MoneyMatters

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WRITTEN BY	Dan Petitt	January 17, 2023	

REVISION HISTORY			
NUMBER	DATE	DESCRIPTION	NAME

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MoneyMatters

1.1 Money Matters Help: Main Contents

Digita® Money Matters On-line Help (First Edition)

How Do I...?

Troubleshooting

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1.2 Money Matters Help: Technical Support

Getting Technical Support

Before contacting the Digita Technical Support, please read the

Troubleshooting
section.

To contact Digita Technical Support in the UK

Call: 0891 616 944 weekdays from 11am to 5pm. Calls are charged at 36p per minute cheap rate and 48p per minutes at all other times. Be sure to ask the permission of the telephone owner before calling.

Fax: 01 395 268 893.

Write: Money Matters Technical Support Department
Digita International Limited
Black Horse House
Exmouth
Devon EX8 1JL

NET: support@digita.demon.co.uk

CIX: digita@cix

Conferences - 'digita' for general chat.
- 'digita.tech' for technical support. Mail 'digita@cix' for access to this closed conference, quoting your registration number.

CIS: 100031,3032

If you are outside the UK, contact your local Digita representative.

When phoning, please have ready the following:

1 Money Matters version number (Refer About command, Project menu).

2 Description of your computer system.
3 Detailed description of your problem.

When writing, please provide the following:

1 A stamped addressed padded envelope when enclosing disks for replacing or testing.
2 Money Matters version number (Refer About command, Project menu).
3 Description of your computer system.
4 Detailed description of your problem, with example files and/or printouts.

Important
Unfortunately, under no circumstances can Digita provide either telephone or written support to unregistered users.

1.3 Money Matters Help: How To Use Help

How To Use Help

You can ask for help in several ways:
Help key: Press the Help key to see Help contents.

Help icon: Click the Help icon (?) for Help contents.

Help menu: Choose a topic from the Help menu.

Menu help: For Help with a menu or menu command, hold down the Right Mouse key over the menu or command and press the Help key.

Requester help: For Help with a requester press the Help key while the requester is highlighted. Due to operating system requirements, this does not work with
file requesters
or
system requesters.

Help Menu Commands

How Do I...?
Shows a list of explanatory functions (for example, 'How to reconcile a transaction').

How To Use Help
Shows these instructions.

Contents
Shows the Table of Contents.

Tutorial
Shows the Tutorial section which contains detailed information on using Money Matters for beginners and advanced users.

Shortcuts
Shows a list of available keyboard shortcuts.

Index
Shows all Money Matters commands.

Troubleshooting
Shows common problems and their solutions.

1.4 Money Matters Help: Tutorials

Tutorials

This topic will give you a brief explanation of Digita Money Matters, its functions and how it is best used.

The Basics

What is a Personal Finance Manager?

Managing Your Finances

How to use Money Matters requesters
How to use requester gadgets

How to use file requesters

Setting up your printer

The Desktop

Getting going
File Handling

Creating a separate files disk

Saving onto a separate disk

Opening a file from a separate disk

Deleting a file

1.5 Money Matters Help: What Is A Personal Finance Manager?

What is a Personal Finance Manager?

A personal finance manager is a program that helps ensure that you live within your means by aiding you to work out your personal budget.

Use Money Matters to budget and monitor all your spending, the money coming in and a budget planner of all your expenditure.

Money Matters will work out how much you have left over at the end of each month or week. Remember that you will probably want to spend some of the money left over on other things.

If you borrow or get a loan, you will have to pay for it from this available money. If you borrow money, the repayment may mean you cannot afford something else.

Remember, if you get behind with repayments on a loan, you’ll find it hard to borrow again. Not just to buy things, but for something as important as a mortgage.

Most people get into debt because things change. Suddenly there’s not as much money coming in and they can’t repay their loans. For example, you may have to find extra cash if the interest rates go up.

See Also

Managing Your Finances

1.6 Money Matters Help: Managing Your Finances

Managing Your Finances

When you ask for credit, you will probably have to fill in a

form about yourself
, your income and your outgoings.

Answer honestly. You are doing yourself no favours, and breaking the law, if you make out that you’re better off than you really are. You’ll be the loser if you take on more credit than you can manage.

If you are on a tight budget, make sure your loan is a fixed interest loan, so that you will know exactly how much you will have to repay each month.

Shop around for credit terms, like you shop around for the goods. Check there isn’t a catch. You may be able to buy more cheaply elsewhere. And take your time-you can't back out of an agreement signed in a shop.

Look out for the APR. As a general guide, the lower the APR, the less the deal will cost you. If someone is offering interest free credit, the repayments must not add up to more than the cash.

Use Money Matters to add up all your regular outgoings. Allow for extras like presents, holidays and emergencies, such as a car or washing machine repairs.

If you act as a guarantor for somebody else's loan, you will have to pay all they owe if they stop paying. Don't be a guarantor unless you can afford the risk. If you agree to be one make sure that you see all the papers.

Ask yourself - can you afford it?
\textdegree{} You can cancel some agreements and not others. It is vital to check the credit form. If you can cancel there should be a box titled "Your Right To Cancel" which tells you what to do.

\textdegree{} You can't cancel if you signed in the trader's shop, office or other business premises such as an exhibition stand. You can cancel if you met the trader to discuss the deal and you signed at home.

Remember
\textdegree{} Unless you can see the cancellation box on the agreement, don't believe anyone who says you've got time to think the deal over.

\textdegree{} Beware of phone calls. You can't cancel a deal arranged on the phone, even if you signed at home.

\textdegree{} If you cancel a loan tying you to buy, for example, double glazing, you don't have to have the double glazing.

\textdegree{} You can still cancel after the goods have arrived.

\textdegree{} If you've paid a deposit, you'll get it back.

Traders don't have to give you credit or tell you why. They may have checked your details with a Credit Reference Agency. These firms collect financial information about people and businesses. Agencies don't say whether you should have credit, or not. That decision is taken by the trader.

Ask the trader in writing which agency was consulted, but act quickly. Ask the agency for a copy of the information they have about you. If there are any mistakes, you can have them put right.

Many traders have a credit scoring system. They give you points depending on the answers you give to their questions. You'll get credit if you score enough points. You may pass with one firm but not another.

Hire Purchase

You cannot end an HP agreement unless you're up to date with your payments. You will have to pay at least half of the total amount that you owe. You cannot sell HP goods until the agreement has been paid off.

Credit Cards

If you use a British credit card to purchase something over £100, you have extra rights if something goes wrong.

If you lose your card, tell the card company at once by phone and then in writing. This will limit your liability to £50 if someone else is using your card.

Settling a Loan Early

If you want to settle early, ask the loan company how much it will cost. This will depend on what you owe, the interest rate and how long the agreement is meant to last. You'll probably have to pay some of the interest you would have paid if the agreement ran its full length.

This offers protection to cover your monthly repayment in the event of illness, accident, involuntary unemployment or even death. If you want this kind of insurance, you might get it cheaper elsewhere. Some policies don't cover self-employed, part-time workers or certain age groups (for example, pensioner).

APR

APR stands for Annual Percentage Rate of charge. All lenders must work it out in the same way so you can make a fair comparison. APR doesn't just cover the interest rate, but also all the charges associated with the loan.

Don't stop paying.

Even if you have a major complaint about the goods, don't stop your payments. See the trader at once.

Contact your creditors. Don't ignore their letters or demands. Provided you tell them what's happening, you should find them quite reasonable. Consider their point-of-view.

If they hear nothing, you become a statistic, a bad debt. Their legal department takes over.

However, if you keep them informed and illustrate that you recognise that there is a problem and that you are trying to sort it out, you should find them accommodating. You should be treated like a person, not a legal statistic. By co-operating with your creditors, you may be able to even pause or re-schedule your repayments.

\textdegree{} Work out your income. This is how much money you have coming in each month. Include your take-home pay, any social security payments and money from other sources.

\textdegree{} Work out your outgoings. Calculate the cost of your essentials each month. Include your rent or mortgage, gas, electricity, food and so on. Don't forget occasional payments like shoe repairs or haircuts. List luxury items like video rentals or cigarettes. Also note your present instalment payments on any hire purchase or credit arrangements.

Compare your income total with the money you have left over to offer creditors.

\textdegree{} Still more going out than coming in?

If you spend more than your income, try to cut down. You'll have to make sacrifices.

Is there anything you can sell to pay your debts (do not sell anything on which you still owe money). You could contact a creditor with a view to returning any items being bought on hire purchase.

\textdegree{} Can you increase your income?

Are you receiving all the income you are entitled to? Are you paying too much tax? Can you claim social security benefits? Can you get an extra part-time job for a while?

\textdegree{} Find out how much you owe. List all arrears payments, loans and credit commitments. Some debts can cause more trouble than others. Deal with them first. The priorities are:

1. Rent/mortgage arrears.
2. Community charge.
3. Fuel debts (for example, gas, electricity).
4. Hire purchase.

\textdegree{} Talk with your creditors. Send them your budget checklist showing your income and outgoings. Explain what offer you can make to pay off the debt, but don't make an offer you cannot afford.

A small, but regular payment is better than no payment at all, or one that you cannot keep up. If the first person in a company you speak to is unhelpful, be persistent and go higher up. Don't give up.

You may be tempted by newspaper advertisements offering loans to pay off existing debts. Rates of interest for this type of borrowing can be high. Don't do this unless you are sure you can keep up the repayments. In most cases you have to offer your house as security. If you fail to pay you could lose the roof over your head!

\textdegree{} Never ignore demands for payment. It only means worse trouble.

\textdegree{} Tell the lender as soon as you know you are in difficulties and try to work something out.

\textdegree{} If you're in serious debt now, consult your consumer adviser.

\textdegree{} Beware of loan sharks. The cost will be sky-high and if you can't repay they'll turn nasty.

\textdegree{} Some will use press gangs' to threaten you and your family.

\textdegree{} Some will try to take your benefit book. This is illegal.

\textdegree{} Some will force you to have a second loan to repay the first. Your money problem will become a nightmare.

See Also

Finances Don'ts

Finances Do's

Hire Purchase (HP)

Credit Sale

Credit Cards

Charge Cards

Store Cards

Bank Loans

Building Society Loans

Finance Company Loans

Mail Order Catalogues

Pawnbroking

Small Moneylenders

Credit Unions

1.7 Money Matters Help: Example Credit Form

Example Credit Form

Complete this form with your monthly figures. You can then calculate your monthly surplus income.

```
Your Income                                       Amount
Wages-your pay
Wages-overtime
Wages-your partner's pay
Social Security Benefits
Maintenance Payment
Retirement Pension
Other Pension
Any Other Income (for example, from a lodger)
                 TOTAL NET MONTHLY INCOME = A


Your Home                                         Amount
Mortgage/Rent
Community Charge
Water Rates
Insurance
              Sub Total Monthly Outgoings = B


Your Bills                                        Amount
Gas/Oil
Electricity
Credit Card
Telephone
Rental Agreements (for example, TV, video)
Other (for example, hire purchase)
              Sub Total Monthly Outgoings = C


Personal Expenses                                 Amount
Food and Clothing
Travel/Holidays
Savings
TV Licence
Car Tax/Insurance/Maintenance
Life Insurance
Entertainment (for example, cinema, videos)
Others (for example, cigarettes, pocket money)
              Sub Total Monthly Outgoings = D
          TOTAL MONTHLY OUTGOINGS (B+C+D) = E


Summary                                           Amount
Net Monthly Income      (Insert result A)
Total Monthly Outgoings (Insert result E)
SURPLUS MONTHLY INCOME  (A-E)
```

1.8 Money Matters Help: Hire Purchase (HP)

```
                Hire Purchase (HP)

You pay a deposit and monthly or weekly payments. The goods
```

belong to you when you make the last payment.

See Also

Managing Your Finances

1.9 Money Matters Help: Credit Sale

Credit Sale

Like HP but you own the goods at once.

Credit deals are tricky. Don't just accept what the sales staff say.

Ask for a written quotation (you must be given one if you ask). Then read it at home. It will tell you all you need to know and make it easier to compare deals.

See Also

Managing Your Finances

1.10 Money Matters Help: Credit Cards

Credit Cards

The credit card company sends a monthly account for what you've bought. You can pay it off or make a minimum repayment and pay interest. It can be an expensive way of borrowing.

Company credit Cards
Beware, you may be liable for the debt if the company is unable to pay the bill.

See Also

Managing Your Finances

1.11 Money Matters Help: Charge Cards

Charge Cards

You use it like a credit card but you must pay the bill in full each month.

See Also

Managing Your Finances

1.12 Money Matters Help: Store Cards

Store Cards

Like credit cards, but for use in a particular store or group of stores. It can be an expensive form of credit.

See Also

Managing Your Finances

1.13 Money Matters Help: Bank Loans

Bank Loans

If you have a bank account, an overdraft can be a quick, easy, but not necessarily a cheap loan. You have to pay bank charges and there may be other costs. Beware of hidden charges, such as arrangement fees.

Banks can also offer personal and other loans. The costs of borrowing will vary from bank to bank, so shop around.

See Also

Managing Your Finances

1.14 Money Matters Help: Building Society Loans

Building Society Loans

If you are buying your home, you might be able to raise cash by increasing your mortgage.

If you’re not happy with the interest charges, see if it’s worth switching your mortgage somewhere else. This can be expensive though. Some societies offer unsecured loans.

See Also

Managing Your Finances

1.15 Money Matters Help: Finance Company Loans

Finance Company Loans

Shops, car dealers and gas and electricity boards may offer to arrange a finance company loan if you’re buying a big item. Shop around first to see if you can get a better deal.

See Also

Managing Your Finances

1.16 Money Matters Help: Mail Order Catalogues

Mail Order Catalogues

Saves time and travelling. You usually get at least 20 weeks interest free credit. You may have to pay interest if you want to pay over a longer period for more costly items.

See Also

Managing Your Finances

1.17 Money Matters Help: Pawnbroking

Pawnbroking

You leave an article such as a piece of jewellery in return for a loan. You get the item back when you’ve repaid the loan plus interest over an agreed period. If you don’t repay the money, the article will be sold. It can be an expensive way to borrow.

See Also

Managing Your Finances

1.18 Money Matters Help: Small Moneylenders

Small Moneylenders

Can be expensive way to borrow because of the cost of collecting the repayments from your home each week. However, it should be cheaper if you pay at the lender's office.

See Also

Managing Your Finances

1.19 Money Matters Help: Credit Unions

Credit Unions

Money co-ops run by people in the same church, club, street or with something else in common. Members save regularly and can get cheap loans.

See Also

Managing Your Finances

1.20 Money Matters Help: Finances Don'ts

Finances Don'ts

\textdegree{} Over-commit your budget before you take out a loan, work out a monthly budget to be sure you are not over-stretching your income.

\textdegree{} Anticipate a future increase in income.

\textdegree{} Be pressured to take finance by a salesman.

\textdegree{} Offer security without knowing what happens if you cannot repay.

\textdegree{} Take credit on impulse.

Don't Sign Anything Unless You Know

\textdegree{} What the repayments are and how many you must make.

\textdegree{} The total amount you must repay, including fees.

\textdegree{} What may happen if you cannot afford the repayments.

1.21 Money Matters Help: Finances Do’s

Finances Do’s

\textdegree{} Budget your spending: Know how much you need to spend each month and work out how much you will have left.

\textdegree{} Remember that if interest rates go up, your repayments may increase.

\textdegree{} Shop around for the best deal.

\textdegree{} Make sure the lending institution is reliable and has a good reputation.

\textdegree{} Consider taking out finance insurance.

\textdegree{} Read the fine-print if you don’t understand it, say so.

\textdegree{} Keep all documentation relating to your borrowing, you may need it.

\textdegree{} Check your statements to monitor your spending.

\textdegree{} Tell your finance company if your circumstances change.

\textdegree{} Find out whether the agreement can be cancelled.

1.22 Money Matters Help: Money Matters Requesters

Money Matters Requesters

Requesters are special windows that Money Matters uses to request information. This normally occurs after you have chosen a menu command.

To exit a requester using the default button, press the Enter key or Ctrl-Return key. The default button is displayed in bold type.

To cancel a requester, press the Esc key.

Requester Gadgets

Gadgets are part of the Amiga operating system. They are standard items which appear on screen, like buttons, lists, check boxes or scroll bars.

When you select gadgets with the mouse, it is unnecessary to position the arrow pointer precisely, you can click the gadget or its title.

Buttons: Click these pushbutton-like gadgets to confirm or cancel an action. On a requester, one of these buttons may appear in a bold font, this is the default. You can select the default by clicking it, or press the Enter key (or Ctrl-Return).

Here are a few example buttons:

BUTTON	DOES
OK	Accepts changes and closes requester.
Use	Accepts changes and performs the Use command.
Options...	Reveals Options requester.
Cancel	Disregards changes and closes requester.

You can also cancel a requester by pressing the Esc key. However, you cannot cancel any requester changes once you have clicked Apply.

Text Gadget: Boxes into which you type information. Del and Backspace are used as normal along with the Left and Right Arrow keys.

When editing:

KEY PRESS	DOES
Right Amiga-X	Deletes contents.
Shift-Right Arrow	Move to end of box.
Shift-Left Arrow	Move to beginning of box.
Right Amiga-Q	Restore box contents.
Tab	Move to next box.
Shift-Tab	Move to previous box.
Return key	OK contents and exits box.
Enter or Ctrl-Return key	Finish editing box and quit requester.

When editing a text gadget, you can jump to another gadget using a keyboard shortcut. Hold down the Ctrl key and press the underlined letter in the gadget title to which you wish to jump.

Radio Buttons: Groups of buttons where only one may be selected. Selecting another radio button will deselect the previous one, similar to the buttons on some radios, hence their name.

Check Box: Small, square box which can be turned on or off by clicking. Their status is shown by a check mark (tick) in the box.

Scrolling List Gadget: Large boxes which present a list from which a selection is made by clicking one item. If the list contains more items than can be shown, you can scroll through the list using the scroll bars and scroll arrows on the right of the list box.

Slider Gadget: Drag the bar in the gadget to select a value. As you move the slider bar, different values are displayed. You can also click either side of the bar.

Pop-up Gadget: These are buttons which display the selection, and when clicked, reveal a list of options. Drag the mouse through the list to change the selection. To cancel a selection release the Selection button with Arrow pointer away from the list.

Money Matters places an inactive scroll bar next to large lists to indicate that more options are available. You can display these extra options by dragging the mouse pointer beyond the top or bottom of the list (do not click the inactive scroll bar).

Pop-up Text Gadget: The same as pop-up gadgets, except you can also type and edit in the same way as text gadgets. To scroll through the list of options, use the Up and Down Arrow keys when editing text.

Read Only Gadget: For displaying information which you cannot edit.

1.23 Money Matters Help: File Requesters

File Requesters

There are two types of file requester: The Open requester which appears with a grey background to the File list, and a

Save
requester which appears with a black background.

The Control menu is displayed by holding down the menu-button (right mouse key).

Using The File Requester

To Open or Save a file, select the file from the File list and click either the Open or Save button (alternatively, select the file and choose OK from the Control menu).

You can also double-click the file from the list to open it.

To create a new drawer type the name into the Drawer text gadget and press the Return key. A confirmation requester will then appear.

The Control Menu

Last Name: Moves the selection bar up to the previous file in the list. You can also use the cursor keys (see 'Keyboard Control' below).

Next Name: Moves the selection bar down to the next file in the list. You can also use the cursor keys (see 'Keyboard Control' below).

Restore: Restores the contents of the Drawer text gadget.

Parent: Displays the contents of the parent drawer in the File list gadget.

Volumes: Toggles the contents of the list gadget between the files in the current Drawer and the Volumes (disks) and assignments.

Delete: Deletes the selected file.

OK: To Open or Save a file, select the file from the File list and choose this command.

Cancel: Choose this command to cancel the requester and not Open or Save any files.

Keyboard Control

You can move the selection bar up and down the list using the keyboard.

KEY	DOES
Up Arrow	Moves the bar up the list.

Down Arrow Moves the bar down the list.

Alt-Up Arrow Moves the bar up a page.

Alt-Down Arrow Moves the bar down a page.

Shift-Up Arrow Moves the bar to the top.

Shift-Down Arrow Moves the bar to the bottom.

The Requester Gadgets

Pattern: The contents of the File list gadget are filtered using this command. Refer to your Workbench User's Manual for more detailed information on 'Patterns'.

Drawer: Type the drawer path that you wish to view. The contents of the drawer will appear in the File list gadget.

File: Type the name of the file you wish to Open or Save.

Buttons

Open/Save: Opens or Saves the selected file.

Volumes: Toggles the contents of the list gadget to files in the current Drawer, or the Volumes (disks) and assignments.

Parent: Displays the contents of the parent drawer in the File list gadget.

Cancel: Closes the requester without opening or saving the file.

See Also

Money Matters Requesters
How Do I

Create a blank disk

Import information into Money Matters

Delete a file

Open a Money Matters file

Open a Money Matters file from a separate disk

Save a Money Matters file

Save a Money Matters file to a separate disk

1.24 Money Matters Help: Desktop

The Desktop

When you create a new file with Money Matters, a few icons will appear on the desktop by default:

ICON	PERFORMS
Printer	Prints reports
Help	Displays Help contents
Calculator	Displays the Calculator
Types	Displays the Transaction Types window
Regular	Displays the Regular Transactions window
Budget	Displays the Budget window
Insurance	Displays the Insurance Inventory window
Dustbin	Drag items of icons into the dustbin to delete them

These icons provide an alternative way to choose the menu commands.

As you create your own Accounts, for items like your bank Account, for example, these icons will appear (the Tax icon appears only if you set your system to be
Tax Registered
:

Tax	Displays the Tax, or VAT codes, window
Cheque	Displays the Cheque Account window
Savings	Displays the Savings Account window
Credit Card	Displays the Credit Card Account window
Cash	Displays the Cash Account window
Markers	Displays the Transaction Markers window
Investment	Displays the Investments window

An icon will appear for each Account you set up, the title of which you decide when you create the Account.

You can arrange all of these icons on the desktop by selecting each one and dragging it. Choose "Clean up Desktop" (Tools menu) to automatically re-arrange the icons.

You can hide or rename the icons from
Icons Settings
(Settings
menu).

The "Create Icons" command (Settings menu) is independent to the desktop icons, and when selected will save icons for the Project and Settings files.

The Dustbin

The Dustbin icon appears at the lower left of the screen and works in a similar way as the Trashcan on your Amiga Workbench.

To erase a transaction, just click and drag it into the dustbin (alternatively, use the
Erase Item
command, Edit menu).

By default, Money Matters' Dustbin remembers its contents so that you can retrieve anything previously erased.

This is done by double-clicking the Dustbin icon and dragging the item out of the Dustbin window (if the item is a transaction, it will be replaced automatically into the Account from which it was originally removed).

The contents of the Dustbin will not be saved with your file and will be emptied if you choose the New command, or open another file.

To empty the Dustbin, choose
Empty Dustbin
from the Tools menu.

You can also set the Dustbin to automatically empty its contents whenever something is erased (
General Settings
command,
Settings menu).

The Dustbin icon can be renamed or hidden from the desktop using the
Icons Settings
requester (Settings menu).

1.25 Money Matters Help: Getting Going

Getting Going

When you first start Money Matters, you will notice that a requester appears asking you to
set the current date and time
.
It is very important that you set this correctly, as Money Matters uses it to post regular transactions and control accounts.

First you need to set up your file. Certain things need to be created before you can actually start entering transaction. These things have also got to be done in a certain order:

1. First, create your
Types
,
2. Then, create your

Markers
,
3. Lastly, create your
Accounts
.

You can then double-click the Account icons from the
Desktop
and use
Add Item
(Edit menu) to add transactions to that
Account.

1.26 Money Matters Help: Shortcuts

Shortcuts

Keyboard shortcuts are used to speed up your productivity with Money Matters by providing keyboard alternatives to using the mouse.

Commands

KEY	COMMAND
Right Amiga A	Save As
Right Amiga C	Copy
Right Amiga D	unused
Right Amiga E	unused
Right Amiga F	Find
Right Amiga G	Find Again
Right Amiga H	unused
Right Amiga J	unused
Right Amiga L	unused
Right Amiga M	unused
Right Amiga N	New
Right Amiga O	Open
Right Amiga P	unused
Right Amiga Q	Quit Money Matters
Right Amiga S	Save
Right Amiga T	unused
Right Amiga V	Paste
Right Amiga W	unused
Right Amiga X	Cut
Right Amiga Z	unused
Right Amiga ?	unused
Del	Erase
Help	Help Contents
Esc	Cancel production of report

In a Requester

Select any gadget in a requester by pressing the underlined letter of the gadget title. When editing a text gadget, hold down the Ctrl key and then press the underlined letter.

KEY	DOES
Ctrl-Return or Enter (Keypad)	Selects default button (shown in bold)
Esc (Escape)	Cancels requester
Tab	Moves to next text gadget
Shift-Tab	Moves to previous text gadget
Return	Accepts text gadget entry

Editable Popups or Active Scrolling Lists

KEY	DOES
Down Arrow	Move to next item in list
Up Arrow	Move to previous item in list
Shift-Up Arrow	Move to previous page in list
Shift-Down Arrow	Move to next page in list
Alt-Up Arrow	Move to first item in list
Alt-Down Arrow	Move to last item in list

1.27 Money Matters Help: What's New

What's New

Version 4

1. New interface - following Digita's HIP v2.

2. AmigaGuide Help

3.
Insurance Inventory
4.
Loan Calculator
.

5.
Currency Calculator
.

6.
Amiga Clipboard
support.

7. DigiSense - intelligent completion of dates.

If you have any ideas or suggestions of new features or improvements that you would like to see in the next version then please let us know at the Digita
Technical Support
address.

1.28 Money Matters Help: How Do I...?

How Do I...?

C

Create a blank disk

Create a new Money Matters file

Customise Money Matters

D

Delete a file

G

Get technical support for Money Matters

O

Open a Money Matters file

Open a Money Matters file from a separate disk

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Save a Money Matters file

Save a Money Matters file to a separate disk

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1.29 Money Matters Help: Index

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Net Worth-Liabilities

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Transaction Markers

Budget

Investments

- VAT Codes
- Insurance Inventory

Transactions Menu

- Set Defaults
- Reconcile
- Auto Balance
- Auto Balance Again
- What If?

Reports Menu

- Account Statement Report
- Account Summary Report
- Transactions List Report
- Budget Progress Report
- Income Expenditure Report
- Portfolio Report
- Net Worth Report
- VAT Report
- Budget Report
- Regular Transactions Report
- Insurance Inventory Report
- Markers Report
- Types Report
- VAT Codes Report

Tools Menu

- Clean Up Desktop
- Arrange Windows
- Sort
- Calculator
- Interest Calculator
- Loan Calculator

PlayTime

Open New Shell

Empty Dustbin

Set Date and Time

Settings Menu

Snap To Grid?

Create Icons?

Workbench Open

Change Settings - General

Change Settings - Function Keys

Change Settings - Password

Change Settings - File

Change Settings - Printer

Change Settings - Screen Mode

Change Settings - Screen Colours

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Troubleshooting

1.30 Money Matters Help: TroubleShooting

Troubleshooting Contents

Click the button of the section that closely relates to the
problem you are having.

Printing

General

1.31 Money Matters Help: Printing Problems

Printing Problems

1 When I print, the end of each line is printed on the following line.
ANSWER
2 As I print, unusual characters appear.
ANSWER
3 I can’t print any graphs.
ANSWER
4 When configuring reports the different pitches and print modes do not work.
ANSWER
5 Some reports overflow a line.
ANSWER
6 How do I print the Notepad.
ANSWER

Return to Troubleshooting Contents

1.32 Money Matters Help: Printing Problem 1

Q When I print, the end of each line is printed on the following line.

A This could be caused by either, or both, of the following:
1 If your "Right Margin" is set too high in your

Printer Settings
the printer will automatically wrap the end of each line onto the following one.

2 You are using a "Print Pitch" ("Workbench Printer Preferences" program) that is not supported by your

printer. The fonts in some printers are only supported in certain pitches, therefore the safest pitch to use is Pica (10 cpi).

More Printing Problems

1.33 Money Matters Help: Printing Problem 2

Q As I print, unusual characters appear.

A The incorrect printer driver has been selected from you Workbench Printer Preferences.

More Printing Problems

1.34 Money Matters Help: Printing Problem 3

Q Check that you have installed the correct printer driver.

A The incorrect printer driver has been selected from you Workbench Printer Preferences.

More Printing Problems

1.35 Money Matters Help: Printing Problem 4

Q When configuring reports the different pitches and print modes do not work.

A The incorrect printer driver has been selected from you Workbench Printer Preferences.

More Printing Problems

1.36 Money Matters Help: Printing Problem 5

Q Some reports overflow a line.

A Try configuring the report and adjusting the pitch, also check the margins and page width are correct in the

Printer Settings
.

More Printing Problems

1.37 Money Matters Help: Printing Problem 6

Q How do I print the Notepad.

A To print a Notepad, select "Show Notepad" in the appropriate

Report Body Options
requester.

More Printing Problems

1.38 Money Matters Help: General Problems

General Problems

1 After Money Matters prompts for Name, Organisation and License Number, it quits and I am returned to the desktop.
ANSWER
2 How can I transfer money between 2 Accounts.
ANSWER
3 When entering transactions, the running balance is not updated.

ANSWER
4 My "Regular Transactions" have not been posted.
ANSWER
5 The same "Regular Transaction" has been posted twice.
ANSWER
6 As I type the screen flashes.
ANSWER
7 Money Matters keeps running out of memory.
ANSWER

Return to Troubleshooting Contents

1.39 Money Matters Help: General Problem 1

Q After Money Matters prompts for Name, Organisation and License Number, it quits and I am returned to the desktop.

A Money Matters needs to be personalised before you can use it.

You need to enter your Name, Organisation and License Number. Thereafter, this information is shown every time you use the program, confirming that you are the licensed user of Money Matters.

More General Problems

1.40 Money Matters Help: General Problem 2

Q How can I transfer money between 2 Accounts.

A Use the reserved Type TRAN.

More General Problems

1.41 Money Matters Help: General Problem 3

Q When entering transactions, the running balance is not updated.

A To be included in the running balance, the transaction should be Reconciled.

If you require all transactions to be included in the running balance, select "Include Unreconciled Transactions in Balance" in
General Settings
(Settings menu).

More General Problems

1.42 Money Matters Help: General Problem 4

Q My "Regular Transactions" have not been posted.

A This means that at some point, the correct date has not been set.

Find out the date that the first "Regular Transaction" should have gone through, and then set the system date to the day before.

Open your file and then immediately save it. Now set the system date to the current date and re-open your file.

All entries should now be posted up-to-date.

More General Problems

1.43 Money Matters Help: General Problem 5

Q The same "Regular Transaction" has been posted twice.

A At some point the incorrect system date has been entered.
Simply delete one of the duplicate entries.

More General Problems

1.44 Money Matters Help: General Problem 6

Q As I type the screen flashes.

A The keys you are pressing are invalid. For example, trying to
type letters in a Date text gadget.

More General Problems

1.45 Money Matters Help: General Problem 7

Q Money Matters keeps running out of memory.

A Make sure the print spooler is set to 0 and try removing any
resident programs.

If there is still not enough memory, either start a new file
or obtain a memory upgrade from your local Amiga supplier.

More General Problems

1.46 Money Matters Help: Project Menu

Project Menu

The Project menu contains commands relating to the current Money Matters Project or File.

New

Open

Save

Save As

Import Comparatives

Clear Comparatives

Close

About

Quit Money Matters

1.47 Money Matters Help: New

New

Choose New command (Project menu) to create a new, blank Money Matters project file. Alternatively, press Right Amiga-N.

Using New

You can only have one Money Matters file open at a time. If you already have an Money Matters file open which has not yet been saved, you will be warned and given the opportunity to save that file before a new one is created.

When you create a new file, you will be asked if you want to load an existing configuration from another file. This loads the Account titles, the Types and the Settings, but no figures or transactions.

1.48 Money Matters Help: Open

Open

Choose Open command (Project menu) to open a previously created Money Matters project file. Alternatively, press Right Amiga-O.

Using Open

Choosing this command will display a
file requester
from
which you select the Money Matters file that you wish to open.

You can only have one Money Matters file open at a time. If you already have an Money Matters file open which has not yet been saved, you will be warned and given the opportunity to save that file before the new one is opened.

When you open a file, Money Matters will check if any "Regular Transactions" are due and process them if necessary. If, as a result, an Account exceeds the minimum or maximum balance warnings you set, a warning will appear.

Buttons

Open: Opens the selected file.

Volumes: Click to display volumes and assigns. Click again to return to the file list.

Parent: Click to display the contents of the parent drawer.

Cancel: Cancel the file requester without opening any files.

See Also

Auto Save

Backup Files

Creating a separate files disk

Deleting a file

Open command

Save command

Save As command

Opening a file from a separate floppy disk

1.49 Money Matters Help: Save

Save

Choose Save command (Project menu) to save the current Money

Matters file to disk. Alternatively, press Right Amiga-S.

When you choose Save, the whole Money Matters project is saved into one file.

Using Save

The file is saved using the current file name. If it is untitled, a
file requester
will appear from which you can specify the name and destination of the file.

If you wish to save the file to a different destination, or using a different file name, use the
Save As
command
(Project menu).

Files are saved with the extension .MM.

If you have selected the "Backup Files" checkbox ("Change Settings"-
File Settings
command, Settings menu), the existing file on disk will be renamed with the extension .BAK, and the current file will be saved with the extension .MM.

See Also

Auto Save

Backup Files

Creating a separate files disk

Deleting a file

Open command

Save As command

Saving a file onto a separate floppy disk

1.50 Money Matters Help: 'Save As' Command

"Save As" command

Choose "Save As" command (Project menu) to save the current Money Matters file to disk. Alternatively, press Right Amiga-A.

When you choose Save, the whole Money Matters project is saved into one file.

Using "Save As"

The "Save As" command will display a
file requester
from which you
can specify the name and destination of the file.

If you have selected the "Backup Files" checkbox ("Change Settings"-
File Settings
command, Settings menu), the existing
file on disk will be renamed with the extension .BAK, and the
current file will be saved with the extension .MM.

Buttons

Save: Saves the file using the name and destination specified.

Volumes: Click to display volumes and assigns. Click again to
return to the file list.

Parent: Click to display the contents of the parent drawer.

Cancel: Cancel the file requester without saving the file.

See Also

Auto Save

Backup Files

Creating a separate files disk

Deleting a file

Open command

Save command

Saving a file onto a separate floppy disk

1.51 Money Matters Help: Creating A Separate Files Disk

Creating a separate files disk

To create a separate disk for storing your Money Matters files, you
will need to 'format' a blank disk for use with the Amiga. This
tutorial will show you how to do it.

Step 1

Place a blank disk into the internal drive and select the DF0:???? icon that appears on the Workbench screen

(The DF0: means 'device floppy 0' or internal drive, and the ???? means that the Amiga does not understand the disk as it has not yet been formatted.)

Step 2

Once the disk icon has been selected, choose the "Format Disk" command (Workbench-Icons menu).

A requester will appear with the following options:

OK: Formats the disk for use with the Amiga.

OK Quick: Formats a previously formatted Amiga disk. This option is much quicker if you have already performed a full format on the disk.

Cancel: Cancels requester.

Workbench 2.1 and above will have additional items:

New Volume Name: This is the name given to the disk (for example, 'MyFiles')

Put Trashcan: This adds a trashcan icon to the disk (it is best deselected).

Fast File System: This makes Opening and Saving the disk much quicker. It also gives you 80Kb more space. Make sure that this is selected.

International Mode: This is for foreign languages where accented characters are used in filenames. Leave this deselected.

Workbench 3.0 and above will have the additional item:

Directory Cache: This option speeds up disk access by remembering what was in the directories. However, it uses up memory so leave it deselected.

Step 3

Once formatted, the disk can be viewed from any file requester by typing the name of the disk into the Drawer text gadget followed by a colon (:). (The colon tells the Amiga to ask for a disk of the specified name.)

For example, typing 'MyFiles:' into the Drawer gadget will display a requester asking you to 'Insert Volume MyFiles in any drive'.

1.52 Money Matters Help: Opening A File From A Separate Disk

Opening a File From a Separate Floppy Disk

Choose Open command (Project menu) to display the file requester from which you can select the disk and file you wish to open.

To view the contents of a separate disk, type the disk name into the Drawer text gadget followed by a colon (:). The disk name is displayed under the disk icon on the Workbench screen when the disk is inserted into a disk drive.

Press the Return key and, you will be prompted to insert this disk, after which its contents will appear.

For example, if you have a disk named 'MyFiles' you need to type MyFiles: into the Drawer text gadget on the "Select File To Open" requester and then press the Return key.

See Also

Open command

Creating a separate files disk

1.53 Money Matters Help: Deleting A File

Deleting a File

Choose Open or "Save As" command (Project menu) to display a

file requester
. To delete a file, select it from the list gadget and choose Delete from the file requester Control menu.

See Also

Open command

Save As command

1.54 Money Matters Help: Saving Onto A Separate Disk

Saving a file onto a separate floppy disk

Choose "Save As" command (Project menu) to display the standard

file requester
.

Insert the disk on which you wish to save the file into the disk drive and click the disk name that appears at the top of the list.

See Also

Save command

'Save As' command

Creating a separate files disk

1.55 Money Matters Help: Import Comparatives

Import Comparatives

Choose "Import Comparatives" command (Project menu) to import comparatives from an existing Money Matters file.

Using "Import Comparatives"

Comparatives are the monthly totals of Income and Expenditure Types, which are loaded from an existing file. It is particularly useful for comparing one year's expenditure with a previous year.

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.

Buttons

Import: Imports the comparatives from the specified file.

Volumes: Click to display volumes and assigns. Click again to return to the file list.

Parent: Click to display the contents of the parent drawer.

Cancel: Cancel the file requester without importing any comparatives.

See Also

Clear Comparatives command

1.56 Money Matters Help: Clear Comparatives

Clear Comparatives

Choose "Clear Comparatives" command (Project menu) to clear any comparatives from the current Money Matters file.

Using "Clear Comparatives"

This command will be unavailable unless you have previously used the "Import Comparatives" command.

"Clear Comparatives" will remove the comparative figures previously opened.

See Also

Import Comparatives command

1.57 Money Matters Help: Close

Close

Choose Close command (Project menu) to close the currently open Money Matters file.

Using "Quit Money Matters"

If you close before you have saved any changes made to a file, Money Matters will ask if you wish to save these changes before it is closed.

1.58 Money Matters Help: About

Digita® Money Matters 4

Credits

Designed and programmed by David Merrifield, assisted by J Blake and D Petitt.

Additional coding by K Wilson.

On-line Help written by D Petitt.

Additional testing and assistance by P Barnham and M Jackson.

LHA compression software used in the Digita Money Matters installer is ©Copyright Stefan Boberg 1991, 92.

Many thanks to the Digita Beta Testers and everyone else who has helped with the production of Money Matters.

1.59 Money Matters Help: Quit

Quit

Choose "Quit Money Matters" command (Project menu) to exit Money Matters and return to the Workbench screen. Alternatively, press Right Amiga-Q.

Using "Quit Money Matters"

If you quit before you have
saved
any changes made to a file,
Money Matters will ask if you wish to save these changes before quitting.

1.60 Money Matters Help: Edit Menu

Edit Menu

The Edit menu contains commands relating to the editing of selected Money Matters items.

Cut

Copy

Paste

Erase Item

Erase Transactions

Add Item

Edit Item

Accounts

Net Worth

Net Worth-Assets

Net Worth-Liabilities

Find and Replace

Find Again

1.61 Money Matters Help: Cut

Cut

Choose Cut command (Edit menu) to cut the selected item and place it on the clipboard. Alternatively, press Right Amiga-X.

This command is only available if you have a 'selected' item on a Money Matters window. A selected item is shown by the text colour being reversed.

Using Cut

You can use the Cut command to 'cut' the selected item from a Money Matters window and place the information onto the

Amiga clipboard
.

Once the information is on the clipboard, you can easily use it with any other programs which also support the Amiga clipboard, such as Datastore, Wordworth 5, Organiser or TurboCalc.

If a Transaction has been 'cut' from one account window, it can

be inserted into another account using the
Paste
command (Edit
menu).

See Also

Copy command

Paste command

1.62 Money Matters Help: Copy

Copy

Choose Copy command (Edit menu) to copy the selected item and place it on the clipboard. Alternatively, press Right Amiga-C.

This command is only available if you have a 'selected' item on the Money Matters page. A selected item is shown by the text colour being reversed.

Using Copy

You can use the Copy command to 'copy' the selected item from a Money Matters window and place the information onto the

Amiga clipboard
.

Once the information is on the clipboard, you can easily use it with any other programs which also support the Amiga clipboard, such as Datastore, Wordworth 5, Organiser or TurboCalc.

If a Transaction has been 'copied' from one account window, it can be inserted into another account using the
Paste
command
(Edit menu).

See Also

Cut command

Paste command

1.63 Money Matters Help: Paste

Paste

Choose Paste command (Edit menu) to place the contents of the clipboard onto a Money Matters window. Alternatively, press Right Amiga-V.

This command is only available if you have information on the

Amiga clipboard
. Information is placed on the clipboard
using the
Cut
or
Copy
commands.

Using Paste

The Paste command inserts the item that is on the clipboard onto the current Money Matters window.

You can paste an item many times into the window to duplicate the entry.

See Also

Copy command

Cut command

1.64 Money Matters Help: Amiga Clipboard

Amiga Clipboard

Money Matters uses the standard Amiga clipboard for
Cut
,
Copy
and
Paste
(Edit menu).

This means you can easily exchange information between Money Matters and any other program which support the Amiga clipboard.

See Also

Copy command

Cut command

Paste command

1.65 Money Matters Help: Erase Item

Erase Item

Choose "Erase Item" command (Edit menu) to erase the selected item from a Money Matters window. Alternatively, press the Del key or drag the item into the 'Dustbin' icon on the desktop.

This command is only available if you have a 'selected' item on a Money Matters window. A selected item is shown by the text colour being reversed.

Using Erase Item

Use "Erase Item" to erase the selected item and place it in the Dustbin for later retrieval or removal. A requester will appear asking you to confirm the operation.

Erased transactions and other items can be recovered from the Dustbin (by dragging them from the Dustbin window into the appropriate window).

However, if "Automatically Empty Dustbin" is selected (" Change Settings-General command, Settings menu), they will be permanently removed.

See Also

Copy command

Cut command

'Empty Dustbin' command

'Erase Transactions' command

Paste command

1.66 Money Matters Help: Erase Transactions

Erase Transactions

Choose "Erase Transactions" command (Edit menu) to erase several transactions.

Using Erase Transactions

When an Account window is open (double-clicked an Account icon), you use this command to erase a range of transactions (to erase a single transaction, it is quicker to drag it to the Dustbin).

Erased transactions and other items can be recovered from the Dustbin (by dragging them from the Dustbin window into the appropriate window).

However, if "Automatically Empty Dustbin" is selected (" Change Settings-General command, Settings menu), they will be permanently removed.

Dates

Start: Type in the start date of the items you want to erase.

End: Type in the end date.

Include

Reconciled: Select this checkbox if you wish to erase reconciled transactions within the specified date range.

Unreconciled: Select this checkbox if you wish to erase unreconciled transactions within the specified date range.

Confirm Each Deletion: Select this checkbox if you want Money Matters to ask you each time it erases an item.

Buttons

Delete: Starts the deletion of transactions.

Cancel: Cancels the deletion of any further transactions and closes the requester.

See Also

'Erase Item' command

'Empty Dustbin' command

1.67 Money Matters Help: Add Item

Add Item

Choose "Add Item" command (Edit menu) to add a transaction or
item to the current window. Alternatively, hold down the Shift
key and double-click anywhere on the window.

Using Add Item

Open the appropriate window from the View menu and then choose
"Add Item" to add an item to it.

See Also

Manual Transaction Details

Regular Transaction Details

Transaction Type Details

Transaction Marker Details

Budget Details

Investment Details

VAT Code Details

Insurance Inventory Details

1.68 Money Matters Help: Edit Item

Edit Item

Choose "Edit Item" command (Edit menu) to amend a transaction or
item selected from the current window. A selected item is shown
by the text being reversed. Alternatively, double-click the item.

Using Edit Item

Open the appropriate window from the View menu, select the item
to be amended and then choose "Edit Item" to amend it.

Alternatively, double click the item from the window to amend it.

See Also

Manual Transaction Details

Regular Transaction Details

Transaction Type Details

Transaction Marker Details

Budget Details

Investment Details

VAT Code Details

Insurance Inventory Details

1.69 Money Matters Help: Manual Transaction Details

Manual Transaction Details

Choose "Manual Transactions" command (View menu), select the Account you wish to view from the
Accounts List
and either
choose
Add Item
(Edit menu) to add a transaction to that Account, or select an item from the window and choose "Edit Item" (Edit menu).

Alternatively, double-click the Account icon on the Desktop to display the Account window.

Using Manual Transaction Details

The Account window shows 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 selecting the Reconciled gadget).

If you prefer to display all of the transactions, regardless of reconciliation, there is an option in
General Settings
(Settings menu).

You can also modify the columns that you wish to see from the

Window Headers Settings
(Settings menu).

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

Transaction

Date: The date of the transaction.

Reference: Type the cheque number if the transaction was paid by cheque. Press F8 to automatically insert the next consecutive number.

Description: A description for the transaction.

Debit: Type an amount.

Credit: Type an amount.

You use the Debit gadget to pay out money, or the Credit gadget to pay in money to your Account.

You cannot type a figure into both Debit and Credit gadgets.

Type

Type: The income/expenditure Type. Click the arrow to the left of the text gadget to display a list of previously created Types.

Select a Type from the list to place it in the text gadget, or type a new code into the text gadget to create a new Type.

There are also two reserved types:
TRAN - for transferring between Accounts. If selected, a list of Accounts appears from which you select the Account you wish to transfer funds to.

Money Matters only recognises the first 3 characters, that is TRA. The fourth character is discretional. This gives you the opportunity to Budget against several Types of TRAN transactions (for example, TRA1, TRA2).

SPLT - for splitting a transaction across up to 20 different Types. If selected, a requester appears and you can type the allocations.

Reconciled: Select the checkbox if the transaction is reconciled.

The Reconciled gadget tells Money Matters whether or not a transaction has been reconciled with a statement.

Marker: Your Marker code. Click the arrow to the left of the text gadget to display a list of previously created Markers.

Select a Marker from the list to place it in the text gadget, or type a new code into the text gadget to create a new Marker.

VAT Code: Type your VAT Code, if applicable. Click the arrow to the left of the text gadget to display a list of previously created Vat Codes.

Select a code from the list to place it in the text gadget, or type a new code into the text gadget to create a new one.

Split: Click to display the "Split Manual Transaction" requester from which you can split a transaction across 20 different Types.

Notes: Displays the
Notepad
requester with which you can type
up to 8 lines of extra information.

Buttons

OK: Closes the requester and adds the current item.

Create Another: Adds the current item and displays another requester to create another event.

Cancel: Cancels the requester and does not add the current item. Any events created before clicking the "Create Another" button will not be cancelled.

See Also

Default Manual Transactions

'Manual Transactions' command

Split Manual Transactions

1.70 Money Matters Help: Accounts List

Accounts List

This requester shows all of the Accounts currently created from which you select the Account you wish to use.

Using Accounts List

Select the Account you wish to use from the list and click OK.

Use the Up or Down cursor keys to move the selection bar up or down the list.

Buttons

OK: Closes the requester and accepts the selection.

Cancel: Closes the requester ignoring the selection.

See Also

Accounts command

1.71 Money Matters Help: Split Manual Transactions

Split Manual Transactions

Click the Split button from the "Manual Transaction Details" requester to split a transaction across up to 20 different Types.

Using Split Manual Transactions

This requester is used if, for example, you pay for many items with one cheque. Each item bought may need to be separated and placed under a different type.

You may want to split the transaction so that each item has a different type.

Each line of gadgets represents an item. The requester only shows five lines, or items, at a time. Therefore, click the "Page Down" gadget to see the next five (items 6–10) and so on.

Type: Select the Type for the item or type the code into the text gadget.

Description: Type the description for the item.

Amount: Type the amount for the item.

Marker: Select the Marker for the item or type a Marker code into the text gadget.

VAT: Select the VAT code for the item or type the code into the text gadget. These gadgets are only available if you have specified that you are "VAT Registered" from
General Settings
(Settings menu).

Debit/Credit: Select whether the items are to be 'debited from' or 'credited to' the Account.

Buttons

Page Up: Click to display the previous five items. This button is disabled if the first five of the 20 items are shown.

Page Down: Click to display the following five items. This button is disabled if the last five of the 20 items are shown.

OK: Closes the requester and accepts any changes made to the requester.

Cancel: Closes the requester and ignores any changes made to the requester.

See Also

Manual Transactions Details

1.72 Money Matters Help: Regular Trans Details

Regular Transactions

Choose "Regular Transactions" command (View menu) and either choose
Add Item
(Edit menu) to add a transaction, or select an item from the window and choose "Edit Item" (Edit menu).

Alternatively, double-click the Regular icon on the Desktop to display the "Regular Transactions" window.

Using Regular Transaction Details

The "Regular Transactions" window shows the regular transactions previously created.

Regular transactions are transactions that appear regularly, like a Standing Order, a Direct Debit or Mortgage repayment and are handled automatically.

Every time you start Money Matters, it is essential to type the correct date, as this date will be compared with the previous date (when you last saved the file), and any Regular transactions falling between the dates will be posted.

If you amend a Regular transaction, the previous postings will be unaffected.

When adding Regular transactions, they are instantly back-dated to the "Start Date" as soon as you finish adding the transaction.

Transaction

Start Date: Type the starting date of the transaction. Money Matters will automatically post any transactions due between the "Start Date" and the current system date.

End Date: Type the expiry date of the transaction.

Description: A description for the transaction.

Debit: Type an amount. If a debit amount is typed, you must specify a "From Account" code (Transfer group).

Credit: Type an amount. If a credit amount is typed, you must specify a "To Account" code (Transfer group).

You cannot type a figure into both Debit and Credit gadgets.

You use the Debit gadget to pay out money, or the Credit gadget to pay in money to an Account.

Type

Type: The income/expenditure Type. Click the arrow to the left of the text gadget to display a list of previously created Types.

Select a Type from the list to place it in the text gadget, or type a new code into the text gadget to create a new Type.

There is also a reserved type:
TRAN - for transferring between Accounts. If selected, you must specify Account Codes in both the "From Account" and "To Account" gadgets (Transfer group).

Money Matters only recognises the first 3 characters, that is TRA. The fourth character is discretional. This gives you the opportunity to Budget against several Types of TRAN transactions (for example, TRA1, TRA2).

Reconciled: Select the checkbox if the transaction is reconciled.

The Reconciled gadget tells Money Matters whether or not a transaction has been reconciled with a statement.

Marker: Your Marker code. Click the arrow to the left of the text gadget to display a list of previously created Markers.

Select a Marker from the list to place it in the text gadget, or type a new code into the text gadget to create a new Marker.

VAT Code: Type your VAT Code, if applicable. Click the arrow to the left of the text gadget to display a list of previously created Vat Codes.

Select a code from the list to place it in the text gadget, or type a new code into the text gadget to create a new one.

Notes: Displays the Notepad requester with which you can type up to 8 lines of extra information.

Transfer

From Account: Type the account code that you wish to debit, with the amount specified in the Debit gadget.

To Account: Type the account code that you wish to credit, with the amount specified in the Credit gadget.

If you specified a TRAN Type code then you need to enter codes in the "From Account" and "To Account" gadgets. Otherwise you should only enter a code in one of them.

Frequency

Every: Type a value in the text gadget and specify the frequency from the adjacent popup. This specifies how often the regular transaction occurs.

Buttons

OK: Closes the requester and adds the current item.

Create Another: Adds the current item and displays another requester to create another event.

Cancel: Cancels the requester and does not add the current item. Any events created before clicking the "Create Another" button will not be cancelled.

1.73 Money Matters Help: Type Details

Type Details

Choose "Transaction Types" command (View menu) and either choose
Add Item
(Edit menu) to add an item, or select an item from the window and choose "Edit Item" (Edit menu).

Alternatively, double-click the Types icon on the Desktop to display the "Transactions Types" window.

Using Transaction Types Details

Types are used by Money Matters to describe different groups of income or expenditure, for example, a car loan or mortgage payment.

When you add a Type, you type a four letter abbreviation and a description. These abbreviations are always displayed in upper case. Here are a few typical examples:

TYPE	DESCRIPTION
HK	House keeping
SAL	Salary
MORT	Mortgage

PTRL Petrol
BCHG Bank charges
CASH Cash withdrawals
INTR Interest
MISC Miscellaneous

Types are used in various areas of Money Matters, including "Regular Transactions", "Manual Transactions" and Budget.

The number of Types you can set up is only limited by the memory of your Amiga.

Type Code: Type a four letter abbreviation for the type. You cannot create a Type with an abbreviation of TRAN or SPLT as these are reserved types (see
Manual Transaction Details
for
more information).

VAT Code: Type a one character VAT Code or select one from the popup list. This gadget is only available if you are "VAT Registered" (
General Settings
requester, Settings menu).

Description: Type a description for the Type.

Buttons

Notes: Click to display the
Notepad
from which you can type
eight lines of notes for the Type.

OK: Closes the requester and adds the current item.

Create Another: Adds the current item and displays another requester to create another event.

Cancel: Cancels the requester and does not add the current item. Any events created before clicking the "Create Another" button will not be cancelled.

1.74 Money Matters Help: Marker Details

Marker Details

Choose "Transaction Markers" command (View menu) and either choose
Add Item
(Edit menu) to add an item, or select an
item from the window and choose "Edit Item" (Edit menu).

Alternatively, double-click the Markers icon on the Desktop to
display the "Transactions Markers" window.

Using Marker Details

Transaction markers are like bookmarks. When you add
transactions you can insert a marker code so that each
transaction has an additional reference.

For example, you could use one marker for your transactions
relating to buying petrol, and another for your partner. Then,
using commands from the Reports menu, you can print separate
reports on petrol expenditure for you and your partner.

Marker Code: Type a one character code for the marker.

Description: Type a description for the Marker.

Buttons

Notes: Click to display the
Notepad
from which you can type
eight lines of notes for the Type.

OK: Closes the requester and adds the current item.

Create Another: Adds the current item and displays another
requester to create another event.

Cancel: Cancels the requester and does not add the current item.
Any events created before clicking the "Create Another" button
will not be cancelled.

1.75 Money Matters Help: Budget Details

Budget Details

Choose Budget command (View menu) and either choose
Add Item
(Edit menu) to add an item, or select an item from the window
and choose "Edit Item" (Edit menu).

Alternatively, double-click the Budget icon on the Desktop to
display the Budget window.

Using Budget Details

You can set up a budget for each income and expenditure Account
added. By setting a monthly budget, you can compare your actual
expenditure.

The number of Budgets you can set up is only limited by the memory of your Amiga.

Type: Type in the income or expenditure Type you wish to budget or select one from the popup list.

Account Code: Type in the income Account code you wish to budget or select one from the popup list. Type '**' for all Accounts.

Income/Expenditure: Set as appropriate.

Monthly Budgets

January - December: Type the value of your budget amount into the appropriate gadgets.

Buttons

Notes: Click to display the Notepad from which you can type eight lines of notes for the Type.

Calculate Budget: Displays the Budget Calculator from which the month text gadgets can be automatically filled-in with a calculated figure.

OK: Closes the requester and adds the current item.

Create Another: Adds the current item and displays another requester to create another event.

Cancel: Cancels the requester and does not add the current item. Any events created before clicking the "Create Another" button will not be cancelled.

1.76 Money Matters Help: Calculate Budget

Calculate Budget

This provides a simple method to allow for fluctuations, such as inflation, for example.

Using Calculate Budget

Start Month: The starting month for the calculation.

End Month: The expiry month for the calculation.

Start Value: The initial budgeting figure.

Adjustments

Value: The figure that is used in the calculation.

Percentage: If selected, the figure in the Value gadget will be assumed a percentage.

Divide Start Value by 12: Divide the figure in the "Start Value" gadget by 12 and place the result in all the
Budget Details
text gadgets between the months specified by the "Start Month" and "End Month" popups.

Add Value to Previous Month: Add the figure in the Value gadget to the value in the previous month. The "Start Value" figure will be placed in the gadget specified by "Start Month" and the calculation will continue until the "End Month" is reached.

Subtract Value From Previous Month: Subtract the figure in the Value gadget from the value in the previous month. The "Start Value" figure will be placed in the gadget specified by "Start Month" and the calculation will continue until the "End Month" is reached.

Buttons

OK: Click to calculate the monthly budget figures and place them in the text gadgets on
Budget Details
.

Cancel: Click to close the requester, not calculating any figures.

See Also

Budget Details

1.77 Money Matters Help: Investment Details

Investment Details

Choose Investments command (View menu) and either choose

Add Item
(Edit menu) to add an item, or select an item from the window and choose "Edit Item" (Edit menu).

Alternatively, double-click the Investment icon on the Desktop to display the Investments window.

Using Investment Details

If you own Company Shares or any other forms of investment, you can use this facility to detail them.

Money Matters will calculate their total value and this figure will be included in the "Net Worth" report.

The number of Investments you can set up is only limited by the memory of your Amiga.

Title: The description of investment.

Quantity: The number of units (for example, the number of company shares).

Unit Price: The current unit value in pence.

Buttons

Notes: Click to display the
Notepad
from which you can type
eight lines of notes for the Type.

OK: Closes the requester and adds the current item.

Create Another: Adds the current item and displays another requester to create another event.

Cancel: Cancels the requester and does not add the current item. Any events created before clicking the "Create Another" button will not be cancelled.

1.78 Money Matters Help: VAT Code Details

VAT Code Details

Choose "VAT Codes" command (View menu) and either choose

Add Item
(Edit menu) to add an item, or select an item from
the window and choose "Edit Item" (Edit menu).

Alternatively, double-click the "VAT Codes" icon on the Desktop to display the "VAT Codes" window.

The menu command will be disabled and the icon will not be available unless you have set the system to be "VAT Registered" from

General Settings
(Settings menu).

Using VAT Code Details

This command is for business users who are registered for VAT (tax). It allows you to define the VAT (tax) element when you add transactions.

VAT Code: A single character reference code.

Amount (%): The current VAT amount as a percentage.

Description: A description for the VAT code.

Buttons

Notes: Click to display the
Notepad
from which you can type
eight lines of notes for the Type.

OK: Closes the requester and adds the current item.

Create Another: Adds the current item and displays another requester to create another event.

Cancel: Cancels the requester and does not add the current item. Any events created before clicking the "Create Another" button will not be cancelled.

1.79 Money Matters Help: Insurance Inventory Details

Insurance Inventory Details

Choose "Insurance Inventory" command (View menu) and either choose
Add Item
(Edit menu) to add an item, or select an item
from the window and choose "Edit Item" (Edit menu).

Alternatively, double-click the Insurance icon on the Desktop to display the "Insurance Inventory" window.

Using Insurance Inventory Details

The Insurance Inventory facility is used for storing what items you own and how much you paid for them for insurance purposes. This is useful for planning home insurance cover, supporting claims and calculating your Net Worth.

The figures are also used for calculating your "Net Worth" which can be seen in the
Net Worth
report (Reports menu).

Description: Type a description of the item.

Serial Number: Type the item's serial number into this gadget. This can be useful if the item was stolen, as you may need to quote the serial number to the Police.

Values

Purchase Cost: The amount you paid for the item.

Replacement Cost: The amount that would be needed to replace the item with one that is brand new.

Net Worth: The amount the item is actually worth. Often this would be the same as the Replacement Cost.

Buttons

Notes: Click to display the
Notepad
from which you can type
eight lines of notes for the Type.

OK: Closes the requester and adds the current item.

Create Another: Adds the current item and displays another requester to create another event.

Cancel: Cancels the requester and does not add the current item. Any events created before clicking the "Create Another" button will not be cancelled.

1.80 Money Matters Help: Accounts

Accounts

Choose Accounts command (Edit menu) to add, edit or erase accounts.

Using Accounts

Accounts can be one of four types, each shown by a different icon on the
Desktop
- Cash, Cheque, Credit Card or Savings.

The list gadget displays all the accounts currently existing in the file. Use the cursor Up and Down keys to move the selection bar.

Buttons

Add: Click to display the
Account Details
requester from
which you create an account.

Edit: Select an account from the list and click Edit to display the
Account Details
requester from which you change any
details for the selected account.

Erase: Select an account from the list and click Erase to remove it from the file.

Close: Closes the requester.

See Also

Dustbin

1.81 Money Matters Help: Account Details

Account Details

Choose "Accounts" (Edit menu) and click Add, or select an Account from the list and click Edit to display this requester.

Using Account Details

The "Account Details" requester allows you to create or amend accounts, which form the basis of Money Matters.

Accounts are used for items such as your bank Account, building society Account, savings, credit cards.

The number of Accounts you can set up is only limited by the memory of your Amiga. However, there is a maximum limit of 80 icons on the desktop.

You can get Money Matters to warn you whenever the Account balance goes outside a minimum and maximum threshold. This is particularly useful to warn you of bank charges or if you exceed your credit card limit.

These warnings allow for all manual and regular transactions.

Warnings can also operate on Reconciled or Unreconciled balances.

Account

Name: The name of the Account (for example, "Natwest Current Account").

Number: The Account number (for example, 6894732).

Setup

Code: Your own two letter reference (for example, NC for Natwest Current). This reference will be used throughout Money Matters.

Type: This popup list allows you to select the type of Account. This can be Cash, Cheque, "Credit Card" or Savings. For clarity, each Type has a different style of icon.

Opening Balance: The account’s opening balance.

Reference Number: If appropriate, type your current cheque number from your cheque book.

When in the Manual Transaction Details requester, F8 can be pressed in the Reference gadget to automatically insert the cheque number and increment it by one each time.

Warning Limits

Min: Display a warning whenever the Account balance drops below this value.

Active (adjacent to Min): Select this checkbox to activate the minimum warning limit.

Max: Display a warning whenever the Account balance goes above this value.

Active (adjacent to Max): Select this checkbox to activate the maximum warning limit.

Icon

Title: The title for the icon on the desktop.

Show Icon: Display an icon for the Account on the Desktop.

Buttons

Notes: Click to display the
Notepad
from which you can type
eight lines of notes for the Type.

OK: Closes the requester and adds the current item.

Create Another: Adds the current item and displays another
requester to create another event.

Cancel: Cancels the requester and does not add the current item.
Any events created before clicking the "Create Another" button
will not be cancelled.

1.82 Money Matters Help: Net Worth

Net Worth

Choose "Net Worth" (Edit menu) to display a sub-menu containing
two commands:

Assets

Liabilities
This facility is used for itemising assets and liabilities that
aren't covered in your
Account
or
Insurance Inventory
.

1.83 Money Matters Help: Assets Details

Assets Details

Choose Assets command from the "Net Worth" sub-menu (Edit menu).

This facility is used for itemising assets that aren't covered
in your
Account
or
Insurance Inventory
.

Using Assets Details

This requester lets you type up to 20 assets, the values of
which are then included in the
Net Worth

report.

Description: The description of the asset.

Amount: The value of the asset.

Buttons

Page Up: Click to display the previous five items. This button is disabled if the first five of the 20 items are shown.

Page Down: Click to display the following five items. This button is disabled if the last five of the 20 items are shown.

OK: Closes the requester and accepts any changes made to the requester.

Cancel: Closes the requester and ignores any changes made to the requester.

See Also

Accounts

Insurance Inventory Details

Liabilities Details

1.84 Money Matters Help: Liabilities

Liabilities Details

Choose Liabilities command from the "Net Worth" sub-menu (Edit menu).

This facility is used for itemising liabilities that aren't covered in your
Account
or
Insurance Inventory
.

Using Liabilities Details

This requester lets you type up to 20 liabilities, the values of which are then included in the
Net Worth
report.

Description: The description of the liability.

Amount: The value of the liability.

Buttons

Page Up: Click to display the previous five items. This button is disabled if the first five of the 20 items are shown.

Page Down: Click to display the following five items. This button is disabled if the last five of the 20 items are shown.

OK: Closes the requester and accepts any changes made to the requester.

Cancel: Closes the requester and ignores any changes made to the requester.

See Also

Accounts

Assets Details

Insurance Inventory Details

1.85 Money Matters Help: Find And Replace

Find And Replace

Choose "Find and Replace" (Edit menu) to find an item within a manual transaction and replace it with different values.

Using Find and Replace

If you just wish to search for an item, click "Find What" to specify your search criteria and then click the Find button.

If you wish to search for an item and replace it with different details, click
Find What
, to specify the search criteria, and

Replace With
, to specify what you want to replace the found transactions with.

For example, you may have typed several transactions with the Description "Business expense" and wish to replace this text with "Business expenses for company A".

Manual Transactions

Find What: Click to display the
Find What
requester where you
can specify the search criteria.

Replace With: Click to display the
Replace With
requester
where you can specify what you want to replace the found
transaction with.

Buttons

Find: Finds the next transaction that matches the search criteria, starting at the transaction that is currently selected.

Replace: Finds and replaces one transaction that matches the search criteria, starting at the transaction that is currently selected.

Replace All: Finds and replaces all transactions that match the search criteria, starting at the transaction that is currently selected.

Close: Closes the requester.

1.86 Money Matters Help: Find What

Find What

Choose "Find and Replace" command (Edit menu) and click "Find What" to display this requester which shows the gadgets available from
Manual Transaction Details
on which you can
search.

Using Find What

Set the appropriate gadgets to what you wish to search for and then click the adjacent checkbox gadgets to switch them on. Only gadgets that are selected by the checkbox to its right will be searched on.

Money Matters does not discriminate between upper and lower case when searching. In this way, you can search on more than one gadget at a time.

For example, if you wish to find a transaction of Type HK which occurred on 31/03/1991, you would select "HK" from the Type popup and type "31/03/1991" in the Date gadget. You then click the Type and Date checkboxes and click OK to return to the

Find and Replace
requester.

But imagine you wanted to search for a transaction and all you remembered is that the Description contained a name, Mr Smith. But you can't remember how the name was spelt. Was it Smyth or Smith?

With Money Matters you can use wildcards'. These are special letters which you use when you can't remember exactly what you want to find. They work like this:

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

In the case of Mr Smith, you would type Mr Sm?th. This means Money Matters will find every word Mr Sm th. Here are a few more examples:

PATTERN	FINDS
fund	fund, funds, refund, refunds
mil*ward	millward, milward, milllward
a?c	abc, afc, azc

If you wish to actually find one of the wildcard letters (that is ?, *, +), you can do this by preceding the letter with a backslash (\). For example, to search for Smith? you would type Smith\?.

Buttons

OK: Closes the requester, accepting any of the search criteria you have specified.

Cancel: Closes the requester, ignoring any changes to the requester.

See Also

Manual Transaction Details
for information on the gadgets
within this requester.

1.87 Money Matters Help: Replace With

Replace With

Choose "Find and Replace" command (Edit menu) and click "Replace With" to display this requester which allows you to specify what

Manual Transaction Details
you want to replace.

Using Replace With

Set the appropriate gadgets to what you wish to replace and then click the adjacent checkbox gadgets to switch them on. Only gadgets that are selected by the checkbox to its right will be replaced.

Buttons

OK: Closes the requester, accepting any of the information you have specified for replacing.

Cancel: Closes the requester, ignoring any changes to the requester.

See Also

Manual Transaction Details
for information on the gadgets
within this requester.

1.88 Money Matters Help: Find Again

Find Again

Choose "Find Again" command (Edit menu), or press Right Amiga-G.

Finds the next transaction that meets the search criteria last specified by the
Find and Replace
command (Edit menu).

1.89 Money Matters Help: View Menu

View Menu

The View menu contains commands which each display a window containing all the items previously inserted.

These items are inserted by selecting the appropriate window and choosing
Add Item
(Edit menu).

Manual Transactions

Regular Transactions

Transaction Types

Transaction Markers

Budget

Investments

VAT Codes

Insurance Inventory

1.90 Money Matters Help: Manual Transactions

Manual Transactions

Choose "Manual Transactions" command (View menu) to display an

Accounts List
requester containing all of the Accounts in the file.

Select an Account from the list and click OK to display a "Manual Transactions" window for that Account. Alternatively, double-click the Account icon from the
Desktop
.

Transactions can then be added, edited or erased from the Account using the following commands:

Add Item

Edit Item

Erase Item

Erase Transactions

See Also

Manual Transaction Details

1.91 Money Matters Help: Regular Transactions

Regular Transactions

Choose "Regular Transactions" command (View menu) to display a window containing all of the previously created regular transactions. Alternatively, double-click the Regular icon on the
Desktop
.

Transactions can then be added, edited or erased from the window using the following commands:

Add Item

Edit Item

Erase Item

Regular transactions are transactions that appear on a regular basis, like a Standing Order, a Direct Debit or Mortgage Repayment.

See Also

Regular Transaction Details

1.92 Money Matters Help: Transaction Types

Transaction Types

Choose "Transaction Types" command (View menu) to display a window containing all of the previously created Types. Alternatively, double-click the Types icon on the
Desktop
.

Types can then be added, edited or erased from the window using the following commands:

Add Item

Edit Item

Erase Item

Transaction Types are four letter abbreviations that describe different groups of income and expenditure. For example, Salary, Mortgage, Car Loan, Food, Car Withdrawals and so on.

See Also

Transaction Type Details

1.93 Money Matters Help: Transaction Markers

Transaction Markers

Choose "Transaction Markers" command (View menu) to display a window containing all of the previously created Markers. Alternatively, double-click the Markers icon on the
Desktop
.

Markers can then be added, edited or erased from the window using the following commands:

Add Item

Edit Item

Erase Item
Transaction Markers are like bookmarks so that you can add an additional reference to a "Manual Transaction".

For example, you could use one marker for your transactions relating to buying petrol and another for your partner. Then you can print separate reports on petrol expenditure for yourself and your partner.

See Also

Transaction Marker Details

1.94 Money Matters Help: Budget

Budget

Choose Budget command (View menu) to display a window containing the previously created budgets. Alternatively, double-click the Budget icon on the
Desktop
.

Budgets can then be added, edited or erased from the window using the following commands:

Add Item

Edit Item

Erase Item
You can set up a Budget for each income and expenditure account.
By setting a monthly budget, you can compare your actual
expenditure.

See Also

Budget Details

1.95 Money Matters Help: Investments

Investments

Choose Investments command (View menu) to display a window
containing all of the previously created Investments.
Alternatively, double-click the Investment icon on the
Desktop
.

Investments can then be added, edited or erased from the window
using the following commands:

Add Item

Edit Item

Erase Item
Investments, Company Shares for example, are totalled and
included in the
Net Worth
report (Reports menu).

See Also

Investment Details

1.96 Money Matters Help: VAT Codes

VAT Codes

Choose "VAT Codes" command (View menu) to display a window
containing all of the previously created VAT codes.
Alternatively, double-click the "VAT Codes" icon on the

Desktop
.

VAT codes can then be added, edited or erased from the window
using the following commands:

Add Item

Edit Item

Erase Item
This command is only available for business users who are registered for VAT (tax) and have selected the option in

General Settings
(Settings menu). It allows you to define the VAT element when you add transactions.

See Also

VAT Code Details

1.97 Money Matters Help: Insurance Inventory

Insurance Inventory

Choose "Insurance Inventory" command (View menu) to display a window containing all of the previously created items. Alternatively, double-click the Insurance icon on the
Desktop
.

Insurance items can then be added, edited or erased from the window using the following commands:

Add Item

Edit Item

Erase Item
The Insurance Inventory is used for storing a record of personal belongings for insurance purposes. The purchase and replacement costs are stored along with what the item is actually worth, which is included in the
Net Worth
report.

See Also

Insurance Inventory Details

1.98 Money Matters Help: Transactions Menu

Transactions Menu

The Transactions menu contains commands which solely relate to manual transactions.

Set Defaults

Reconcile

Auto Balance

Auto Balance Again

What If?

1.99 Money Matters Help: Default Manual Transactions

Default Manual Transactions

Choose "Set Defaults" command (Transactions menu) to display a requester with which you can specify default entries for the

Manual Transaction Details
requester.

Using Default Manual Transactions

Most of the information you type into Money Matters will be "Manual Transactions". To make this process as fast and simple as possible a number of defaults can be specified.

Transaction

Date: Select the type of default from the popup:
\textdegree{} Specific   Select to type a specific default Date into the associated text gadget.

\textdegree{} Last Entered Select to use the Date last entered in the

Manual Transaction Details requester
(regardless of whether you inserted or amended a transaction).

\textdegree{} Current Date: Select to use the current system date.

Amount: Select the type of default from the popup:
\textdegree{} Specific   Select to type a specific Amount into the
                associated text gadget.

\textdegree{} Last Entered Select to use the Amount last entered in the

                 Manual Transaction Details requester
                                (regardless of whether you inserted or amended
                a transaction).

Debit: The figure specified by the Amount default is assumed to
be credit, unless this checkbox is selected.

Reconciled: Select the type of default from the popup:
\textdegree{} Specific   Select to use the setting specified by the
                associated text gadget (either Off or On).

\textdegree{} Last Entered Select to use the setting last selected in the

                 Manual Transaction Details requester
                                (regardless of whether you inserted or amended
                a transaction).

Description: Select the type of default from the popup:
\textdegree{} Specific   Select to type a specific default Description
                into the associated text gadget.

\textdegree{} Last Entered Select to use the Description last entered in the

                 Manual Transaction Details requester
                                (regardless of whether you inserted or amended
                a transaction).

\textdegree{} From Type   Select to use the description from the Type Details.

Type

Type: Select the type of default from the popup:
\textdegree{} Specific   Select to type a specific default Type code into
                the associated text gadget.

\textdegree{} Last Entered Select to use the Type code last entered in the

                 Manual Transaction Details requester
                                (regardless of whether you inserted or amended
                a transaction).

Marker: Select the type of default from the popup:
\textdegree{} Specific   Select to type a specific Marker code into the
                associated text gadget.

\textdegree{} Last Entered Select to use the Marker code last entered in the

                 Manual Transaction Details requester
                                (regardless of whether you inserted or amended
                a transaction).

VAT Code: This gadget will be disabled if you have not specified that you are "VAT Registered" (
General Settings
,
Settings menu). Select the type of default from the popup:
\textdegree{} Specific Select to type a specific "VAT Code" into the associated text gadget.

\textdegree{} Last Entered Select to use the "VAT Code" last entered in the

Manual Transaction Details requester
(regardless of whether you inserted or amended a transaction).

\textdegree{} From Type Select to use the "VAT Code" specified in the Type Details.

Buttons

OK: Closes the requester and accepts any changes made to the requester.

Cancel: Closes the requester and ignores any changes made to the requester.

See Also

Manual Transactions Details

1.100 Money Matters Help: Reconcile

Reconcile

Choose Reconcile command (Transactions menu) to reconcile or unreconcile transactions between two specific dates.

Using Reconcile

Once you have opened an Account window from the

Manual Transactions
command (View menu), or double-clicked an Account icon, this command will become available.

Use it to identify Reconciled or Unreconciled manual transactions.

Dates

Start: Type the starting date of period.

End: Type the end date of period.

Operation

Reconcile: Select to reconcile any unreconciled transactions between the specified date range.

Unreconcile: Select to unreconcile any reconciled transactions between the specified date range.

Confirm Each Change: Select to confirm each reconciliation or unreconciliation.

Buttons

OK: Close the requester and reconcile or unreconcile any transaction between the specified date range.

Cancel: Close the requester without performing any reconciliations or unreconciliations.

1.101 Money Matters Help: Auto Balance

Auto Balance

Choose "Auto Balance" command (Transactions menu) to determine which transactions on the currently selected Account window should be reconciled.

Using Auto Balance

Once you have opened an Account window from the

Manual Transactions
command (View menu), or double-clicked an Account icon, this command will become available.

For Money Matters to work correctly, you will need to make a note of the following information on your bank (or other) statement and then type it into the gadgets on the requester:

\textdegree{} The date of the first transaction.
\textdegree{} The date of the last transaction.
\textdegree{} The closing balance.
\textdegree{} The number of transactions.

If you have a large number of transactions, this command may take several hours. If you wish to interrupt and cancel the command, press the Esc key.

Dates

Start: The first transaction date.

End: The last transaction date.

Transactions

Target Balance: The closing balance.

Number of Transactions: The number of transactions.

Buttons

OK: Close the requester and auto balance the account.

Cancel: Close the requester without auto balancing the account.

1.102 Money Matters Help: Auto Balance Again

Auto Balance Again

Choose "Auto Balance Again" command (Transactions menu) to auto balance the account using a different calculation.

This command is only available if an account window is selected and the "Auto Balance" command has previously been selected.

Using Auto Balance Again

If the previous "Auto Balance" calculation was incorrect, you can use this command to try again. Money Matters may not get the auto balance correct first time if there is more than one way of reconciling your transactions.

Money Matters will, however, tell you when there are no more combinations for auto balancing.

1.103 Money Matters Help: What If

What If

Choose "What If?" command (Transactions menu) to make financial projections into the future, which can help you plan your cashflow more easily.

Using What If?

Money Matters will process all regular transactions up to the specified projection date. The
Save
command is then disabled
to prevent you accidentally overwriting your original file.

After experimenting with the projections you can return to your original file by choosing "What If?" again.

If you wish to store the projections, you will need to select the "Save Projections" checkbox from
File Settings
(Settings
menu). Once saved, a projection file can be opened just like a normal data file.

Date: Type the date up to which you wish to project.

Buttons

OK: Close the requester and perform the projection.

Cancel: Close the requester without performing the projection.

1.104 Money Matters Help: Reports Menu

Reports Menu

The Reports menu contains several reports that are used to provide information about your accounts and transactions.

Account Statement Report

Account Summary Report

Transactions List Report

Budget Progress Report

Income Expenditure Report

Portfolio Report

Net Worth Report

VAT Report

Budget Report

Regular Transactions Report

Insurance Inventory Report

Markers Report

Types Report

VAT Codes Report

1.105 Money Matters Help: Account Statement Report

Account Statement Report

Choose "Account Statement" command (Reports menu) to print a report on your account transactions.

Using Account Statement Report

When the command is chosen, a Report Chart requester will appear from which you can select the chart style you require: List, Line or Scatter.

Click OK and the Account Statement requester will appear asking you to specify where you would like the report sent and the date range for the transactions to be included.

You can specify more conditions on what you would like to include in the report from the Account Statement requester, by clicking the Options button.

1.106 Money Matters Help: Account Summary Report

Account Summary Report

Choose "Account Summary" command (Reports menu) to print a summary of all of your accounts.

Using Account Summary Report

This report produces a list of all Accounts, including, "Account Name", "Account Number", "Number of Transactions Entered", "Reconciled Balance" (the current balance) and "Unreconciled Balance" (balance when all entries have been reconciled).

When the command is chosen, a
Report Output
requester will
appear from which you can select where you would like the report sent.

1.107 Money Matters Help: Transactions List Report

Transactions List Report

Choose "Transactions List" command (Reports menu) to produce a list, or audit trial, of all transactions.

Using Transactions List Report

When the command is chosen, a
Transactions List
requester will
appear from which you can select where you would like the report sent and the date range for the transactions to be included.

You can specify more conditions on what you would like to include in the report from the
Transactions List
requester, by
clicking the Options button.

1.108 Money Matters Help: Budget Progress Report

Budget Progress Report

Choose "Budget Progress" command (Reports menu) to show your progress, comparing your budget with your income or expenditure.

Using Budget Progress Report

When the command is chosen, a
Report Chart
requester will
appear from which you can select the chart style you require: List, Line, Scatter, Pie, Bar, 3D Bar, Stacked, Stacked 3D or Overlaid.

Click OK and the
Budget Progress
requester will appear
asking you to specify where you would like the report sent and the date range for the transactions to be included.

You can specify more conditions on what you would like to

include in the report from the
Budget Progress
requester, by
clicking the Options button.

1.109 Money Matters Help: Income and Expenditure Report

Income and Expenditure Report

Choose "Income and Expenditure" command (Reports menu) to produce a report on your income and expenditure types, and their current balances.

Income and Expenditure Report

When the command is chosen, a
Report Chart
requester will
appear from which you can select the chart style you require: List, Line, Scatter, Pie, Bar, 3D Bar, Stacked, Stacked 3D or Overlaid.

Click OK and the
Income and Expenditure
requester will appear
asking you to specify where you would like the report sent and the date range for the transactions to be included.

You can specify more conditions on what you would like to include in the report from the
Income and Expenditure
requester, by clicking the Options button.

1.110 Money Matters Help: Portfolio Report

Portfolio Report

Choose Portfolio command (Reports menu) to produce a list of investments and their current value.

Using Portfolio Report

When the command is chosen, a
Report Output
requester will
appear from which you can select where you would like the report sent.

1.111 Money Matters Help: Net Worth Report

Net Worth Report

Choose "Net Worth" command (Reports menu) to produce a report that includes Assets, Liabilities, Investments, Insurance Inventory items and Account balances.

Using Net Worth Report

Click OK and the
Net Worth Report
requester will appear asking
you to specify where you would like the report sent and whether you would like to include unreconciled transactions.

1.112 Money Matters Help: VAT Report

VAT Report

Choose VAT command (Reports menu) to produce a list of all "Manual Transactions" in date order showing their VAT element and calculating the total VAT figure.

Using VAT Report

When the command is chosen, a
VAT
requester will
appear from which you can select where you would like the report sent and the date range for the transactions to be included.

You can specify more conditions on what you would like to include in the report from the
VAT
requester, by
clicking the Options button.

1.113 Money Matters Help: Budget Report

Budget Report

Choose Budget command (Reports menu) to produce a list of all monthly budget entries.

Using Budget Report

When the command is chosen, a
Report Output

requester will
appear from which you can select where you would like the report
sent.

1.114 Money Matters Help: Regular Transactions Report

Regular Transactions Report

Choose "Regular Transactions" command (Reports menu) to produce
a list of all regular transactions.

Using Regular Transactions Report

When the command is chosen, a
Report Output
requester will
appear from which you can select where you would like the report
sent.

1.115 Money Matters Help: Insurance Inventory Report

Insurance Inventory Report

Choose "Insurance Inventory" command (Reports menu) to produce a
list of all insured items.

Using Insurance Inventory Report

This report is useful for planning home insurance cover and
supporting claims.

When the command is chosen, a
Report Output
requester will
appear from which you can select where you would like the report
sent.

1.116 Money Matters Help: Markers Report

Markers Report

Choose Markers command (Reports menu) to produce a list of all
transaction Markers.

Using Markers Report

When the command is chosen, a

Report Output
requester will
appear from which you can select where you would like the report sent.

1.117 Money Matters Help: Types Report

Types Report

Choose Types command (Reports menu) to produce a list of all income and expenditure Types.

Using Types Report

When the command is chosen, a
Report Output
requester will
appear from which you can select where you would like the report sent.

1.118 Money Matters Help: VAT Codes Report

VAT Codes Report

Choose "VAT Codes" command (Reports menu) to produce a list of all "VAT Codes".

Using VAT Codes Report

When the command is chosen, a
Report Output
requester will
appear from which you can select where you would like the report sent.

1.119 Money Matters Help: Report Chart

Report Chart

This requester displays a list of available charts that can be used when outputting a report.

Report Style

Different charts are available depending on which report you are outputting.

Use the cursor Up and Down keys to move the selection bar up and down the list gadget.

Buttons

OK: Click to close the requester accepting the report style chosen.

Cancel: Click to close the requester and not output a report.

1.120 Money Matters Help: Report Output

Report Output

This requester allows you to choose where you want to print the report.

Print To

Screen: Select to send the report to the screen. You can cancel the display of a report to screen, by pressing the Esc key.

Printer: Select to output the report to the printer.

File: Select to output the report to a file. A
file requester
will appear asking you to specify the filename and destination of the file.

If the report style chosen is a chart (a pie chart for example) the chart is saved as an IFF graphic which can then be loaded into a paint package or other program that supports IFF graphics (Personal Paint, Wordworth or Datastore for example).

Buttons

Print: Close the requester and output the report to the destination specified by the "Print To" radio buttons.

Cancel: Close the requester without outputting a report.

See Also

Printer Settings

1.121 Money Matters Help: Report Range

Report Range

This requester allows you to choose where you want to print the report, and what transactions within a specified date range are included.

Print To

Screen: Select to send the report to the screen.

Printer: Select to output the report to the printer.

File: Select to output the report to a file. A
file requester
will appear asking you to specify the filename and destination of the file.

Dates

From: Include all transactions between the date in this gadget and the From gadget.

To: Include all transactions between the date in the From gadget and this gadget.

Buttons

Print: Close the requester and output the report to the destination specified by the "Print To" radio buttons.

Options: Click to display
Report Options
requester which
allows you to specify further conditions on what is included in the report.

Cancel: Close the requester without outputting a report.

See Also

Printer Settings

1.122 Money Matters Help: Net Worth Report

Net Worth Report

This requester allows you to choose where you want to print the report, and what transactions are included.

Print To

Screen: Select to send the report to the screen.

Printer: Select to output the report to the printer.

File: Select to output the report to a file. A
file requester
will appear asking you to specify the filename and destination
of the file.

Include

Unreconciled Transactions: Include all unreconciled transactions
in the report.

Buttons

Print: Close the requester and output the report to the
destination specified by the "Print To" radio buttons.

Cancel: Close the requester without outputting a report.

See Also

Printer Settings

1.123 Money Matters Help: Report Options

Report Options

This requester allows you to specify further conditions on what
is included in the report.

Include

Reconciled: Include all reconciled transactions in the report

Unreconciled: Include all unreconciled transactions in the
report.

Only Include Transactions That Match Description: Only entries
matching the contents of this gadget will be included.

With Money Matters you can use wildcards'. These are special
letters which you use when you can't remember exactly what you
want to find. They work like this:

LETTER MEANS

```
?         Matches any character
*         Matches zero or more occurrences of the preceding
          character
+         Matches one or more occurrences of the preceding
          character
```

In the case of Mr Smith, you would type Mr Sm?th. This means Money Matters will find every word Mr Sm th. Here are a few more examples:

PATTERN	FINDS
fund	fund, funds, refund, refunds
mil*ward	millward, milward, milllward
a?c	abc, afc, azc

If you wish to actually find one of the wildcard letters (that is ?, *, +), you can do this by preceding the letter with a backslash (\). For example, to search for Smith? you would type Smith\?.

Show

Credits: Show all credits in the report.

Debits: Show all debits in the report.

Buttons

Accounts: Click to display the Include Items requester which lets you specify which Accounts to include in the search.

Types: Click to display the Include Items requester which lets you specify which Types to include in the search.

Markers: Click to display the Include Items requester which lets you specify which Markers to include in the search.

VAT Codes: Click to display the Include Items requester which lets you specify which "VAT Codes" to include in the search.

OK: Close the requester and use the options specified in the report.

Cancel: Close the requester without printing the report.

See Also

Reports Settings

1.124 Money Matters Help: Include Items

Include Items

This requester allows you to include specific items in the search before the report is created.

Using Include Items

Individual Selected Items: Click an item in the list to toggle between included and not included. An included item is prefixed by a plus (+) sign.

Include All Items: Select to include all items, regardless of their selection in the list.

Include Blank Entries: Select to include items with no code. This gadget is only available when Markers and "VAT Codes" are being reported.

Using Include Items

Select All: Click to select all items in the list.

Clear All: Click to deselect all items in the list.

OK: Close the requester and accept any changes made.

Cancel: Close the requester ignoring any changes made.

1.125 Money Matters Help: Tools Menu

Tools Menu

The Tools menu contains commands that perform additional functions to specific areas of Money Matters.

Clean Up Desktop

Arrange Windows

Sort

Calculator

Interest Calculator

Loan Calculator

PlayTime

Open New Shell

Empty Dustbin

Set Date and Time

1.126 Money Matters Help: Clean Up Desktop

Clean Up Desktop

Choose "Clean Up Desktop" command (Settings menu) to rearrange the desktop icons in a neat order.

The Trashcan will be positioned in the bottom left of the desktop.

1.127 Money Matters Help: Arrange Windows

Arrange Windows

Choose "Arrange Windows" command (Settings menu) to neatly re-arrange all open windows on the
Desktop
. This command is
disabled until at least one window is open.

Using Arrange Windows

Stacked: Each window is overlaid, but slightly offset so that you can see the other windows underneath.

Tiled Vertically: Windows are resized and stacked one above the other.

Tiled Horizontally: Windows are resized and displayed side by side.

Buttons

Arrange: Closes the requester and arranged the windows as specified by the radio buttons.

Cancel: Closes the requester without re-arranging the windows.

1.128 Money Matters Help: Sort

Sort

Choose Sort command (Tools menu) to allow you to sort the items within the current window. This command is disabled until a window is selected.

Using Sort

Select the gadget heading on which you wish to sort, and then the Order (ascending or descending).

You can sort using two headings. For example, if you were sorting on Date and there were several dates the same, you could also specify the heading to sort on within those similar items.

Heading 1: Select the first gadget heading to sort under.

Heading 2: Select the second gadget heading to sort under. Used if several items, specified by the "Heading 1" popup, are the same.

Ascend: Select to sort upwards. For example, from A to Z, 0 to 9 or 01/01/1994 to 20/12/1995.

Descend: Select to sort downwards. For example, from Z to A, 9 to 0 or 20/12/1995 to 01/01/1994.

Buttons

Sort: Closes the requester and sorts the items within the current window using the headings and order specified.

Cancel: Closes the requester without performing any sort.

1.129 Money Matters Help: Calculator

Calculator

Choose Calculator command (Tools menu) to make a calculation on a pocket calculator type requester.

Using Calculator

Either type directly from the keyboard into the text gadget or click the individual buttons with the mouse.

Click '=' or press the Enter key to perform a calculation. As there is no proper multiplication or division symbol on the keyboard, the Calculator uses other keys instead:

TYPE DOES
 * Multiply
 / Divide

The large read-only list gadget displays the history of your calculations, just like a printing pocket calculator.

Press the Esc key or click the requester close gadget (the small box in the top left corner of the requester) to cancel the requester.

Buttons

Interest: Click to display the
Interest Calculator
.

Currency: Click to display the
Currency Calculator
.

Loan: Click to display the
Loan Calculator
.

C: Click to cancel an entry.

AC: Click to clear all calculations.

See Also

Interest Calculator

Currency Calculator

Loan Calculator

1.130 Money Matters Help: Interest Calculator

Interest Calculator

Choose "Interest Calculator" command (Tools menu), or click the Interest button on the
Calculator
, to calculate estimates of loan costs.

Using Interest Calculator

Because credit card companies, finance companies and banks use a multitude of ways to calculate interest, such as daily interest, monthly, compound and so on, it may not be precisely accurate.

Opening Balance: Type a starting balance for the transaction.

Periods: Type the time period unit (either years, months or weeks).

Interest Rate %: Type the interest rate, as a percentage, for each period unit (for example, a monthly rate of 2%).

Payment: Type the amount paid per period unit (for example, £40.00 per month). Do not type the currency unit, i.e. £ sign.

If you owe money, the "Opening Balance" should be typed as a negative figure.

Buttons

Calculate: Click to work out the final calculated balance from the specified figures.

Close: Click to close the requester.

See Also

Calculator

Currency Calculator

Loan Calculator

1.131 Money Matters Help: Currency Calculator

Currency Calculator

Choose
Calculator
command (Tools menu) and click the Currency button to calculate foreign currency given the exchange rate.

Using Currency Calculator

Amount: Type the currency amount to be calculated.

Exchange Rate: Type the exchange rate for the calculation. This can be found in most newspapers, travel agents and banks.

Result: The result of the calculation will appear in this read-only gadget.

Buttons

Calculate: Click to work out the new amount from the specified figures.

Close: Click to close the requester.

See Also

Calculator

Interest Calculator

Loan Calculator

1.132 Money Matters Help: Loan Calculator

Loan Calculator

Click the Loan button on the Calculator, to allow you to calculate how much you would be paying per month on a loan, or how much you can borrow.

Using Loan Calculator

You can use the "Loan Calculator" to find out how much you can afford to borrow if you know:
\textdegree{} how much each payment will be
\textdegree{} the length of the loan
\textdegree{} the interest rate

You can also use it to find out how much your payments will be if you know:
\textdegree{} how much you want to borrow
\textdegree{} the length of the loan
\textdegree{} the interest rate

Calculate

Loan Amount: Select if you wish to know how much you can afford to borrow.

Payment Per Period: Select if you wish to know how much your payments will be.

Loan Information

Loan Amount: Type in the amount of the loan. Disabled if the radio button "Loan Amount" is selected.

Annual Interest Rate: Type in the interest rate for the loan, as a percentage.

Number of Years: Type in the number of years the loan will be for.

Periods Per Year: Type in the number of periods per year. For example, 12 months, or 52 weeks.

Payment Per Period: Type in the amount per period that you wish to pay. Disabled if the radio button "Payment Per Period" is selected.

Buttons

Schedule: Click to display the
Loan Schedule
which will
display a breakdown of the loan, its payments and running balance over the payment period.

Close: Click to close the requester.

See Also

Calculator

Currency Calculator

Interest Calculator

Loan Schedule

1.133 Money Matters Help: Loan Calculator Schedule

Loan Calculator Schedule

Click the Schedule button on the
Loan Calculator
, to display a
breakdown of the loan, its payments and running balance over the payment period.

Approximate Payment

Payment: The payment number.

Principal: The payment amount applied to the loan principal.

Interest: The amount of interest paid.

Balance: The remaining loan principal.

Buttons

Page Up: Click to display the previous five payments. This button is disabled if the first five payments are already shown.

Page Down: Click to display the following five payments. This button is disabled if the last five payments are already shown.

Print: Click to print the schedule to the printer.

Close: Click to close the requester.

See Also

Calculator

Currency Calculator

Interest Calculator

Loan Calculator

1.134 Money Matters Help: PlayTime

PlayTime

Choose Playtime (Tools menu) to relax with a simple puzzle from Money Matters.

Using Playtime

CLICK	DOES
Left Mouse key	Moves squares
Window close gadget	Quit puzzle

You can change the puzzle picture from "Goodies Settings" (Settings menu).

1.135 Money Matters Help: Open New Shell

Open New Shell

Choose "Open New Shell" command (Tools menu) to send the Money Matters windows behind Amiga Workbench and open a new Shell (or CLI), ready for direct DOS commands.

Using Open New Shell

This is useful for formatting a new data disk, deleting files on a disk, and so on.

To quit the Shell (CLI) type "Endcli" and click the screen front to back gadget to bring the Money Matters screen back to the front.

(For further information on the Shell and how to use it see your Amiga owners guide.)

1.136 Money Matters Help: Empty Dustbin

Empty Dustbin

Choose "Empty Dustbin" command (Tools menu) to permanently remove any items that are in the dustbin.

Using Empty Dustbin

Once this command has been chosen and all items have been removed from the dustbin, it is not possible to recover anything.

The only way would be to close the file, without saving it, and re-open it.

Items can be automatically removed from the dustbin by selecting the "Auto Empty Dustbin" checkbox from
General Settings
(Settings menu).

See Also

Dustbin icon

Erase Item

Erase Transactions

1.137 Money Matters Help: Set Date and Time

Set Date and Time

The "Set Date and Time" requester appears each time you start Money Matters, to allow you to type the correct date and time before proceeding, or by choosing the "Set Date and Time" command (Tools menu).

Using The Requester

If the date and time are correct, just click OK. Otherwise, type in the correct values before clicking OK.

If you have a built-in clock and wish to prevent this requester from appearing every time you start Money Matters, deselect the "Set Date and Time on Startup" checkbox on the
General Settings
requester ("Change Settings"-General, Settings menu), and then choose
Save Settings
(Settings menu).

Important

Beware of changing dates with an open file. If the wrong date is set and then saved with the file, when you re-open the file, Money Matters will re-post any "Regular Transactions" which appear to be overdue.

1.138 Money Matters Help: Settings Menu

Settings Menu

The Settings menu contains commands that let you customise Money Matters to the way you like to work.

Snap To Grid?

Create Icons?

Workbench Open

Change Settings - General

Change Settings - Function Keys

Change Settings - Password

Change Settings - File

Change Settings - Printer

Change Settings - Screen Mode

Change Settings - Screen Colours

Change Settings - Reports

Change Settings - Window Headers

Change Settings - Icons

Change Settings - Goodies

Load Settings...

Save Settings

Save Settings As...

1.139 Money Matters Help: Snap To Grid

Snap To Grid

Choose "Snap To Grid" toggle command (Settings menu) to create an invisible grid on the Desktop (a tick denotes that the feature is on).

Using Snap To Grid

If this command is on, icons will snap to an invisible grid when they are dragged around on the Desktop, helping you to position them neatly.

1.140 Money Matters Help: Create Icons

Create Icons

Choose "Create Icons" toggle command (Settings menu) to save icons with any project or settings file (a tick denotes that the feature is on).

Using Create Icons

When starting Money Matters from Workbench using the Project (file) or Settings icons (as opposed to the Shell), you should turn on this command.

1.141 Money Matters Help: Workbench Open

Workbench Open

Choose "Workbench Open" command (Settings menu) to toggle the Amiga Workbench screen On or Off (indicated by a check mark).

Using Workbench Open

Switching the Amiga Workbench off will provide at least 32K extra memory for Money Matters to use.

To close the Amiga Workbench, there must be no open windows. For example, other programs or Shell (CLI) windows (disk and drawer windows are not affected).

If you want to close the Amiga Workbench on opening Money Matters, turn Amiga Workbench off with this command, and then choose

Save Settings
from the Settings menu.

Sometimes the tick on the menu command may become out of sync. This is because Money Matters cannot tell whether the Workbench screen has already been closed.

1.142 Money Matters Help: General Settings

General Settings

Choose General command ("Change Settings" sub-menu, Settings menu) to customise general areas of Money Matters.

Setup

Date Format: Select the radio button that best reflects your preferred date style.

Budget Start Month: Select the month from which you wish to start budgeting.

VAT Registered: Select if you are VAT registered. The VAT (tax) commands in Money Matters will then become available and where appropriate, VAT gadgets will be enabled in the requesters.

Set Date and Time on Startup: Select this checkbox to display a "requester" each time Money Matters is started, asking you to enter the current date and time.

Amiga users without battery backed-up clocks (standard Amiga 600 and 1200’s) should leave this checkbox selected.

Options

Confirm Deletes: Select to display a warning each time any item is erased, requiring confirmation of the operation.

Auto Empty Dustbin: Select to automatically erase items as soon as they are placed in the
Dustbin
.

Include Unreconciled Transactions in Balance: Select this checkbox and any unreconciled transactions will be included in the Account window balances.

Show Account Warnings on Unreconciled Balance: Select this checkbox and all Account balance warnings will appear for Accounts with unreconciled balances.

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.143 Money Matters Help: Function Keys Settings

Function Keys Settings

Choose "Function Keys" command ("Change Settings" sub-menu, Settings menu) to customise the function keys.

Using Function Key Settings

You can program up to 20 common words or phrases. Ten for the key combination Control-Function key and ten for Alt-Function key.

You cannot program a direct Function key press (for example, F3), as these contain Money Matters keyboard shortcuts.

Select the Function key you wish to customise from the list gadget (use the cursor Up and Down keys if you wish) and type the text into the appropriate text gadget.

Once defined, the Function keys work with the text gadgets in any requester.

Function key settings are automatically saved with your file.

Function Key: Select the function key you wish to program, from this list.

Control: Type into this text gadget, the text you wish to appear when holding down the Control key and pressing the function key specified in the list gadget.

Alt: Type into this text gadget, the text you wish to appear when holding down the Alt key and pressing the function key specified in the list gadget.

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.144 Money Matters Help: Password Settings

Password Settings

Choose Password command ("Change Settings" sub-menu, Settings menu) to set a password for the current file.

If a password already exists for the current file, you can change it using this command.

Using Password Settings

From this command you can set a password which will be requested each time the file is opened. To change a password, type the existing password into the first requester and the new one into the second.

Important

Make a note of your password. Digita may be able to recover your file, but there will be a handling charge.

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.145 Money Matters Help: File Settings

File Settings

Choose File command ("Change Settings" sub-menu, Settings menu) to customise file handling.

Defaults

Drawer: Type the path of the default drawer used by the
Open
and
Save As
commands (Project menu).

Alternatively click the adjacent button, Select, and select a drawer from the
file requester
.

File: Type the path and filename of a default file.

Alternatively click the adjacent button, Select, and select a file from the
file requester
.

Auto Load Default File on Startup: Select this checkbox to automatically open the file specified in the above File gadget when Money Matters starts.

Options

Auto Save (minutes): Type a given period of time (in minutes), after which Money Matters will automatically save the current file (with the extension .tmp).

If you wish to turn this facility off, type 0.

Save Projections: Select this checkbox to allow you to save projections, created when using the
What If?
command
(Transactions menu), separately.

Backup Files: Select to retain the previous version of your file when saving. The previous version on disk will be renamed with the suffix ".bak".

This keeps a backup of the last revision just in case the new file is corrupted. This will, however, use about twice the disk space (since you will be storing two copies of each file).

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.146 Money Matters Help: Printer Settings

Printer Settings

Choose Printer command ("Change Settings" sub-menu, Settings menu) to customise the printer settings. These printer settings reflect those set in your "Workbench Printer Preferences".

Margins

Top: Type the number of lines to skip at the top of each page. Usually set to four.

Bottom: Type the number of lines to skip at the bottom of each page. Usually set to four.

Left: Type, in characters, the left margin offset.

Right: Type the width of each page in 10 Pitch, normally 80; or 132 for a wide carriage printer.

Setup

Spooler Size (Kb): A print spooler is provided which lets you continue using the Money Matters during printing.

However, the efficiency of the spooler depends on the size of the spooler buffer. The spooler size is defined in Kilobytes (set to 0 to switch the spooler off).

Page Length: Type the number of lines per page. Normally set to 66 for 11 inch paper, 70 for A4 or 72 lines for 12 inch paper.

Cut Sheets: Select to pause printing at the end of each page.

Print Quality: Select the required print quality (Draft or NLQ).

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.147 Money Matters Help: Screen Mode Settings

Screen Mode Settings

Choose "Screen Mode" command ("Change Settings" sub-menu, Settings menu) to set the screen mode and number of colours used by Money Matters.

Using Screen Mode Settings

Select the screen mode that you wish to use from the list gadget and the number of colours from the Colours slider gadget.

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.148 Money Matters Help: Screen Colours Settings

Screen Colours Settings

Choose "Screen Colours" command ("Change Settings" sub-menu, Settings menu) to set the colour scheme used by the Money Matters screen.

Using Screen Colours Settings

This requester allows you to set the screen colours. You can select a preset colour scheme from the list or alter each individual colour using the sliders.

When an Account falls below zero, the transactions are displayed using the fifth colour.

Using the "Workbench Look" or "Definitely Digita" presets, the fifth colour is red, and so negative balances are displayed in red.

Colours

Click the appropriate colour box and adjust the sliders as necessary.

Red: Click to alter the Red content of the colour.

Green: Click to alter the Green content of the colour.

Blue: Click to alter the Blue content of the colour.

Colours

The list gadget shows the cocktail colour presets which are available. To change the colour scheme, click the title.

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.149 Money Matters Help: Reports Settings

Reports Settings

Choose Reports command ("Change Settings" sub-menu, Settings menu) to set various options for the format of reports.

Using Reports Settings

Select the appropriate report from the list (use the cursor Up and Down keys to move the selection bar) and then click the appropriate button to edit the elements of that report.

Reports: Select the report you wish to edit from this list.

Buttons

Edit Header: Click to display the
Report Header
requester,
with which you can modify the header text at the top of each report page.

Edit Footer: Click to display the
Report Footer
requester,
with which you can modify the footer text at the bottom of each report page.

Edit Body: Click to display the
Report Body
requester with
which you can modify which fields are included in the report and how they appear.

Reset To Defaults: Click this button to reset all the reports back to the system defaults.

Be careful with this button as all changes made to the reports will be lost and unreversable.

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.150 Money Matters Help: Report Header and Footer Options

Report Header and Footer Options

Choose Reports command ("Change Settings" sub-menu, Settings menu) and click "Edit Header" or "Edit Footer" display this requester which allows you to set what appears in the header and footer of each report page.

Using Report Header and Footer Options

Headers are printed at the top of each page after the top margin, and footers are printed at the bottom of each page before the bottom margin.

Text: This is where you type the text for the header (up to 132 characters if you are using a wide carriage printer).

Many lines can be created, each holding different information and different formatting. You can also use these special codes:

CODE	DOES
~PAGENUM	Page number
~DATE	System date
~TIME	System time
~ACCNAME	Name of the report Account
~ACCNUMBER	Account number of the report
~ACCODE	Account code of the report
~ACCOPENBAL	Opening balance of the report Account
~STARTDATE	Start date, if defined in the search criteria
~ENDDATE	End date, if defined in the search criteria

The last two codes are used when you are producing a report based upon a date range. Special codes and text may be mixed freely in headers and footers.

The justification, pitch and style settings are independent for each Text line.

If you wish to add another Text line, click "Insert New". If you type multiple lines, you use the Next and Previous buttons.

Text Line Setup

Justify: Select the justification of the current line.

Style: Select the pitch style of the current line.

Bold: Select to make the current line appear in bold text.

Italic: Select to make the current line appear in italic text.

Underline: Select to make the current line appear in underline text.

Double Width: Select to make the current line appear in double width.

Buttons

Insert New: Insert another Text line before the current line in the Text gadget.

Delete Current: Delete the line which appears in the Text gadget.

Previous: Go to previous Text line.

Next: Go to next Text line.

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.151 Money Matters Help: Report Body Options

Report Body Options

Choose Reports command ("Change Settings" sub-menu, Settings menu) and click "Edit Body" to display this requester which allows you to set what fields appear in the main body of the report and in what style.

Columns

The list gadget displays the column headings which you can select or deselect by clicking the heading title. A selected heading is prefixed by a plus (+) sign.

Body Setup

Justify: Select the justification of the main body of the report.

Style: Select the pitch style of the main body of the report.

Bold: Select to make the main body of the report appear in bold text.

Italic: Select to make the main body of the report appear in italic text.

Underline: Select to make the main body of the report appear in underline text.

Double Width: Select to make the main body of the report appear in double width.

Notepad: Select this checkbox to include the text entered into the
Notepad
within the report.

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.152 Money Matters Help: Window Headers Settings

Window Headers Settings

Choose "Window Headers" command ("Change Settings" sub-menu, Settings menu) to set which columns are shown on Account windows.

This command is disabled unless an Account window is selected.

Using Window Headers Settings

Select to show or hide the various transaction headings on the currently select Account window.

You can remove any surplus columns and reduce the display width to fit the window.

Money Matters will store the entire transaction information you add, regardless of which headings are displayed.

The heading settings are independent for each Account and stored automatically with your file.

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.153 Money Matters Help: Icons Settings

Icons Settings

Choose Icons command ("Change Settings" sub-menu, Settings menu) to set which icons are shown on the
Desktop
and what their
names are.

Using Icons Settings

First, select the icon from the list, then change its name in the text gadget and select whether it is to be shown or hidden.

Use the cursor Up and Down keys to move the selection bar up and down the list.

Icons: Select the icon you wish to change from the list.

Name: Type the new name of the icon, selected from the Icons list.

Show Icon: Select to show the icon selected from the Icons list.

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.154 Money Matters Help: Goodies Settings

Goodies Settings

Choose Goodies command ("Change Settings" sub-menu, Settings menu) to customise various other options, such as alarms or the picture used in Playtime.

Time

Desktop Clock: Select to display a digital clock in the top right corner of the screen title bar.

Hourly Chime: Select to sound an hourly chime.

Alarm Time: Type the time for the alarm.

Alarm On: Select to sound an alarm at the time specified by "Alarm Time".

Others

Error Sound: Select to play a sound, as well as flash the screen, whenever an error occurs.

Screen Saver Delay: Type the delay before the screen saver starts, in this gadget. If you do not require this facility, type 0 .

The screen saver can protect your monitor when information remains static on screen for long periods, as this can cause the monitor to "burn-out" in certain areas.

It works by dividing the desktop into small squares, and then continually moves each square around the screen (if you do not have enough memory for the screen saver to work, Money Matters will just blank the screen).

The screen saver will start from the time you stop typing (or use the mouse) plus the time delay you set. The screen is restored as soon as you press a key or move the mouse, and you will be returned to the desktop, just as you previously left it.

Playtime Picture: Select the picture featured in the Playtime command (Tools menu).

Buttons

OK: Closes the requester, accepting any changes made.

Cancel: Closes the requester, ignoring any changes made.

1.155 Money Matters Help: Load Settings

Load Settings

Choose "Load Settings" command (Settings menu) to load a settings file previously saved from the Save Settings As command (Settings menu).

Buttons

OK: Loads the settings file using the specified name and location.

Volumes: Click to display volumes and assigns. Click again to return to the file list.

Parent: Click to display the contents of the parent drawer.

Cancel: Cancel the file requester without loading the file.

See Also

Save Settings command

Save Settings As command

1.156 Money Matters Help: Save Settings

Save Settings

Choose "Save Settings" command (Settings menu), to save the current settings to the default settings file which is used each time you start Money Matters.

Using Save Settings

The settings file that is used when the program starts is called "MMPrefs.Pref". If you save over this file, the settings will become the default whenever you start Money Matters.

See Also

Load Settings command

Save Settings As command

1.157 Money Matters Help: Save Settings As

Save Settings As

Choose "Save Settings As" command (Settings menu), to save the current settings to a settings file under a different name and in a different destination.

Using Save Settings As

The "Save Settings As" command will display a
file requester
in
which you can specify the name and destination of the file.

The settings file that is used when the program starts is called "MMPrefs.Pref". If you save over this file, the settings will become the default whenever you start Money Matters.

Any settings file saved using the "Save Settings As" command (Settings Menu) can be reloaded at any time by choosing

Load Settings
(Settings menu).

Buttons

Save: Saves the settings file using the specified name and destination.

Volumes: Click to display volumes and assigns. Click again to return to the file list.

Parent: Click to display the contents of the parent drawer.

Cancel: Cancel the file requester without saving the file.

See Also

Load Settings command

Save Settings command

1.158 Money Matters Help: Notepad

Notepad

The notepad allows you to type up to eight lines of extra information pertaining to the current item.

Use Tab and Shift-Tab to move between lines.

Buttons

OK: Closes the requester remembering any changes.

Cancel: Closes the requester cancelling any changes.

1.159 Money Matters Help: Help Menu

Help Menu

The Help menu contains commands which call up the various sections in Money Matters' on-line help.

How Do I...?

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