be the DOUBLE

ENTRY required when transferring dollars. Specifically, when you pay off a credit card bill from a checking account, you need to create **TWO** records one for the checking account "expense" and one for the credit card "revenue".

Getting Started

If you have been using FileMaker II/Balancing Act send me some mail and I can provide you the details on how to *migrate* to FileMaker Pro/Balancing Act II ... there are some "gotchas".

To get started, you should enter your current checking and credit card balances in the **Choose Account:** field. A drop down list can provide you with the appropriate options that you can define if you are a registered user. If not, send me a letter, E-Mail, etc. to get registered.

As you write checks (and make credit card purchases) just enter them in this database like you would in your checkbook register. Remember, each will be a separate record, or transaction. Here are some key points to remember while entering information:

- **Choose Account:** These list items start with *Acctn*, so that FM Pro can match the Acct1 to the Information file. After the *Acctn* you can put whatever you wish in order to remind you of the account you are managing.
- **Type:** This information is not required ... it's just nice to have to do sorts/finds for future reference.
- This **NEW** version of Balancing Act keeps track of "transactions". The KEY is to indicate which account the transaction will affect. Additionally, there are two additional *fields* which are Radio Buttons these allow you to specify a Deposit (+) or a Withdrawal



(-) as shown here.

- In addition, you need to specify whether this was a *Transfer* or *Not*. The radio



buttons ... allow you to specify this information. For example, if you pay your VISA card bill with a check it's really a "transfer" of dollars - your expenses are recorded as on-going VISA transactions. This information is important when you want to do a Revenue/Expense report.


- **Account Information:** This is information that is "Looked Up" from the "Act II - Info File". It's just handy information to have to ensure that you have the correct account or to have information regarding calling the Bank, etc....
- **Payee:** can be edited to include your favorites (if you're a registered user).
- **Amount:** is self-explanatory.
- **Date:** is automatically entered to reflect current date as records are created.
- **Exp Category:** contains a number of useful categories and can readily be edited to include your favorites (this comes in handy later on).
- **Chk#:** is self-explanatory.
- **Post Flag:** this contains a drop down list with a single "X". This is used to note which

- **Bu\$ Expense:** this "flag" is used to denote "Business related expenses".
- **Note:** is a little "free form" text field whose name says it all.

There is also a “Menu Bar” that allows you to perform typical functions using **Buttons**. In this case, from left to right, the **Buttons** do the following:

- The “page” icon in the *Balancing Act II* menu bar does a sample report for you to checkout.

Balancing Act II



Choose Account

Acct_ID_Name

Type


Transact_Type

+

○

-

○



Account Information

Acct_Name

Acct_Type

Acct_Phone_Svc

Acct_Number

Acct_ExpDate

Acct_Phone_Emerg

Paid To

Amount

Date

Payee

Amount

Date

Expense Category

Chk#

✓

Bus\$

Exp_Category

Check#

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Note

Note

◀


◀


▶


▶


Rec#

@@









1..2..3

Date