

Money Matters

COLLABORATORS

	<i>TITLE :</i> Money Matters	
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>
WRITTEN BY		December 2, 2024
		<i>SIGNATURE</i>

REVISION HISTORY

NUMBER	DATE	DESCRIPTION	NAME

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Chapter 1

Money Matters

1.1 Money Matters documentation

Money Matters Documentation
by Jostler Nut & Bolt

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Setup

Quickstart
General

Menu Commands

Appendix A Memory & Money Matters

Appendix B keyboard shortcuts

Appendix C File Formats

No Tutorial!

Credits -READ FIRST!

1.2 SETUP

Money Matters

SETUP

what you should already know

how to :

use icons in workbench

use the mouse to point, drag, click, double click

start and quit applications from workbench

initialize and copy disks using shell

open copy delete amiga docs and disks from amiga workbench
select and use amiga pull down menus
scroll and resize and reposition windows

installing money matters.

floppy.

make a backup of the master disk..refer to it as the "program disk"
also have a blank disk or "data" disk.
using the program disk open the drawer for money matters and double-click
on the icon.

hard-disk

you will need 1mb of free disk space
double-click on the " On hard disk " icon normal hard disk installation
follows.

starting money matters

1st time you use the program you will be asked:-

- 1 name
- 2 name of organisation (if nil then type your name again)
- 3 the license number if you have one
- 4 click "ok"

that completes the personalisation of the program.

1.3 Quick

QUICKSTART

the tutorial has been skipped....see NO TUTORIAL

better to browse through the general commands and also the
Menus etc to get an idea on how to use the package.

1.4 general

General

```
@{ " Menus & Icons " link MENIC}  
@{ " Requesters " link Reqs}  
@{ " Editing " link edit}  
@{ " Notepad " link note}  
@{ " File selectors " link selec}
```

1.5 menic

menus & icons

menubar

located top of screen when RT mouse is pressed
to choose a menu move arrow over menu and full list will pop down
move pointer down to select command required-- release mouse to start

icons

when you create a new file these icons appear

ICON PERFORMS

Printer	Print command
Help	Help command
Calculator	Calculator command
Types	Transaction types command
Regular	Regular transactions command
Budget	Budget command
Dustbin	Delete command

icons provide an alternate route to choose menu commands

as you create accounts like " bank account " for example then these icons appear

Tax	Tax or VAT command
cheque	Cheque account
Savings	Savings account
Credit card	Credit card account
Cash	Cash account
Markers	Transaction marker command
Investment	Investment command

arrange any or all of these icons to suit your own layout
you can hide or rename icons from the settings menu

the Dustbin icon acts the same way as the trashcan amiga icon

1.6 reqs

The Requesters

to move a requester click on the white bar at the top and drag to new location

text entry boxes

these boxes are used to enter info.... you can delete and backspace as normal along with the left & right arrow keys
if the box is highlighted then typing will replace the box contents
if you wish to edit the box contents highlighted then press " F1 "

KEY	DOES
L arrow	cursor left
R arrow	cursor right
up arrow or shift tab	move to previous box
down,return or tab	move to next box
shift-left arrow	move to start of box
shift-right arrow	move to end of box
right amiga-x	clear box contents
right amiga-Q	restore box contents
Cntrl-RT-amiga-Q	restore as before editing
backspace	delete to left
delete	delete current character
F1	edit box contents
F2	toggle between insert and overtype
enter	button to exit requester

Radio buttons

these buttons have only one selection

select one button cancels another (like on a portable radio)

check boxes

small square boxes turn on or off by clicking. status shown by a \ / tick
eg VAT registered box (see general command in settings menu)

cycle buttons

these buttons show the current selected format... click through a cycle of selections

eg header and order boxes in the sort requester (sort command,edit menu)

list boxes

large boxes presenting a list from which a selection is made. some lists allow double click on the selection to perform a command action
some list boxes like those in the report options let you make several selections... eg account statement so you can configure a report to print several accounts.

alert boxes

appear to display warnings,errors or simple questions which require a simple repsonse... like " file exists overwrite ? "

1.7 edit

Editing Windows

many times in money matters a window appears which lists the current transactions or entries (an Account window)

these windows operate in the same way

ACTION	DOES
one click	highlight entry
Double click	Edit entry
shift D-click	add entry
down arrow	scroll down
up arrow	Scroll down page
shift Down arrow	Scroll up page
shift up arrow	toggles entry reconciled
alt-single click	toggles unreconciled (account window only)

1.8 note

Notepad

A notepad facility is provided so you can write extra info or add notes about your account like bank managers name # etc and so on

notepads are available by pressing " F10 " whenever you add or amend:

Accounts - transaction types, markers, regular transactions
Budget - investments, VAT codes

up to 8 lines of info can be typed

use F10 to call up notepad. to print a notepad when printing a report click format button and from body req select show notepad.

1.9 selec

File Selector

the list box shows all files and drawers, in the current slected drawer.
there are two boxes- drawer & File
also below are OK Volumes Parent & Cancel

the selectors behave as normal amiga type requesters.

when you open a file money matters will check if any " regular transactions " are due and process then as necessary. if the balance exceeds the minimum or maximum balance you set- then a warning will show.

1.10 MENUS

Menu Commands

Project menus

Edit menu

Setup menu

Trans menu

Reports menu

System menu

Settings menu

1.11 projm

Project Menu

About Money Matters

shows the creator, copyright, version and free mem

New

creates new file

whenever you start Money Matters you will be prompted to enter the current date (unless you have a built in clock)

Open

shows a requester to open an existing file

Money Matters will check the regular transactions and update the file the existing file will be renamed .BAK and the current file with .MM

Save

files are saved with the .MM extension unless backup files option is selected existing file is named .BAK and new file .MM

Save as

to save an existing file

if you double click a file name in the list it is automatically saved. if it exists then MMatters will warn.

Delete

select and delete a file... double click on the file will also delete.

Open comparatives

comparatives are the monthly totals of income and expenditure types, which are loaded from an existing file. The comparative figures will be displayed alongside actual figures in the budget progress report and included in various budget graphs. Comparatives are ideal for comparing current income and expenditure figures with a previous year.

You can loan figures from an existing file for inclusion in the budget progress report or the graphs. It is particularly useful for comparing one years expenditure against a previous year.

Close comparatives

This command will be dimmed unless you have used the " Open comparatives " command. Clear comparitives command will remove all the comparative figures you previously opened.

Quit

yup quits Money Matters... return to W-bench.

1.12 editm

Edit Menu

Add

Adds a transaction or item to the current window

Amend

highlight the transaction or item to amend and choose " amend " to alter

Delete

delete a transaction or drag to trashcan
if auto empty dustbin selected it is permanently removed.

Sort

from the cycle buttons select Header on which you wish to sort, and then order (ascending or descending) on the top edit window and the

re-sort will start.

Find

type in search items in upper or lower case and date formats to get a thorough search of files.

Wildcards accepted

LETTER	MEANS
?	match any character
*	matches zero or more occurrences of preceding character
+	matches one or more occurrences of the preceding character

Find again

this finds the next transaction with the search parameter in it.

Find and replace

works as per find requester but replaces with text you select.
buttons allow replace once, confirm and replace all occurrences
also asks if you wish to replace or abandon

Empty dustbin

guess what !

1.13 setum

Setup Menu

Add Account

creates a new account- such as bank, Building society, savings and credit card

enter name, account number and two digit reference code ie NC for Natwest Current.

enter Opening balance and set

warning limit min... min account balance

warning limit max .. max " " " "

monney matters will warn if the account goes outside these settings.
like exceeding your credit card limit :)

Type -- set the type of account credit card current savings etc this sets

an icon for the account.

Ref number -- type in current cheques number for example. When you add a transaction to this account and press F8 when editing the cheque number box each time the number will increment by one when you press F8 again. Notepad will also be accessed here if needed F10.

a maximum of 80 icons can sit on the screen at once... have you got enough accounts to reach this limit ?

Amend account

if you have setup more than one account a list box appears. press F10 on a highlighted account to alter the notepad.

Delete Account

you will be queried before the account is deleted.

Transaction Types

here you can amend delete and sort Types.

when you add type you type the abbreviation and a description. these may be up to 4 characters and are used to describe different groups of income. typical types could be :-

TYPE	DESCRIPTION
HK	House Keeping
SAL	Salary
MORT	Mortgage
CUNT	Country Life subs
CASH	gimme cash
TWAT	TWA flight tickets

types are used in regular transactions and Manual transactions and Budget.

There is no limit to TYPES except amiga memory !

if you are registered for VAT (tax) and have set this option using the general command (settings menu) you will be prompted to type a VAT code if you press F9 a list of VAT rates appears.

F10 selects notepad

Transaction markers

these are like book markers... you set a one character code and a description, then when you add transactions you can type the marker so that each transaction has an additional reference.

eg if two people are buying the same item like petrol then a marker can be used to show who bought which.

Regular Transactions

These include mortgage, direct debit standing order.

add or amend using requester
enter start date of transaction. Money matters will automatically
post any transactions due between the Start date and the current system
date.

End date - expiry of transaction
TYPE reconciled .. an * is present if always reconciled.

A transaction becomes reconciled when you have info that the transaction
has been completed- like a statement from bank. if not reconciled
leave the box blank.

Frequency - in two parts... select units days, months and in text entry
type number of units.. eg a payment once a quarter would have freq of
months and units of 3.

From - the account to debit the payment
to - the account to pay into
if you forget the account codes then " F9 " and a list pops up.

REf: your ref for trans

Debit - the amount
Credit - the amount

marker - the marker code

VAT - the VAT code

F10 for notepad

each time you start MM the account regular transactions are auto
updated taking into account and dates compared with when last saved.

if you amend a regular transaction the previous ones are unaffected.

memory only limits the number you can setup.

Budget

you can setup a budget for each income and expenditure account added
By setting a monthly budget you can compare your actual expenditure.

enter TYPE
Account code : the account you wish to budget ** for all accounts.

each month of year is shown type value in boxes to match your budget.

Expenditure/income button set as appropriate.

Replicate - copys highlighted to remaining months.

calculate - operates the budget calculator.

The budget Calculator

simple method to allow for fluctuations such as inflation

start month cycle button : start month of budget

end month cycle button : expiry date

start value : figure to start budgeting.

inc/dec the monthly value to inc or dec the previous figure. if you select % box the value adds a percentage.

Divide over months - divides the start value over the months.

adds value : adds inc/dec value to start value

sub value : subtracts in/dec value from start value

click ok to calc monthly budget.

F9 for account codes if needed.

F10 for notepad

budgets limited by amiga memory.

Investments

enter details of shares etc

type in details and mm will show total value and include in " NET worth " report.

quantity : number of units (shares)

Unit price : current unit value

F10 for notepad

VAT code

allows definition of VAT code (tax) element when you add transactions.

enter VAT code :- single character ref

VAT % :- current VAT rate

Windows Headers

select to show or hide the various transaction headings.
this means you can remove surplus columns and fit the display in the
screen window.
Headings settings are independent for each file.

Function Keys

you can program up to 20 functions such as common words or symbols
ten for Control-Function key and ten for Alt-function key only.

click the required key cntrl-F1 for eg. current value is displayed
both keys types shown. edit value and save with file.

Password

you can set the password to be requested each time the file is
opened.

to change type the existing p/word and then you get the option to
change.

make a note of itDigita may charge to unlock your file !!!

1.14 tranm

Transactions Menu

Set Defaults

most of the info you type into MM will be manual transactions

to make this easier a number of default settings can be made.

Date: type in the date or select system date or last entered

Type: enter a type in the box or select last entered

Reconciled: either type " * " or select last entered

Reference: type a ref in box or select type ref or last entered
if you use cycle button, switch on check box

Amount: Type a figure in the box or Last entered
Figure assumed credit unless click debit box

Marker: Type a Marker or last entered

Vat Code: Type a code or Last entered or cycle using check box

VAT option will only appear if switched on VAT facility.

Add or Amend

choose Add or Amend or click on the Account icon

This command allows adding of Manual Transactions

If you have more than one account then a list box is given

The account window appears, showing the current transaction details together with a running balance. If a transaction you added is not included in the balance, this is probably because it has not been reconciled (by typing an * in the reconciled box). If you prefer to see all of the transactions regardless of reconciliation, there is an option in the General (settings menu).

Modify the columns using the " windows Headers " option if you want.

Transactions will be displayed in colour on colour systems, if the balance is below zero.

Date: The date of the transaction

Type: The income/expenditure Type

There are two reserved types:

TRAN for transferring between accounts. click and enter the amount to transfer. MM only recognises three characters, that is TRA, the fourth is discretionary. This gives you the opportunity to budget against several types of TRAN transactions (eg TRA1 or TRA2).

SPLT for splitting transactions across 20 diff types. If selected, a requester appears and you can type in allocations.

Reconciled: The reconciled box tells MM whether the transaction has been reconciled within a statement. type in an * if recon.

Reference: Your own ref number.

"REF NUMBER " The ref number box is used for cheque number if the transaction was paid by chqe. You can type this manually or press F8 to get the next consecutive number.

DEBIT: type in amount

CREDIT: type in amount

M: your marker code

VAT: your VAT code if applicable
 F9 for a list of codes.

F10 access to notepad

Reconcile

This command allows you to identify unreconciled " Manual Transactions)

Start date: start date of period

End date: end of period

Set radio button to reconcile or unreconcile

Confirm each one: Money matters will query each reconcile or unrec.

Delete

you can delete a range of transactions, or drag to dustbin

Specify a date range to delete if the transaction is reconciled or not reconciled.

Auto-Balance

Use this command once an account is opened to determine which transactions should be reconciled.

you need the following info for MM to work correctly:

- [] The date of the 1st transaction
- [] The date of the last transaction
- [] The closing balance
- [] The number of transactions.

so type in:-

Start date

End Date

Target balance (closing balance)

Number of transactions

(this info can take ages to put in! press ESC to cancel command.)

Auto-Balance again

if the previous auto-balance was incorrect you can use this command to try

again. remeber there is more than one way to reconcile your transactions.

What if ?

Experiment with your cash flow to make financial projections.

type in projected date and MM will process all regular transactions up to that date. At this point the SAVE command is disabled to prevent accidental overwrite.

press what if again to return to original account.
you can store the what-ifs by switching on the SAVE projections option.

1.15 repom

Reports Menu

General

MM uses the sys printer configs.

you can print graphs and save them as IFF

you can display reports on screen before printing

Format buttons let you change the config for report header and footer and body.

Format Header and Footer

Text: you can type in special codes for the header.

CODE DOES

~PAGENUM Page number
 ~DATE Sys date
 ~TIME Sys Time
 ~ACCNAME Name of report account
 ~ACCNUMBER Account number of report
 ~ACCODE Account code of report
 ~ACCOOPENBAL Opening balance of report
 ~STARTDATE Start date,if defined in search criteria
 ~ENDDATE End date, if defined in search criteria.

the last two codes are used when producing a report based on date range.

codes and txt may be mixed headers and footers.

you can set justification pitch and style for txt line. you can have more than one line of txt..use buttons at bottom of requester.

Format report body

alter the report settings justify style etc also you can print the notepad info.

Types

produces a list of all types , income & expenditure.

Markers

Produces a list of all markers

Budget

A list of all monthly budget entries.

Regular Transactions

List of all Reg Trans.

VAT codes

list of VAT codes

Account summary

list of all accounts including account info and balances.

Account statement

choose " account statement "command

double click graph style icon and set date

ok to produce report

click options if you want to specify more conditions :-

To send report to screen,printer or file.

include reconciled & unreconciled trans.

show credits and debits

REF: only entries matching the contents of this box will be included.

wildcards included same as earlier.

Vat codes,types and markers have boxes to select for wildcard.

Transactions List

produces a list , or Audit trial, of all transactions.

set date or alter more options as with account statement report.

Formats: alter the design of the report.

Income & expenditure

choose type of graph.

set date

specify more options

to : screen printer or file

include rec or unrec trans.

show creds or debits

wildcards again valid.

formats to change design of report.

Budget progress

shows progress compared to your budget with income and expenditure.

select graph style

set date

set options

set format of design if want to.

VAT

list all manual transactions in date order showing their VAT element and calculating the total VAT figure.

set date

specify more conditions if needed.

alter design format if want to.

Portfolio

produces a list of investments and current value.

Net Worth

requester has two buttons

Assets & Liabilities

type in up to 20 assets and 20 liabilities

the values are included in the " Net Worth " report.

Net Worth balance includes, assets, liabilities, investments and account balances.

1.16 system

System Menu

HELP

for interactive help press ALT-HELP the pointer will change to a " ? "
choose the function you need help with.

double click on help icon and a menu of help topics is given.

Calculator

choose calculator command or press Right Amiga -C

acts as a normal calculator using mouse or keyboard entry.

click AC to clear all

click I to open interest calculator.

Interest Calculator

choose interest calculator or press Right Amiga -I

this is a simple loan calculator to estimate loan costs.

remember different loan companies use different methods to calculate the interest so it will only be an estimate.

type in opening balance
periods - months years weeks

interest rate - % for each period (eg monthly rate of 2 %)

payment per period unit (eg £40 per month)

if you owe money the opening balance should be typed as a negative .

SET date & Time

set MM date and time

- beware of changing the date as this can be saved with the file and if wrong can screw up your finances when you reload in the file. try and use the sys clock .

PLAYTIME

relax with a burst of simple puzzles from the selector.

Amiga workbench open

toggles workbench on and off gives extra 32K of memory

no windows or cli to be open on Wbench

Open a New Shell

opens shell useful for formatting a disk for data or entering direct dos commands ..if you need to ?

1.17 settm

Settings Menu

Create icons

saves icons with files

Icons

change titles for the desktop icons and set which icons you wish to be

displayed.

snap to grid will align the icons to nearest boundary.

Cleanup desktop

rearranges icons in neat order trashcan in bottom left.

Arrange Windows

lets you decide how windows are arranged.

stacked: overlaid like workbench.

Tile vertical: windows stacked one on top of the other

Tile Horizontally: display side by side.

FILE

options for default drawer location for MM

Autosave: saves a preset time periods... file has .TMP name appended.

Backup file: has suffix .BAK

Save projections: when using " What if? " you can save the projections.

Printer

spooler size can be set define in KB - if " 0 " then switched off.

page length normally 66 for 11 inch paper

72 12

70 A4

top margin usually 4 lines

bottom margin usually 4

page width for 10 pitch - 80 or 132 for wide carriage

left margin - set as wish

cut sheet - pauses end of each page

print quality - NLQ or draft

Screen mode

set resolution, colours and mode

Colours

cocktail of colours..cycle to choose fave. or edit the lot. the fifth colour is the one used to display a negative in accounts so should always be set to RED...makes sense doesnt it !

General

Date format --set as preferred

Ask on startup date

confirm deletes

Auto empty dustbin

include unreconciled transactions in balance.

Show account warnings on unreconciled balance... if account level bad then you are warned

VAT registered - vat boxes will appear in requesters for use in accounts

Budget start month - month you wish to start from

Goodies

Error -choose sound or flash or both

screen saver - set minutes

desktop clock - displayed top right

hourly chime- yup chimes on the hour

Alarm set - ok

playtime picture - changes piccy in puzzle box rabbit or duck

Load - load another set of prefs. default is MMprefs.pref

Save - save current prefs

Save as - user prefs save to own filename.

1.18 Appendix A

Memory and money matters

to check how much memory is available use the " about Money Matter "
command (desk menu)

the amount each item uses is as follows:

ITEM	MEM used in bytes
------	-------------------

type	64
------	----

marker	58
--------	----

Vat code	62
----------	----

account	174
---------	-----

budget	82
--------	----

reg trans	82
-----------	----

man trans	76
-----------	----

split trans	40
-------------	----

investment	64
------------	----

each notepad entry takes one byte... plus 8 bytes added to total

headers and footers also take memory

generally 1mb provides enough memory for a full years transactions

if in low memory situation then Money matters will prompt you to save the
file.

... remember memory fragmentation can give odd inexplicable memory
probs..if so then reboot clean and reload MM.

1.19 Appendix B

Keyboard Shortcuts

MENU COMMANDS
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KEY	DOES
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RT Amiga-N create new file
RT Amiga-O open existing file
RT Amiga-S Save open file
RT Amiga-V "save as " open file
RT Amiga-Q quit Money Matters
RT Amiga-A add transactions
RT Amiga-M amend transactions
RT Amiga-D delete " " "
RT Amiga-T sort " " "
RT Amiga-F find " " "
RT Amiga-G find next " "
RT Amiga-R Find and replace transactions
RT Amiga-# Preferences
RT Amiga-C Calculator
RT Amiga-I Inerest Calculator

SPECIAL KEYS

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KEY DOES

=== =====

F10 Add Notepad
F9 displays list box of defaults
F8 inserts next cheque number
ESC aborts printing or screening of report.

1.20 Appendix C

File Formats

=====

ASCII - creates standard ascii files with carriage return and line feeds

IFF format - set report style to graph. graphic files are created in IFF format.

Home Accounts & Home Accounts II format... converts old files to MM .. make a backup of old file before conversion just in case.

1.21 NO TUTORIAL

The reason no tutorial has been included in this doc is that it includes loads of irrelevant info which is already contained in the reference and general section of the money matters manual. If enough peeps feel the need for a tutorial guide..then it will be typed separately

the main sections and appendix should give you all you need to use the program.

Jostler

1.22 CREDITS

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Money Matters financial package Documentation
in easy read Amigaguide Format...

All typed for the gang by Jostler N&B

Doin it all for fun

-- Greetings to Rest of Gang --