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OK, OK ... Here's Balancing Act II<sup>©</sup> 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 starts 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

checks or charges have been listed on your monthly statements. This "flag" is needed to do the balance reconciliation.

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

The working "screen" is shown below:

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:

- Go to 1st record.
- Go to previous record.
- Go to next record.
- Go to last record.
- Shows current record number.
- Blank for "registered users".
- Delete record.
- Duplicate record.
- New record.
- Initiate Find request.
- Sort current found records by date .. ascending.

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

Balancing Act II

<u>Choose Account</u>	<u>Type</u>	+ ○	○	○	○
<input type="text" value="Acct_ID_Name"/>	<input type="text" value="Transact_Type"/>	-	○	○	○

Account Information

<input type="text" value="Acct_Name"/>	<input type="text" value="Acct_Type"/>	<input type="text" value="Acct_Phone_Svc"/>
<input type="text" value="Acct_Number"/>	<input type="text" value="Acct_ExpDate"/>	<input type="text" value="Acct_Phone_Emerg"/>

<u>Paid To</u>	<u>Amount</u>	<u>Date</u>
<input type="text" value="Payee"/>	<input type="text" value="Amount"/>	<input type="text" value="Date"/>

<u>Expense Category</u>	<u>Chk#</u>	↓	<u>Bus\$</u>
<input type="text" value="Exp_Category"/>	<input type="text" value="Check#"/>	lst	<input type="text" value="is_E"/>

Note

Rec#  
 @@

1..2..3  
 Date