


moneymanager
businessedition


Quick Start Guide

- This guide is designed to be used when you first run Money Manager, so that you can get a quick general understanding of how the program works and what it will do.
- This guide is by no means comprehensive – there are many further features of the program, and many alternative ways of doing things. You will pick these up as and when you need them.
- The User Guide, which is supplied when you purchase the program, contains a more detailed description of all the features and procedures.
- The Help system contains the full and up-to-date description of all the features and procedures. This can be accessed from within the program by clicking on the  button or pressing the **F1** key. It is context-sensitive, so the help page which appears is relevant to the part of the program you are in.


What Money Manager does

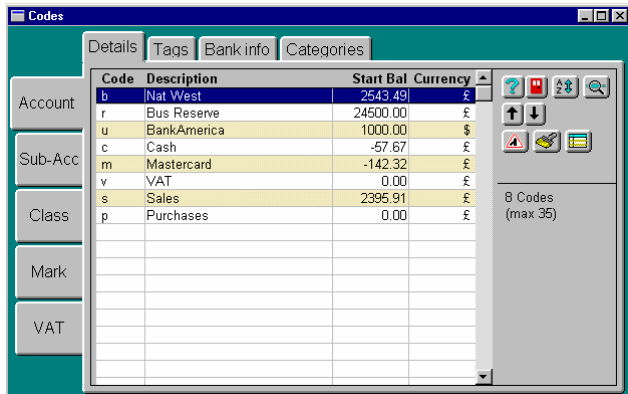
- Money Manager is a bookkeeping program which you use to record all your financial transactions. These are entered using a series of user-defined codes which enables you at any time to see exactly where you stand financially, monitor your cash flow, reconcile your bank statements, complete your VAT returns, etc..
- All your data for a year is stored in a single file on your computer, and you can have any number of files, for different years and (if necessary) for different sets of accounts.

When you first run the program

- To run the program, double-click on the  button which appears on your Desktop after you install the program.
- The first time you run the program, a sample data file is opened automatically. This is for a fictitious company, and contains a variety of typical data. The very top line of the screen shows which Money Manager data file you have open.
- Do please spend some time (20 minutes at least?) playing around with this sample data, entering and editing codes and entries, producing reports, etc. to get a basic feeling for how the program works, and to start giving you ideas on how you would set it up for your own use.

Codes


- The key to successful use of the program is to define a set of codes which will allow get information out of the system in all the ways which you will find useful.
- Each entry will have at least an **Account Code** to say where the money came from or went into, and a **Class Code** to say what it was for.
- **Account Codes** are a single character, and you could have for example **b** for your current bank account (for entering cheques, direct debits, deposits etc.), **c** for cash (for expenditure with cash, or in the case of a business expenditure with a personal credit card or cheque), **m** for a business credit card, etc..
- **Class Codes** are a letter followed by a letter or a number, and can be arranged in groups having the same first letter. Thus you could have a group starting with **o** for Overheads, **ou** for Utility bills, **os** for Office Supplies, **or** for Rent, etc.. If you needed to break down the utility bills, then instead of **ou** you could have **oe** for Electricity, **ot** for Telephone, **og** for Gas etc..
- With the codes described above, you would be able to see a report for all the entries for each account (eg your bank statement), or all entries for a particular class (eg a list of all your telephone bills) or the totals over a period for each Overhead class, etc..
- Each user will have a different set of codes to suit their own circumstances and requirements.
- To set up the codes, click on the  toolbar button.



Code	Description	Start Bal	Currency
b	Nat West	2543.49	£
r	Bus Reserve	24500.00	£
u	BankAmerica	1000.00	\$
c	Cash	-57.67	£
m	Mastercard	-142.32	£
v	VAT	0.00	£
s	Sales	2395.31	£
p	Purchases	0.00	£


- To enter a new code either press the **Ins** key on your keyboard or take the highlight button down to a blank line and press **Enter**. You enter the Code, then press

Enter, then type in the Description and press **Enter**, etc..

- In the **Start Bal** column enter the starting balance for the account at the start of the file period.
- To edit or change an existing code, highlight it and press the **Enter** key.
- There are buttons on the right to sort the codes into any order you desire.
- There are tabs down the left hand side to select different types of code.
- Codes are central to the system, and there are many aspects and features associated with them.
- If you sell on credit, for example, you would have an Account Code **s** for Sales Ledger, and a Sub-account code for each customer, so that you could keep track of how much each customer owes you.
- Click on the  button to find out more about codes and their use.

Entering transactions


- Select **Data Entry – Entries** from the menu to get to the screen where you enter all transactions. You can

get to the same screen by clicking on the  toolbar button.



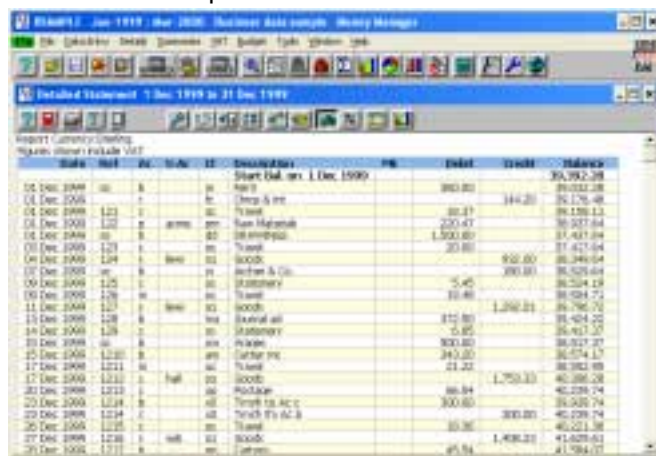
- An entry is a line of data describing a transaction. It includes at least a **Date**, an **Account Code** (to indicate *where* the money has come from/gone to), a **Class Code** (to indicate *what* the money has been spent/received) and an amount in either the **Debit** (for money going out) or **Credit** (for money coming in) column.
- Other columns allow you to enter a **Reference**, a special **Description**, a **VAT Code** etc..
- To enter a new entry, either double-click on a blank line or click on an entry where you want the new entry to appear, and then press either **i** (for insert) or the key marked **Ins** or **Insert** on your keyboard. A blank line will open up – enter the **Date**, and then press **Enter**.
- The highlight will move to the **Ref** column. Enter a reference (optional) and then press **Enter** again.
- The highlight will then move to the **Ac** column. Enter an **Account Code** such as **b** and then press **Enter**. (The available Account Codes will be shown at the top of the screen – press **Alt** and **A** if they are not).
- For the time being, leave the **S-Ac** column blank, so just press **Enter** again to put the highlight in the **Cl**


column. Enter a **Class Code** such as **os** and then press **Enter**. (The available Class Codes will be shown at the top of the screen – press **Alt** and **C** if they are not).


- The description corresponding to the Class Code will appear in the **Description** column (“Stationery” in the case of **os**). You can just press **Enter** to accept this, or type in something else like “Box of A4 paper”.
- The next column headed **R** will contain a **y** if the entry is reconciled – leave it blank for the moment and just press **Enter**.
- The highlight will now be in the **Debit** column, where you should enter the cost (including VAT). You would enter an amount in the **Credit** column if the transaction was for money coming in (ie making you richer).
- When you get to the **VAT** column by pressing Enter, you should enter **s** to indicate that the amount includes VAT at the standard rate. You would leave this column blank if the goods were exempt, or is you were not registered for VAT.
- When you press **Enter** in the VAT column, the entry is complete, and you can either enter another entry or press **Esc** to come out of that mode.
- To edit part of an existing entry, simply double-click on the item you wish to change, change it, and then click somewhere else.
- Click on the  button (or press the **F1** key) to see a full description of the many other features available to make using the Entries screen efficient and convenient.

Detailed reports

- The **Details** menu item features reports which show individual entries.
- Click on **Details** and then **Detailed Statement**.
- You can now select the period to be covered by the report, and select one or more Account Codes, Class Codes etc.. For now just click on **OK** at the bottom. You will see a report containing all the transactions entered for the period.





- Click on the  button at the top of the report to change the specification of the report. Specify a different period, or select the Bank account code, and then press OK. You will see a report that matches your new specifications.
- Have a look at the other reports available under the **Details** menu item.

- Click on the  button to find out more about any particular report.

Summary reports

- The **Summaries** menu item features reports which show totals rather than individual entries.
- Click on **Summaries** and then Monthly **Code Totals**.
- You can now select the period to be covered by the report, and select one or more Account Codes, Class Codes etc.. For now just click on OK at the bottom. You will see a report showing the totals for each income/expenditure Class Code for the selected period.




- Click on the  button at the top of the report to change the specification of the report. Click on Whole at the top right of the window to select the whole year, and then press OK. The report will now show the totals for the whole year..
- Have a look at the other reports available under the **Summaries** menu item.
- Click on the  button to find out more about any particular report.


VAT

- On the **Entry** screen you will see that there is a column on the right for **VAT**. This may be blank (for exempt items (eg postage), 0 for zero-rated (eg childrens' clothing), x for non-VAT items (eg wages) or s for 17.5%. If only part of the transaction is VAT-able, you can enter the actual amount of VAT followed by the appropriate VAT code (eg s).
- From the menu, select **VAT** and then **VAT Details** and then click on **OK**. This will show all the VAT entries for the period, first the outputs (sales) , then the inputs (purchases) followed by the numbered VAT return boxes.



- Click on the  button to find out more about VAT.

Explore!

- There are many more features and procedures than those described in this Quick Start Guide. Using the sample data file, explore the various workings of the program. Even after you have created your own data file, it can be useful to return occasionally to the sample data file to try out unfamiliar features and procedures.
- Remember to click on the  button or press the **F1** key when you would like to see more information on a particular feature.

Creating your own data file

- Click on the **File** item at the left of the menu, and then click on **New**.
- You will be asked to enter a name for the file, a title, and the start date for the file (eg the start of your financial year).
- You may, if you wish, copy the codes from the sample file as a "template", or you may prefer to start with no codes pre-set.
- The first thing to do then is to click on the **Codes** button and set up a set of codes which is appropriate to your own situation.
- You can then start entering transactions.
- It is a good idea to start off with just a few codes, and enter just a few transactions, and see how you get along. Do a few reports to check that the codes you are defining will enable you to report on your data in a way that suits you. Be prepared if necessary to start again – better to do it early than wait until you have several months of data entered inappropriately.

Saving data

- Money Manager saves your data automatically when you shut the program down or open a different data file.
- Using the **Tools - Setup - Program** menu item, you can set the system to save data automatically at set intervals during use.

How is Money Manager different?

- In traditional accounting programs each transaction has two entries, and the amount is "posted" (ie added to the appropriate code totals) twice. In Money Manager both sides of the double-entry are incorporated into a single entry line, with the amount stated only once. Not only is this simpler to follow, it means that it is impossible to lose one side of the double entry, or to have each side with different amounts. In addition, the amounts are not "posted" at the time of entry. Each time you produce a report, the program goes through all the entries, selecting and adding up those which are appropriate to the report. This means that mistakes and omissions can be corrected at any time, without having to worry about contra-entries or corrupted totals.

Related Moneysoft software

- Full details of our related software are available on www.moneysoft.co.uk

- **Final Accounts** is an add-on to Money Manager which performs end-of-year calculations (depreciation, tax etc) and produces auditing reports such as trial balance, P&L, balance sheet, accounting ratios, sole trader self-assessment form, etc..
- **Payroll Manager** is a complete PAYE program for up to 250 employees. It produces payslips, employer summaries, payroll analysis, P14, P45, P46, P11D etc., employee contracts, employer policy documents, and also handles holidays, pensions, sick pay, maternity pay, CIS sub-contractors etc..

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