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Association of Shareware Professionals (ASP) member**

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**Using this Document:**

This document can be loaded into the Write application that comes with Windows and printed using the File Print command. Depending on your printer you may want to change the font to a printer font to speed printing. You can do this by holding the control key down while clicking the left mouse button in the left margin of the write application. This selects the entire document. Next use the Character Fonts command to select a font appropriate to your printer.

The entire document is also available online with a complete command index accessible from the Help Basics command in Money Smith. Underlined text in this document denotes hypertext links in the online document making the online document much more powerful. You can press these links with the mouse while in Money Smith to jump directly to that subject.

**README!**

The readme.txt file on your disk contains important release notes and instructions for setting up and using Money Smith. Use the windows notepad to read this file carefully.

## **1. Introduction to Money Smith**

### **Why Use Money Smith?**

Why use a tool like Money Smith? You may not need it? If you are already financially secure, are not worried about where your money is coming from or going to, and not interested in establishing a budget or tracking investments there is no reason to use this product. Unfortunately, the rest of us do need a tool like Money Smith to help us better manage our Money and make financial decisions.

### **About Money Smith**

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

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

### **License**

Money Smith is marketed as Shareware, but it is not free. You are given a 30 day trial period to decide if you want to purchase the software. The full license is contained in the [license help selection](#). Basically it says we're not responsible for any damages whatsoever that result from using this product, and that you agree to register the product if you use it outside of the 30 day trial period. The Association of Shareware Professionals Ombudsman statement is at the end of the license. They mediate problems between us and the public. They do not provide technical support.

### **Definition of Shareware**

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With registration, you get the simple right to continue using the software and an updated program.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

### **Registering**

We're not going to do any arm twisting about registering. We distribute full working copies of Money Smith with the understanding that you are a responsible person who recognizes a software value. The only difference between the version you have in your hands and the registered version is the annoying reminder dialogs that come up when you start Money Smith. Registering gets rid of those and also gets you the very latest version, not to mention heavy discounts on upgrades. To register, print the 'register.txt' file to the printer either from the windows notepad utility or using the DOS PRINT command. Fill out the form and send it in with payment.

### **Benefits of Registration:**

- A disk (720k or 360k) including the latest version of Money Smith with documentation & examples.
- A coupon for a free upgrade to the next version if you postmark your order before Dec 31, 1992. This gives you two versions for the price of one!
- A 90 day limited warranty with mail support. (see license for details).
- All of the annoying reminder dialogs are removed.
- Notification and nice discounts for later versions.

### **HELP!**

Money Smith has comprehensive help features including this entire manual online. Our original point and press '?' (question mark) icon on the toolbar changes the mouse cursor into an arrow with a question mark. Press the menu selection or item you want help on and it magically appears. The same can be done with the Shift+F1 key. You can also press F1 anywhere (including dialogs) to get context sensitive help. You won't find these features in just any piece of shareware!

## 2. Setting up Money Smith

### From Registered Disks: Running Setup

If you took the plunge and registered Money Smith, you will have a program on the distribution disk called "setup.exe" which will create a directory of your choice on your hard drive and step through copying the files to your disk. Just run this program from the program manager using the File Run command. When setup is started it will ask for the source device (usually A:\ or B:\) and a destination directory (C:\SMITH is the default). If you are installing from or to some other directory, type the paths in these two fields. The defaults are good for most people.

Setup will copy all the files to the directory specified and then set the executable up in your program manager in a group called 'Money Smith'. You can copy or move the icon to another program group using the program manager if you please. If files are packed (360k disks for example) Setup will automatically unpack and remove the self extracting archive (smitharc.exe).

### The Setup Destination Directory

Because Money Smith is large and you might eventually have several files packed in you will probably want a unique directory to put it in. It can be anywhere on your hard disk you have enough space. The setup.exe program will let you choose a directory and copy the files to it. Fill in the destination directory edit box under the setup program. The default is c:\smith.

### From the shareware source:

Odds are pretty good you downloaded this from a bulletin board or copied it from a buddy. Odds are equally good the program is compacted in some way. The most popular file compaction programs follow:

Self Extracting Archive example: smithpak.exe - you need to run smith.exe

PKZIP format: example: smith.zip - you need to run pkunzip smith.zip

PKARC format: example smith.arc - you need to run pkunpak smith.arc

LHARC format: example smith.lzh - you need to run lharc x smith.lzh

You can get all three of these shareware unpacking program from you nearest bulletin board or a local users group. Other packing programs are popular, so ask the person you got the program from what to use. Use the setup program described above to install from floppy or hard drive after you unpack the files.

### Starting Money Smith:

Double click the Money Smith icon after setting it up using the setup program. Another method is selecting the 'Run' command from the program manager menu

and typing the path to Money Smith.

**Licensing Window:**

Aside from the annoying dialogs, Money Smith will bring up a licensing window the first time you run it. This window lets you type in your name and read the license. For registered users, enter the registration number off of your registered disk. If you agree to the license terms, choose I agree and continue. If you have problems with the terms you can disagree and it will exit the program. You only need to do this once.

**Exiting Money Smith:**

To exit you can double click the Money Smith system menu box, or choose the System Close command from the system menu box or choose the File Exit Command.

### **3. Money Smith Files**

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

#### **For the Beginner:**

The easiest way to establish accounts is to use one of the sample Money Smith ".ACT" files distributed with Money Smith. Just open a file (HOME.ACT is a good starting point) using the File Open command and edit the accounts to reflect your own starting balances and budgets.

#### **Creating a new Money Smith File:**

Creating an empty Money Smith file is easy. Just choose the File New command from the menu, and add accounts and transactions as you please. Be sure to save the file when you Exit from Money Smith or your work will be lost.

#### **Saving a Money Smith File:**

Choose the File Save command from the menu, or press the F3 key to save the currently active Money Smith file. If you have not given this file a name, you will be prompted to type one now. You don't need to type the ".ACT" file extension since it is assumed. If you have the Status Bar on, you should see the name and size of the file on the status bar after saving it.

#### **Opening an existing File:**

Choose the File Open command, or select the file from the numbered list at the bottom of the File menu. The name and size of the file will appear on the Status Bar after the file has been opened. Only transactions for the current month will be visible in the transaction views.

#### **Passwords:**

Money Smith has a password feature to prevent unauthorized people from looking at your private files. You can enable this feature on any file using the Options Set Password command. Just type in a new password twice (so they match) and it is set. Anyone attempting to open the file will be asked the password. If they put the wrong password in, they can't open it. Don't forget your password, or you won't be able to open it either!

#### **Copying, Backing Up, and Saving as another name:**

To copy, backup, or save your file to another file, just open the file as described above then choose the File Save As command. Select or type in the directory desired, then type in the new file name. Press the OK button to save the file, or the Cancel button to cancel the save.

## 4. Setting up your Accounts

Everything you want to track using Money Smith should be an account. Accounts represent actual accounts or property (called assets), real loans, leins or liabilities, your net worth which in Money Smith is called equity, and your income and expenses. A real key to tracking your finances is setting up a good set of accounts. If you have too many, your decisions will be clouded by a bunch of trivial data. If you have too few, you won't be able to track what's really going on. In general its best to start with a few accounts and grow as you go. You can make up new accounts while typing transactions by just typing in an account name that does not exist, so there is no reason to knock yourself out with accounts to start.

### Account View:

It's easiest to work on accounts from the account view. Choose the View Account command or press the 'Accts' button on the toolbar to view accounts. Account View shows a list of all of your accounts listed alphabetically by type, with their starting and ending balances.

### For the Beginner:

The easiest way to establish accounts is to use one of the sample Money Smith ".ACT" files distributed with Money Smith. Just open a file (HOME.ACT is a good starting point) using the File Open command and edit the accounts to reflect your own starting balances and budgets. Add and delete as you wish.

### Adding Accounts:

To add an account choose the Edit Add command or press the '+' toolbar button next to the 'Accts' button. Fill the account dialog as described below.

### Filling the Account Dialog

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

### Editing Accounts:

You've entered your accounts, but messed up a few. Select the offending account by pushing it with the mouse or using the arrow keys to highlight it while still in account view. Choose the Edit Edit command or press the '\*' toolbar button next to the 'Accts' button. Double clicking the account or pressing the Enter key from account view also works. Any of these will bring up the Account Dialog. Use the tab key or mouse to move to the field you want to change and either type or select the new value. Press 'Save' or the Enter key to save your changes. Press the cancel key to skip your changes.

**Deleting Accounts:**

You have an account that's no longer needed, or maybe you're just deleting an account from one of our examples. Before you can delete an account, you must make sure there are no transactions against it. If there are, Money Smith will tell you. Select the account you want to delete from account view using the mouse or arrow keys then choose the Edit Delete command or press the '-' (minus) button next to 'Acct'.

Money Smith will prompt you to make sure you want it deleted. If you still have transactions assigned to the account, Money Smith won't delete the account. To find these transactions you can select the account and switch to 'Register' view by choosing the View Register command or pressing the 'Register' button on the toolbar. You may need to change the date to view all transactions since by default Money Smith shows only the current month. Delete or edit these transactions and assign them to another account.

**Limitations:** You are currently limited to 200 accounts in a single Money Smith file.



## 5. Entering Transactions

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

### Thinking Transactions:

It takes a while to think in terms of transactions. The two primary questions are:

'Where's the money coming from?' and

'Where's the money going to?'

If you have both of these you are ready to enter transactions.

### Transaction and Register View:

Money Smith has two ways to look at transactions. You probably want to be in one of these views when editing transactions. Transaction view shows you all of your transactions for the current month. You can get to transaction view using the View Transaction command or by pressing the 'Txact' button on the toolbar. Register view shows the transactions for only the current account (Checking for example). This view is great if you're working from just one account. To get to register view you first need to set the current account to the one you want from the Account View. Then choose the View Register command or press the 'Register' button on the toolbar.

### Dates:

The current dates determine which transactions are viewable and what account balances you see. By default Money Smith sets the accounting dates to reflect the current month. If you want to see another month or several months you need to use the View Date command to change the current dates.

### Adding Transactions:

To add transactions, make sure you are either in Transaction or Register view and then choose the Edit Add command or press the '+' (plus) button next to the 'Txact' button on the toolbar.

### Filling the Transaction Dialog:

To fill the transaction dialog, first enter the date and check number (if any) of the transaction. Next enter the payee (for a check) or description of the transaction. The amount in dollars goes in the next field. Finally you can put in the To and From accounts by either typing the name or selecting them from the Combo Box. The cleared checkbox is used to help reconcile your account and is usually checked once the transaction has cleared the bank. Press 'Another' or the Enter key to save this transaction and bring up another. Press Save or Cancel to stop adding transactions.

### **Making up Accounts on the fly:**

A powerful feature of Money Smith is that it allows you to make up new accounts while entering transactions. Suppose you have a new bill or expense that didn't exist before. While in the transaction editor you just need to type in the new account name in either the 'To' or 'From' field. When you try to save this transaction Money Smith will ask you if you want to add the new account and bring up the Account Editing Dialog to let you add it. All without skipping a beat.

### **Recurring Transactions on the Fly:**

Money Smith lets you automate repetitive bills and transactions using recurring transactions. Pressing the 'Recurring' button lets you do this. The topic is fully covered in the chapter on Recurring Transactions.

### **Editing Transactions:**

From either transaction or register view select the transaction you want to change with the arrow keys or mouse. Choose the Edit Edit command or press the Enter key to bring up the transaction dialog. Double clicking the transaction or pressing the '\*' (star) button next to the 'Tfact' button on the toolbar also works. Use the tab key or mouse to move to the field you want to make changes on and press the Enter key or Save to save your changes.

### **Deleting Transactions:**

From transaction or register view, select the transaction you want to delete using the mouse or arrow keys. Choose the Edit Delete command or the Edit Cut command or press the '-' (minus) button next to the 'Tfact' button on the toolbar. Confirm your deletion by pressing 'Yes'. All your account balances are updated automatically.

### **Printing Transactions:**

You can print transactions from any of the transaction views using the File Print command. You can also print checks if you have a capable printer and tractor fed business checks of the right type. See the chapter on Printing for more information.

### **Limitations:**

The number of transactions is limited by the amount of memory Windows can allocate and a program limitation. Each transaction takes approximately 64 bytes and Money Smith places a limitation of 32,767 transactions itself.

## 6. Money Smith Reports

### Automatic Reports

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

### Using Reports:

You create a report window using one of the commands under the Report Menu. Report windows are documents of their very own. The great thing about this is that they update automatically. If you add a transaction or change a balance the report changes magically. You don't need to recreate it. You can maximize your report, minimize them to an icon, tile them to appear side by side, and do just about anything you want to them. They even have their own menu of commands for printing, copying, saving to a text file, etc... Two important commands to know are the File Close command and the Window 1,2,3 command since these let you exit the report or just switch back to your Money Smith account window.

### Setting the Report/Graph Title

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

### The Balance (Net Worth) Statement: Report Balance Statement command

The balance statement gives you a snapshot of your current value or net worth. It shows you all your Assets (Great), all of your Liabilities (Not so great!) and your Equity (Net Worth). The percentages are nice because they show you where your money is really tied up. Equity is interesting because it shows both your starting equity (The sum of all of your starting balances) from when you started using Money Smith, and your retained earnings a fancy word for how much money you've earned and kept in one form or another since starting to use Money Smith.

### The Income (Cash Flow) Statement: Report Income Statement command

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

### The Budget Report: Report Budget Report command

The budget report helps you compare your monthly budget against actual spending. It shows the difference between the budget you set for each income or

expense account and the amount you actually spent. The difference is shown both in dollars and as a percent. By tightly monitoring this report and modifying your budget to better reflect reality you may be able to bring up that Net Income figure from the Income Report and live a little more financially secure.

**The Tax Summary Report:** Report Tax Summary command

If you have been vigilant all year long and entered data for a whole year, this report might help you fill out the old 1040 form. Basically it just totals the income and expense accounts you marked as Taxable or Non-taxable and prints the totals out. This might help remind you of the \$10 bucks you gave to charity, or \$100 you earned on that stock that you forgot about. Money Smith will not do your taxes, however. It won't even attempt to estimate your taxes since tax laws change annually and I'm just not ready for that kind of litigation. Several commercial programs are out for this purpose although a discount tax preparer probably costs no more than the software. You don't need to teach yourself how to use a tax preparer either!

**The Reconcile Account Report:** Report Reconcile Current Account command

The monthly checking statement comes in and as usual it doesn't match. You bring up Money Smith and switch to the Register view for your checking account. You patiently walk through and mark all of the cleared transactions using the transaction editor. What now? Bring up the reconcile current account report. It shows where your account balance differs from your cleared balance. What's better its a Money Smith report, so you can tile it side by side with your transactions using the Window Tile Command (F4 key) As you clear and edit your transactions, the report changes to reflect new balances automatically. In a few minutes you can balance your checkbook using Money Smith.

**The Category Report:** Report Category Report command

Categories are better covered in the chapter on Account Categories. Basically a category is a collection of accounts you want to group together. It may be an investment portfolio, consumer debt, your entertainment expense accounts, or just about anything. This report shows you the current balances of all the accounts in your categories and totals them for you. Percentages let you see how much single accounts affect the category balance. This is a nice advanced account feature.

**The Investment Report:** Report Investment Summary command

Investments are better covered in the chapter on Investments. Basically an investment is a special account with investment transactions kept on it. This lets you track the value of a stock or mutual fund easily without messing up the nice neat double entry accounting system that Money Smith uses for regular balances. The investment report shows all your investment transactions and the current values and return on all your investments.

**Limitations:**

You can only have a total of 10 combined report and graph windows active on a single Money Smith file. This is not a problem for most users.

## 7. Money Smith Graphs

### Automatic Graphs

Another great way to look at your finances is using Money Smith graphs. Graphs often let you see things that are not so obvious in the numbers. Money Smith creates graph windows that get automatically updated as the underlying data changes just like Money Smith reports

### Using Graphs:

You create a graph window using one of the commands under the Graph Menu. Graph windows are documents of their very own. The great thing about this is that they update automatically. If you add a transaction or change a balance the graph changes magically. You don't need to recreate it. You can maximize your graph, minimize them to an icon, tile them to appear side by side, and do just about anything you want to them. They even have their own menu of commands for printing, copying, saving to a text file, etc... Two important commands to know are the File Close command and the Window 1,2,3 command since these let you exit the graph or just switch back to your Money Smith account window. You can copy your graph to the clipboard and read it into any graphical program like paint.

### Setting the Report/Graph Title

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

**The Assets Graph:** Graph Assets command

**The Liability Graph:** Graph Liability command

**The Equity Graph:** Graph Equity command

**The Income Graph:** Graph Income command

**The Expense Graph:** Graph Expense command

All of these graphs display a pie graph of accounts of the given type, either assets, liability, equity (net worth), income or expense. It's important to note that only accounts with positive balances are graphed. I don't have an easy method for graphing negative pie slices.

**The Category Graph:** Graph Category command

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

**The Current Investment Graph:** Graph Current Investment command

The graph current investment command lets you see bar graphs of the price, value or return history for a selected investment account. Just make sure you select the account you want to graph from account view first or you'll get an error when you try to graph a non-investment. The bar graphs show all of your investment history and might help in deciding what to do with a stock or mutual fund. Note: Returns are calculated as total value over total investment and are not annualized or otherwise convoluted, so you need to be careful when making

decisions based on these values.

**Limitations:**

You can only have a total of 10 combined report and graph windows active on a single Money Smith file. This is not a problem for most users.

## 8. Printing Basics

### What can I print?

You can print any graph, report, or view. If you have the right printer and order some checks as described below, you can also print checks using Money Smith.

### Printing: General Tips:

Make sure your printer is properly setup before using it. For graphs, reports and views, the File Print command prints the currently active window. A printing dialog shows the current document and page. You can press the Cancel button on the print dialog to cancel a print in progress or use the Windows Print Manager.

### Printing Views:

Printing any Money Smith view is easy. Select the view you want to print and choose the File Print command. Your current view, either account, transaction, or register, will be printed on the printer. You can toggle the Grid lines off of the view using the View Grid command to speed printing if you like. Most printers print slowed when printing the Grid.

### Printing Reports:

Printing a report is also very easy. Create the report you want to print using the Report Commands or activate a previously created report window. Choose the File Print command to print the report. Make sure you have a fixed pitch font selected for the printer or your columns may not line up properly.

### Printing Graphs:

You first need to create a graph using the Graph Commands, or activate a previous graph by pressing it with the mouse. You can use two methods to print a graph. One is to print using the File Print command. This produces a full page graph. If you want a smaller graph or want to import the graph somewhere you can use the Edit Copy command to copy the graph to the clipboard and import it into Windows Write, Paintbrush or a like application and print it from there.

### Ordering Checks:

Before you can print any checks, you need to order some. Before ordering some, I recommend you perform a little test to make sure your printer will support check size paper. Money Smith supports general purpose tractor fed Business size checks of 8-1/2" by 3-1/2" size and prints them in Landscape mode. If your Windows printer driver does not support 8-1/2" by 3-1/2" paper size in Landscape mode, odds are the checks won't work. You can check this using the Printer Setup command, pressing the Setup button, and looking at the list of paper sizes. You can also choose the Print button from the Transaction Dialog which will force you to set your printer paper size if not set correctly. You can try a few on plain paper before you order.

Money Smith has been tested with the following check styles: 091013 and

091004 from:

Deluxe Business and Computer Forms  
3660 Victoria Street North  
P.O. Box 64046  
St. Paul, MN 54164-0046  
1-800-328-0304

They are quite nice people and will be happy to send you a catalog. Money Smith will likely work with most of the Dual Purpose (one check and one blank page with check number for records) checks with a little vertical adjustment. They are not the only ones that print checks, they just happened to be the ones I got my samples from. Many other reputable companies make checks that work, just use discretion and common sense before sinking a bundle in custom printed checks.

### **Printing Checks:**

Checks are printed directly from your transactions. First make sure your printer is set up with the checks in it, form size set to 8-1/2" wide by 3-1/2" high landscape mode. Next bring up the transaction dialog to enter or edit a check and press the Print button. If your paper size is wrong, Money Smith will let you change it from here. Otherwise your check should be printed twice, once on the check and once on the receipt page. The transaction 'Description' field will be printed on the 'Pay to the Order of' line. The To account address, if any, will be printed below that, and the transaction date and amount will be printed in the appropriate columns. You may need to adjust your printer alignment to match the checks exactly.

Be sure to adjust your printer page size back to the original when you change from checks back to paper on your printer.



## 9. Recurring Transactions

### What's a recurring transaction?

Another great feature of Money Smith is the ability to automate transactions so you don't go crazy every month entering transactions. These are called recurring transactions. A recurring transaction is a transaction that happens with some regular frequency. A checkbox lets you either totally automate the transaction so you don't even know it was added or else have Money Smith bring the transaction up when you open the file so you can edit it or cancel it. Don't use recurring transactions for investments. The investment chapter describes an investment reminder service that is better for this purpose.

### Creating Recurring Transactions the easy way:

The easy way to create a recurring transaction is to bring up an existing transaction for editing using the Edit Edit command from transaction or register view. Then press the 'Recurring' button in the transaction dialog to bring up the recurring transaction dialog.

### Filling the Recurring Transaction Dialog:

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

### Editing Recurring Transactions:

The Options Recurring Transactions command and 'Recur' button on the toolbar both bring up a list of recurring transactions and let you add to, edit, or delete from the list. The basic procedure is to select the transaction you want to work with from the list box, then press the 'Add', 'Edit' or 'Delete' button to bring up the transaction editor or a delete confirmation. The run button forces an out of cycle transaction to be created but does nothing to the regular schedule of recurring transactions. The 'Quit' button leaves the recurring transaction editor.

### Running Recurring Transactions:

To normally run recurring transactions you don't do anything. It automatically happens when you open the file. Just make sure your system clock is set right before you run Money Smith. You can force an out of cycle recurring transaction by pressing the 'Run' button from the recurring transaction editor described in the previous paragraph.

### Limitations:

Money Smith has a limitation of 40 recurring transactions active on one Money Smith file. This is not a problem for most home users.

## 10. Defining Account Categories

### What's an Account Category?

An account category is nothing more than a group of accounts you want to occasionally see together. Examples include investment portfolios, your IRA accounts, and expense groupings like living expenses, entertainment expenses and the like. The Report Category command and Graph Category command let you analyze these categories once you set them up.

### Creating Categories the Easy Way (on the fly):

The easy way to create categories is to assign them as you build or edit your accounts. From account view select an account you want in the category and edit it by double clicking it with the mouse or pressing the Enter key. This will bring up the Account Dialog which has a field called 'Category' which by default has a value of '(None)'. Use the tab key or mouse to move the cursor there and type in the name of your new category. Press the Enter key or the Save button to save the transaction and Money Smith will ask if you want to add this new category. Press Yes. Now you can edit the other accounts you want in your category, but now you can use the drop down list of categories to select the newly added category rather than typing it.

### Editing Categories:

You can add, edit, and delete categories using the Options Category command. The basic process is to select the category you want to act on then press the 'Add', 'Edit' or 'Delete' button. It is important to note that you will get an error if you delete a category with accounts defined in it.

### Limitations:

Currently an account can only be assigned to one category at a time. You can only have 30 categories defined for one Money Smith file.

## 11. Investment Accounts

### What's an Investment Account?

An investment account is a normal Money Smith account with an added investment history. The investment history records keeps track of the price, value, and money invested in a security like a stock or mutual fund. The reason for keeping it separate from regular account balances and transactions is to maintain the sanity of the standard double entry accounting system used by Money Smith. Automatic transaction features help you to keep your investment balance and account balance in sync. The advantage of an investment account is it helps you track the value of your investments without destroying the simplicity of a standard cost accounting system.

### Establishing an Investment Account:

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

### Filling in an Investment History Record

Put a description, dollar amount invested, and price in for the security. The number of shares are computed from the dollar amount and price. When you save your record, a corresponding regular transaction will be displayed with the same information to update the underlying account with the new investment. Fill this in and save if you wish. This double entry system maintains the balance of the underlying account without having its value fluctuate with the price of the security. This feature is enabled and disabled using the 'AutoTx' button in the Investment editing dialog.

### Editing History Records:

You can add as many as you like. I usually pull out my most recent mutual fund statement and enter the monthly information from it, pressing the 'Add' button for each. To change or delete a history record, select it from the list box in the center of the Investment Editing Dialog and press the 'Edit' or 'Delete' buttons. Press 'Quit' when you are done with this investment.

### Viewing History Records:

To view past performance all you need to do is select the corresponding record in the list box. This brings up all of the investment, price, value, and performance information around it described in the Investment Editing Dialog documentation. You can also see these records in other ways using the Graph Current Investment command and Report Investment Summary command.

### Removing Investments from an Account:

You can remove all investment history from an account by pressing the 'Remove'

button in the Investment Editing dialog for a given account. This wipes it out completely - so be careful. It makes this account a normal one.

**Another way to Edit Investments:**

You can also access the Investment Editing Dialog using the Options Investment command. This command lists all accounts defined as investment accounts and lets you select and edit them.

**Investment Reminder Service:**

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

**Limitations:**

Money Smith keeps the last 20 investment history records and automatically rolls other into a starting investment balance for the investment.

## **12. End of Year Processing**

### **Why roll transactions out?**

You could go on indefinitely writing transactions against the same set of accounts, but I recommend you roll your accounts out at least once (sometimes more) a year. Why? For one thing, Money Smith has to walk through all the transactions to get a good balance when you load the accounts or change the dates. After a while this process can get time consuming. Besides Money Smith quickly becomes a memory pig when you start having files with thousands of transactions. It's also good to make a fresh start each year because that's what the IRS wants from you.

### **What really happens?**

Aside from making a backup copy, Money Smith really just rolls the dollar amounts from all your transactions before the cutoff date into the respective account balances. It then deletes those transactions. The result: You have the same asset, liability, and equity account balances but no more transactions. You start the year fresh.

### **Running the End of Year Process:**

Select the Options End of Year command from the menu. If you want a closeout date other than the one shown, press yes and enter another closeout (ending) date. Next press yes if you want your investment history records rolled out with the regular transactions. Otherwise, your investment histories of any investment accounts will remain intact. Next if you want a backup copy (highly recommended) press yes and enter a new name like 'HOME92' to save a backup of this file. If you choose to backup, you will also be prompted on removing recurring transactions from the backup. This is also highly recommended. Otherwise you will be hit with a flurry of recurring transactions when you later want to access your backup file. Finally you get one more chance to bail out. If you press Yes the work will be done and everything before the closeout will be rolled out.

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