Moneydance 2010

User's Guide

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Chapter 1: Introduction

IMPORTANT NOTICE: Moneydance 2010 uses a new file format. Any files opened with Moneydance 2010 will no longer be accessible to previous versions of the software. We recommend you create a backup of your Moneydance data before starting with Moneydance 2010, in case you decide for any reason not to upgrade your version. If you need to export your Moneydance 2010 file into the 2008 file format you can do so by selecting File-> Export and setting the format to "Moneydance 2008."

Introduction

Welcome to the Moneydance User Guide, and thank you for your interest in our personal finance manager. We have designed Moneydance to be easy to use, and are always eager to hear from you about how we might improve our product. Please visit our user forum, which you can access through our Help page on **www.moneydance.com/help**, or email us at support@moneydance.com. Our professional support staff and software engineers moderate the forum to provide user support and listen to feedback. If you have suggestions for improvements to Moneydance, please use our Trac and wiki site, located at **http://moneydance.com/trac**. This is where we log and track all requests for new features and improvements to existing features.

Moneydance is a personal finance solution that supports Mac, Windows, Linux, Solaris, and Unix. Moneydance's powerful features include online banking and bill payment, budget creation and tracking, reporting and graphing capabilities, investment portfolio tracking, transaction and bill reminders, and data encryption to ensure the privacy and security of your financial information.

Moneydance is completely cross-platform, allowing you to take your data with you regardless of which platform you choose. We also provide translations into numerous languages and flexible, multi-currency support.

What's New and Improved in Moneydance 2010

The first thing you'll notice about the new software is the Side Bar/ source-list that can be used to navigate to any of your accounts, budgets, graphs and reports with a single click. The Side Bar shows your account balances in addition to "unconfirmed" indicators which mean that marked accounts have pending downloaded transactions.

The unconfirmed indicators hint at another big new feature: automatic downloading of transactions in the background. If you set the preference to download transactions in the background Moneydance will, upon start-up and every few hours, automatically download transactions from all of your direct-connect enabled accounts and put them into your account registers to be accepted. The newly downloaded transactions will be marked as "unconfirmed" with a blue dot and can be left as they are, categorized individually (with defaults provided based on previous transactions), or marked as

"confirmed" in one fell swoop. This new work flow lets you do as little or as much work as you like on your downloaded transaction information.

Other great features include the nifty new Budget Bars which give you a more detailed graphical view of your budget compliance, new reports and graphs, and more flexible filtering of existing graphs and reports (including by tags).

What is Java?

Java is a programming language and computing platform released by Sun Microsystems in 1995. It is the underlying technology that powers Moneydance. Java creates a "virtual Machine" within your computer allowing Moneydance to run on a variety of real computers, including Windows PCs, Macs, and Linux/ Unix computers. This allows you to move your Moneydance file(s) seamlessly between any of these operating systems without having to save in any other format.

How to Install Moneydance

How to Install Moneydance 2010 on your Mac

If you are running Mac OS X 10.4 or higher

- Download the Mac OS X 10.4 installer for Moneydance from **http://moneydance.com/other**.
- After the download is finished, double-click the Moneydance.zip file.
- Once the Application is unzipped, drag the Moneydance icon to your applications folder.
- Once it is there, you may now move the Moneydance.zip file to the trash.
- To start Moneydance, either double-click the Moneydance application or drag the application into your dock and single click the resulting dock icon.

If you are running Mac OS X 10.3 or older

Moneydance 2010 does not work on Mac OS X versions older than 10.4. If you have an older version of Mac OS X you can run **Moneydance 2008** which can be downloaded from **http://moneydance.com/download_2008.**

- After the download is finished, double-click the Moneydance.zip file.
- Once the Application is unzipped, drag the Moneydance icon to your applications folder.
- Once it is there, you may now move the Moneydance.zip file to the trash.
- To start Moneydance, either double-click the Moneydance application or drag the application into your dock and single click the resulting dock icon.

How to Install Moneydance on Windows

- Download the windows installer with or without java from **http://moneydance.com/other**.
- Once the download is finished, double-click the MoneydanceInstall.exe file (or MoneydanceInstallwj.exe for the version with java).

- The installer will then download Java (if necessary) and install Moneydance.

How to Install Moneydance on Linux

- Download the Linux x86 installer with or without java from **http://moneydance.com/other**.
- Once the download is finished, double-click the moneydance_Linux_x86.sh (moneydance_Linux_x86wj.sh with java) file or run ."/moneydance_Linux_x86.sh" (again, ."/ moneydance_Linux_x86wj.sh" for the version with java) from the command line, in the same directory as the downloaded file.
- The installer without java will ensure that java is already installed on your system, and if not, download it before installing Moneydance.

MD Tip: Note that the process for the installer to locate and download Java can take a little while so you may be better off downloading the installer that includes Java.

How to install Moneydance on Solaris (SPARC processor) [For Solaris on x86 follow the Unix installation instructions below.]

- Download the Solaris installer from **http://moneydance.com/other**.
- After the download is finished, double-click the moneydance_solaris_sparc.sh file or run ."/moneydance_solaris_sparc.sh" from the command line, in the same directory as the downloaded file.
- The installer will then determine if java is already installed on your system, and if not, download it before installing Moneydance.
- Note that the process for the installer to locate and download java can take a little while.

How to install Moneydance on Unix [For installation of Moneydance on Unix or a Unix-like platform (i.e. FreeBSD, OpenBSD, Irix, Solaris x86, etc.)]

- Download the Unix installer from **http://moneydance.com/other**.
- After the download is finished, untar the downloaded file (using the command "tar xzf moneydance_other.tar.gz") which will create a directory named "moneydance."
- In that directory, create a symbolic link from "jre" to the directory where Java is installed on your system (for example "cd moneydance; ln -s /usr/java1.4 jre").
- You can then run the "moneydance" script in the new directory to start Moneydance.
- If you don't have Java installed on your system you can download a copy for free from **java.com**.

Registering Moneydance

We proudly offer a trial version of Moneydance so you can test our program before you purchase. The trial version is fully functional and allows you to import an unlimited amount of data and manually enter 100 transactions before being required to purchase a license.

When you are ready to purchase, visit **http://moneydance.com/purchase** to buy a license.

Unlocking Your Current Copy of Moneydance

To register and unlock your copy using your license key, go to Moneydance's menu and choose Help -> Register Moneydance. Enter your license key and the transaction limit will be removed, but the data you have already entered will remain intact.

MD Tip: Once you have entered your license key there is no need to download the program again.

How to Upgrade to Moneydance 2010

If you purchased Moneydance on or after March 28, 2008, upgrading to Moneydance 2010 is free. Just download the application from **http://moneydance.com/other**.

If you purchased Moneydance prior to March 28, 2008, Moneydance is available to you for a discounted upgrade price. To upgrade from Moneydance 2005 or earlier, please visit **http://moneydance.com/purchase** . Enter your license key into the form provided to confirm your eligibility for a free or discounted upgrade. Your license key was emailed to you when you purchased Moneydance. If you purchased Moneydance on CD or no longer have your license key, please visit **http://moneydance.com/support** .

Chapter 2: Getting Started with Moneydance

Getting Started

The first screen that is presented when starting Moneydance 2010 for the first time provides three options:

- **Create New File.** Select this option to create a new data file with the default set of accounts and categories.
- **Open Existing File.** Select this option if you have already created a Moneydance data file.
- **Import File.** Select this option if you would like to create a new data file using information from a QIF file **that was exported from another finance application**.

MD Tip: If you want to open an existing Moneydance file that you use on a different computer (even on a different operating system) select the Open Existing File option.

Once you have selected an option and opened your data file in Moneydance, you will see the "Home Page" screen with a summary of your accounts, exchange rates, scheduled transactions stock prices, and common functions.

The remainder of this chapter covers the following topics: creating a data file from scratch, transitioning from another accounting program, importing other information, and setting your preferences.

Create a Data File from Scratch

When you create a data file from scratch, you will be asked to:

1. **Choose your primary currency**. This is the default currency that will be assigned to all new accounts, though you can change the default currency of each account. If the currency for your country is not found in the list, click the Edit button to add it.

2. **Choose your file type**. This option specifies the default set of accounts and categories that will be created. Categories are used to track your spending by type of expenditure, and can be added and edited after your file is created. The Standard Account Set includes a complete set of typical income and expense categories, while the Minimal Account Set includes only a few categories.

MD Tip: The Minimal Account Set is primarily intended for those who will be importing existing data from another financial application, or those who would like to set up their own account structure.

Preparing Moneydance for Import

If you intend to import an extremely large body of data (such as several years' worth of Quicken™ financial history) and/or if your QIF file includes a large number of split transactions or investment-

related transactions, we strongly advise the following steps:

- Make certain you are using the most recent version of Moneydance.
- Try to create an account structure which is identical in terms of account names to what you had in Quicken™ as it may be easier for Moneydance to find the right places to put each transaction.   This should cut down on the number of new accounts generated by the import process. It may be possible to do this quickly by running the import once with the Import Account Info Only check box selected, correcting any account errors, then importing without that option selected.

Please note that Moneydance cannot directly open Quicken or MS Money files. These programs use a proprietary data file format. Moneydance can import QIF files which these programs are able to export. These files will make it possible to transfer most of your account information and transactions into Moneydance. It is not possible to export/import your payee lists, reminders, or recurring transactions.

Due to limitations in the QIF file format, it is possible that some transactions (especially transfers between accounts) will be duplicated during the import process. This is especially true if you exported to multiple QIF files, one per account. If the balances in Moneydance and your other application do no match up exactly then it may be necessary to find and remove a duplicate transaction or two. The find and replace extension can be very helpful in doing this.

Importing Data from Quicken™

Transferring financial data from Quicken™ into Moneydance requires that the data first be exported from Quicken™ into a QIF file. This can be accomplished from the File-> Export menu option within Quicken™.

There are essentially two types of QIF files: those that contain only one account's worth of data and those that contain all account information for multiple accounts. The import process is slightly different depending on whether your QIF file has one or many accounts in it.

MD Tip: IT IS HIGHLY RECOMMENDED THAT YOU EXPORT ALL YOUR QUICKEN™ DATA INTO **A SINGLE QIF FILE**. DOING SO MAKES THE IMPORT PROCESS MUCH SIMPLER AND LESS ERROR PRONE. IF YOUR VERSION OF QUICKEN™ PROVIDES THE OPTION TO EXPORT "ALL ACCOUNTS" PLEASE CHOOSE THIS OPTION.

IF YOU EXPORTED ALL OF YOUR QUICKEN™ DATA INTO A SINGLE QIF FILE FOLLOW THESE INSTRUCTIONS

1. If this is the first time you have run Moneydance you will be presented with 3 options. Click the button that says "Import File." If you already have run Moneydance and have an existing Moneydance data file select Import-> Quicken™ Interchange Format (QIF) from the file menu.
2. A file browser will be displayed. Use it to locate the first of your qif file. Select the file and Click "OK."

3. A window called "Import QIF File" will be displayed. From this window set the "File Source" to "From Another Program."
4. Set the currency for the accounts you want to import.
5. Also ensure you select the option "Import Account Info Only."
6. Click "OK."
7. Check that the accounts were created correctly. Particularly check the currency type for each account if using multiple currencies. *Change them if necessary now as you cannot change the currency of an account once it contains transactions.*
8. To import the data into the new accounts select Import-> Quicken™ Interchange Format (QIF) from the file menu.
9. The "Import QIF File" will be displayed again. From this window set the "File Source" to "From Another Program." This time do NOT check the "Import Account Info Only" box.
10. From the "Import To" option select "New Account."

IF YOU EXPORTED YOUR DATA INTO MULTIPLE QIF FILES, ONE PER ACCOUNT, FOLLOW THESE INSTRUCTIONS

1. If this is the first time you have run Moneydance you will be presented with 3 options. Click the button that says "Import File." If you already have run Moneydance and have an existing Moneydance data file select Import-> Quicken™ Interchange Format (QIF) from the file menu.
2. A file browser will be displayed. Use it to locate the first of your qif files. Select the file and Click "OK."
3. A window called "Import QIF File" will be displayed. From this window set the "File Source" to "From Another Program."
4. Set the currency for the account you want to import.
5. Also ensure you select the option "Import Account Info Only."
6. Click "OK."
7. To import the data into the new account select Import-> Quicken™ Interchange Format (QIF) from the file menu.
8. The "Import QIF File" will be displayed again. From this window set the "File Source" to "From Another Program." This time do NOT check the "Import Account Info Only" box.
9. From the "Import To" option select "Existing Account" and select the Moneydance account that you want to import the data into.
10. Click OK and repeat these steps for all the accounts you want to import.

Importing Data from MS Money

Before beginning, note that Microsoft Money will not export an account you have closed in Microsoft Money to a QIF file. Re-open any closed accounts that you want to export before exporting from Microsoft Money.

In MS Money open the file that you want to export.

1. Select File-> Export.

2. Click Loose QIF, then click OK.

3. In the File Name box, type a name for the account that you want to export. Give the files descriptive names so that you don't get confused later. Investment accounts will require two files, one for the investment transactions and one for the cash transactions. That's because MS Money treats them as two separate accounts internally. Loan accounts cannot be exported. We'll deal with that later.

4. When prompted to select the account type you want to export, click Regular or Investment for the account being exported, then click OK.

5. In the Account List box, click the account that you want to export, then click Continue.

6. When Money is finished exporting the account, click OK.

   You must repeat the steps above for each account you want to export.

7. Create the accounts in Moneydance before you begin importing the files. **This is an important step.** *Make sure you name the accounts with the exact spelling used in MS Money.* You'll need to create two accounts in Moneydance for each investment account. One will be of type of "Investment" and the other will be "Bank." The bank account will contain the cash transactions from the investment from MS Money. This is just a temporary account used for correctly importing the data. You will combine the transactions and delete this account later. Go ahead and create your loan accounts in Moneydance as well. *Remember to use exact spelling.*

8. Import the QIF files. Make sure you land each QIF file into the corresponding account in Moneydance you created in step 7.

9. a) Select Import-> Quicken™ Interchange Format (QIF) from the file menu.

   b) The "Import QIF File" will be displayed again. From this window set the "File Source" to "From Another Program."

   c) From the "Import To" option select "Existing Account" and select the Moneydance account that you want to import the data into.

   Remember, to select the "Bank" account when importing the cash portion of the investment accounts.

   d) If done correctly every account will get populated with the correct transactions...even the loan accounts.

10. Move all transactions from the temporary "Bank" accounts you created for place holders for the cash portion of the investment accounts from MS Money into the one and only corresponding investment account in Moneydance. Delete the temporary place holder account in Moneydance. Moneydance will contain the cash transactions in the root of the investment account. That's the way it should be.

11. Edit the loan accounts in Moneydance. When you click done Moneydance will ask if you want to transfer the loan balance to another account. Select yes and choose the account that received the loan proceeds. This may be a checking account if it was an unsecured loan or it may be an asset account if there was an asset that was acquired. You may need to modify the transaction later to account for closing costs, etc.

12. Organize your accounts and categories. The Find and Replace extension can be very useful in changing the categories of a lot of transactions at once.

13. You may need to make a few balancing entries in some of the accounts to get things balanced correctly. That's because MS Money is not a double-entry system.

Importing Additional Data into Moneydance

Transferring financial data from your bank or other applications into Moneydance requires that the data first be exported from the other application into a file which can be read and imported by Moneydance.

Many financial applications have the ability to export their data to QIF files. This export function is usually located under the File menu of programs like Quicken™ or Money.

Performing the Import

Once the data has been exported into a readable file, open Moneydance. You can import the file(s) using the File-> Import menu at the top of the screen. *You can perform the import from anywhere in the program; you do not have to be in the account register at this time.*

From File-> Import you will be asked to select the type of file you wish to bring into Moneydance.

Select:

Quicken™ Interchange Format (QIF) for .qif files
Open Financial Exchange (OFC) for .ofc files
Open Financial Connectivity (OFX) for .ofx and .qfx files

Once you've selected the file format the "Choose File" dialog box will open where you can select the file you wish to import.

Moneydance handles the import of QIF files slightly differently from the other file formats so please follow the directions below based on the file format you are importing:

Importing Quicken™ Interchange Format (QIF). Once you have chosen your file and clicked on the "Open" button in the "Choose File" dialog, a new "Import QIF File" dialog box will pop up. The "From QIF File" option asks you to identify the location of the file (this will normally be populated by the program). Next, in the "Import To" option you should have the "Existing Account" radio button checked. Activating this option means the box to the right can now be used to select the proper account to which you would like to import this file. If the correct account is not currently visible (the last account that you imported to is the current selection) click on the arrows at the far right to get a list of all accounts available and make your selection. Set the next option, "File Source" to "From a Downloaded File." The remaining options should already be properly set though they can be adjusted now if necessary. You can now click the "OK" button and your transactions will be imported into the designated account.

Importing Open Financial Exchange (OFC) and **Open Financial Connectivity (OFX).** Once you

have chosen your file and clicked on the "Open" button in the "Choose File" dialog, a new "Select an Account" box will pop up. Moneydance will attempt to match the imported account with your existing accounts and should identify the correct account in successive imports after the initial import. If the correct account is not currently visible then click on the arrows to the left of the account name to bring up a list of available accounts. Select the account to which you wish to import. You can now click the "OK" button and your transactions will be imported into the designated account.

Accepting Imported Transactions into the Register

Once you have imported new transactions you will want to review and accept them (or "confirm" them) into your register. At this time you may want to assign a category, merge with an existing transaction or simply accept the transaction as it appears.

Identifying Imported Transactions

Imported transactions are placed in your account's register by date of transaction and so may be dispersed throughout the register. There are two ways to easily identify new transactions. Open the register and

1. **Click the Unconfirmed button.** At the top of the register are a series of buttons. By choosing the Unconfirmed button Moneydance will only display those transactions which have the blue dot and are not yet confirmed by you.
2. **Look for the "blue dot."** All new transactions have a blue dot in the right of the Description field.

Understanding Imported Transaction Data

When a imported transaction appears in the register it usually will have some basic information included such as a transaction date, description and amount. It may contain other information such as a check number or memo. The first time you bring it into the register you may want to manually change the description, add a memo or even choose to categorize a new transaction. Moneydance will "learn" these changes and associate them with similar future transactions. All this can be done prior to confirming the transaction.

Modifying Imported Transactions

You can modify or delete transactions as seems appropriate for your records. Doing this prior to confirming the transaction may prove most efficient.

To modify a transaction before confirming, just double-click on the transaction to open the Edit mode. You can now make changes to any field in the transaction. Press the Enter key on your keyboard to exit the edit mode and return to the confirming process. (*Note that if you click on the "OK" button you will not exit the edit mode and any changes you made will not be saved*.) To delete the transaction, click once on the transaction to highlight it and then press the delete key on your keyboard. You will be asked to confirm that you wish to delete the transaction. If you are sure you do, then click the OK button.

> MD Tip: If you realize after you have modified or deleted a transaction that you made a mistake you can use the "Undo" option in the Edit menu found running along the top of the screen.

Matching Imported Transactions

Once you have reviewed and modified your transactions you are now ready to accept them into the register through the confirmation process. With this process you are formally entering transactions into the register.

> MD Tip: Moneydance attempts to recognize and auto-categorize transactions with similar payees and amounts, so once you have manually assigned a category to a transaction or changed it's description you can expect Moneydance to suggest the same category and/or description for similar transactions. To have Moneydance automatically merge matching transactions go to Moneydance -> Preferences -> Network and check the "Automatically Merge Downloaded Transactions" option.

The Matching Process

When you highlight an unconfirmed imported transaction a dialog box will appear at the bottom of the register. In this box a list of transactions will appear. The first line in this display will be the description and memo for the transaction as it was originally received. Moneydance uses this original description to begin offering matches.

Highlighted below this will be suggested options for you to choose how to handle the transaction. There may be several transactions displayed so you may need to use the scroll bar to the right to review all the options.

The options Moneydance offers are:

**Original**. Accept the transaction in it's original format as Moneydance has received it. It is the first option in the listing centered in the middle of your screen.

**Merge**. Moneydance has identified a direct match to a transaction which already resides in your register. This usually means there was a match on the transaction date, description and/or amount. By accepting the Merge option you will, in effect, be deleting one of the transactions so that you have only one entry in the register for this transaction.

**Categorize**. Moneydance will usually be displaying several similar transactions that are already in your register with different assigned categories and descriptions. You can select the transaction which offers the description and category which you would like to apply.

**Revert**. If the downloaded transaction was changed in any way from its original as-downloaded state, the REVERT option will change it back to the original, default value and "un-merge" if it was already auto-merged.

If the Moneydance suggested option is the action you wish to take just click the Accept button at the lower left of the register or press Command-Enter (Control-Enter) on the keyboard. If you want to

choose a different option just highlight it and follow the same process to Accept.

Once you have accepted the transaction into the register the blue dot disappears and is replaced with an "i" signifying that the transaction has been confirmed but not "reconciled (cleared)." For more information about reconciling your account see ***Balancing Accounts Using the Reconcile Tool*** in Chapter 4.

Suggested Workflow for the Matching Process

To match transactions in Moneydance try this suggested workflow:

1. Click the Unconfirmed button at the top of the register to display your transactions.
2. Select the first transaction by clicking once to highlight.
3. Review the suggested transactions in the dialog box at the bottom of the register.
4. Select the transaction with the option that fits your needs and Accept it into the register.
5. Continue through your list until all the transactions have been confirmed.
6. Click the "All" button to see all the transactions in your register.

> MD Tip: If you need to stop the confirmation process at any time you can resume from where you left off by clicking the Confirm button and finish resolving your unconfirmed transactions.

Setting Your Preferences

Setting Preferences

Selecting the File-> Preferences menu item gives you the ability to set the appearance and behavior of Moneydance to suit your personal needs. Below is an overview of the settings available under each tab of the preferences window.

General Tab

The items under the General tab allow you to configure basic settings such as the language, date format, decimal point, and other application settings.

- **Show Full Account Paths.** Determines whether or not the full account/category is displayed in the register. For example left unchecked the account path "Personal:Bills:Electricity" would just appear as "Electricity."
- **Auto-create New Transactions.** If selected, a blank transaction entry form will be displayed after recording a new transaction.
- **Register Follows Recorded Transactions.** When selected, the register will scroll to the location of any new transactions that are entered.
- **Separate Tax Date for Transactions.** Selecting this option allows the entry of two dates for each transaction, one for your records and one that can be used for tax purposes. If this is selected, you can set both dates for a transaction to be the same using the cmd/ctrl-Y keyboard

shortcut.
- **Use VAT/GST.** Selecting this option tells Moneydance to automatically split any transactions to categories that have VAT/GST rates associated with them. You can edit the VAT/GST categories and rates by selecting the Tools-> VAT/GST Settings menu.
- **Show All Accounts in Pop-up.** When selected, Moneydance will display all accounts and categories in the main account pop-up that appears in the top left corner of the main Moneydance window.
- **Case Sensitive Auto-Completion.** When selected, auto-completion will only match previous transactions that begin with the exact text that has been typed in the Description field. With this option off, auto-completion will match previous transactions in such a way that typing "ac" will match transactions made to the "ACLU," for example.
- **Save on Every Quit.** With this option selected Moneydance will automatically save your data when you quit the application (unless Moneydance or your computer crashes).
- **Auto-Insert Decimal Points.** If selected, values such as "1234" will be interpreted as "12.34" when entered into most amount fields.
- **Beep When Transactions Change.** If selected, Moneydance will make a pleasing sound when recording a transaction. Turn this off if you do not enjoy pleasing sounds.
- **Side Bar Balance Type.** Choose between Current Balance, Balance, or Cleared Balance.
- **Date Format.** Choose between a variety of date formats.
- **Decimal Character.** Choose between a using a decimal and a comma.
- **Locale.** Select one of more than a dozen locales to alter language and spelling.
- **Font Size.** Select one of many default font sizes.

Colors Tab

The items under the Colors tab allow you to specify customized colors for certain parts of Moneydance. Click on the color panel of each item to select a different color for that item.

Network Tab

Under this tab are options that change how Moneydance uses the network. Options include an HTTP proxy setting, and check boxes that indicate whether Moneydance should download certain information every time it starts up. You can also set preferences on Online Payment Date restrictions and the date sensitivity of matching downloaded transactions.

Check Printing Tab

This tab allows the selection of check types to be used when printing checks. It also provides the ability to completely customize the field positions on checks and the number of checks on each page.

Printing Tab

This tab allows the customization of printing settings. This includes the font to be used when printing from Moneydance.

Backup Tab

This tab provides the ability to customize the automatic backup feature of Moneydance, including frequency of backup, location of backup files, and the number of backup files to keep.

Home Page Tab

This tab provides the ability to customize the information that appears on your Home Page as well as its order. For more information about customizing your Home Page, please see Customize the Home Page.

Chapter 3: Navigating Moneydance

NEW! The Moneydance Side Bar

The new Moneydance Side Bar makes it easier to access your accounts and memorized reports. You can add or delete reports and accounts from the Side Bar for ease of use (this does not delete the account or report, merely removes it from the Side Bar). You can also turn off the Side Bar by selecting the "Hide Side Bar" option on the View menu. If you double-click on an item in the Side Bar it will open in a new Moneydance window. To delete an account from the Side Bar click the "–" button located at the bottom of the Side Bar; to add an account click the "+" button.

The Moneydance Home Page

When Moneydance opens, the program starts at a main screen called the Home Page. You can always return to this page by selecting your base account from the account drop-down menu at the top left.

From this page, clicking on an account will open the register for that account in the main window. An account can also be opened by selecting the desired account from the drop-down menu at the top left of the window.

Customizing the Home Page

Moneydance's Home Page is customizable, allowing you to re-arrange and edit what information is displayed and in what order. Go to Moneydance -> Preferences -> Home Page to edit your preferences.

Moneydance's Home Page is divided into a left and right column. The "Available Items" box shows which additional information can be added to your Home Page. Below this are two boxes showing the information displayed on the right and left sides of your Home Page. The Up and Down buttons move a selected item higher or lower on the Home Page. The Move Left and Move Right move a selected item from one column to the other. Finally, the Add and Remove buttons move a selected item on and off your Home Page.

The Balance Box

When in the account register, you will see your balance listed in the lower right hand corner. Clicking on this box will allow you to see your

- **Balance.** The total of all your transactions in an account, including any future transactions (ones dated after today's date).
- **Current Balance.** The total of all your transactions up to today's date. Any future transactions are not included in current balance.
- **Cleared Balance.** The total of all transactions that you have marked "cleared," meaning that they have been received and processed at your bank.
- **Confirmed Balance.** The total of all transactions that have been confirmed.

- **Unconfirmed Total.** The total of all transaction that are marked as unconfirmed.
- **Ledger Balance.** The balance provided by the bank. This includes all "outstanding" transactions such as deposits that are still pending clearance.
- **Available Balance.** The current available balance provided by the bank when you last imported/download transactions.

The File Menu

New. Create additional data files. For example, you may want one data file for your business and another for personal use.

New Transaction. When in an account register, opens New Transaction dialog box to enter a new transaction.

Open. If you have created additional data files, you can choose which file you will work from. You can only open files that have the .md extension. If you want to open a backup file that has a date at the end of the file name, first rename the file such that it ends with the .md extension.

Open Recent. Offers a list of recently viewed files which you can select to open.

Save. This will save any changes you've made to your financial information, updating your old saved file or prompting you to enter a path and file name if this is a new file.

Save As. This will prompt you for a path and file name, allowing you to save your information to a new location while leaving your original saved file unchanged.

Import. Bring in other data files to your active Moneydance file. This includes a submenu to let you select which type of file to import. You can import financial data in QFX, OFX, OFC, QFC, or QIF formats using this menu, allowing you to add new transaction information from a variety of sources including data exported from other financial management programs, and new transaction information from financial institution websites. For information on how to import a data file, please see Importing Data Into Moneydance. For information specific to Quicken™ QIF Files, see Importing Files from Quicken™ to Moneydance.

Export. Export data from your current Moneydance file and save it in any of several formats. For more information, please see ***Exporting Data From Moneydance*** in Chapter 16.

Encryption. To password-protect your Moneydance file, and keep your sensitive financial information safe. For further information, see ***Encrypting Your Data*** in Chapter 13.

Archive. Allows you to save older transactions to a separate file, with the option of purging old transactions from your current file. For further information, see ***Creating an Archive*** in Chapter 16.

Print Checks. Accessible from within individual accounts only and allows you to print checks from the current account. To print checks from multiple accounts you will need to repeat the process from each individual account's register. For further information, see ***Printing Checks*** in Chapter 16.

Print Transactions. Accessible from within individual accounts only and allows you to print transactions from the current account as they are shown in the register. To print transactions from multiple accounts you will need to repeat the process from each individual account's register.

Preferences. Under Windows the preferences are in the File menu. On Mac they are in the Moneydance Menu. Gives you the ability to set the appearance and behavior of Moneydance to suit your personal needs. See ***Setting Your Preferences*** in Chapter 2 for more information about the preferences section.

The Edit Menu

From this menu you can Undo, Redo, Cut, Copy, Paste, and Select All.

Find. Sends cursor to the Search/Find box.
Advanced Search. Brings up dialog box with advanced search options.

The View Menu

Show Budget Status. Shows your Budget Status graph in the status bar.
Show Net Worth Graph. Shows your New Worth graph in the status bar.
Hide Status Graph. Shows not status graph in the status bar.
Hide/Show Side Bar. Hides or Shows the Side Bar.
Home Page. Shortcut to the Home Page.

The Account Menu

Items under the Account menu operate on the account that is currently open in the main window. From here it is possible to Edit, Delete, or create New accounts AND categories. To create a new category, select either the Income or Expense option in the "Create Account" dialog box. The Reconcile item brings up the reconcile tool.

You can create custom entries for the "Check #" field by accessing "Edit Account" from the Account menu when you are on the Home Page.

The Online Menu

Download all Accounts. Downloads transactions for all accounts enabled for Direct Connections with your bank.
Set up Online Banking. Sets up online banking for the currently shown account.
Set up Online Bill Pay. Sets up online bill payment for the currently shown account.
Online Bill Payment. Opens the online bill payment window.
Send Online Payment. Sends out your online payment.
Download Transactions. Downloads transactions from current account only.
Confirm Selected New Transactions. Confirms recently downloaded or imported transaction for the current account.
Forget Online Passwords. Forgets passwords for direct connect enabled accounts. To remember your account passwords, your file must be encrypted. Please see *__Encrypting Your Data__* for more details.

The Tools Menu

Edit Accounts. Print a chart of accounts, and add, edit, or delete accounts.
Edit Categories. Print a chart of your categories, and add, edit, or delete categories.
Currencies/Exchange Rates. Selecting the Currencies/Exchange Rates menu item displays a window that shows the list of currencies associated with the current file. From this window, currencies can be added, modified, or deleted. The base currency can also be set here, and the history of each currency is tracked so that you can see the exchange rate for each currency for any time in the recent past. The currencies that Moneydance can manage include stocks, bonds and mutual funds as well as national currencies. In fact Moneydance is capable of handling any arbitrary unit, be it gold bullion or shiny

pebbles.

Edit Securities. Add, edit, or delete securities.

Reminders. Selecting the Reminders menu item displays the calendar and reminder list tool. This tool can be used to enter new reminders and schedule transactions, and to view the calendar. The monthly calendar can be printed for offline viewing. *Reminders* in Chapter 7 has more information about using reminders and scheduled transactions.

Budget Manager. This menu item presents the budget management tool. This tool provides the ability to specify how much income and expenses that you expect to assign to specific categories. Chapter 6, *Managing Your Budget* has more about how to use Budget Manager.

Address Book. Add, edit, and delete payees, including addresses, emails, and phone numbers, using this tool.

Graphs and Reports. Brings up a graphs and reports dialog box.

Edit Transaction Tags. Add or delete transaction tags.

Translate Currencies. One way to take advantage of the up-to-date exchange rates managed by Moneydance is by using the Translate Currencies tool. Selecting this menu item displays a window where you can enter an amount in one currency, and view the equivalent value in all of the other currencies. The *Translate Currencies Tool* in Chapter 12 has more information about using this feature.

Calculator. Selecting the Calculator menu item displays a simple calculator.

Loan Calculator. Selecting the Loan Calculator menu item displays a tool that lets you calculate payments on a loan or mortgage. This also includes a tool to help you decide between a loan with high points and low rate, and a loan with low points and a higher rate. The *Loan Calculator Tool* in Chapter 11 has more information about using this feature.

VAT/GST. In order to use the VAT/GST functionality you must first enable it in the preferences window. Select Moneydance-> Preferences-> General and check the "Use VAT/GST" option.

VAT/GST Settings. Specify which categories are to be used with VAT/GST, what the rate is for each category and specify an expense account for which the VAT/GST will be assigned.

VAT/GST Transactions. Displays a list of all the transactions for a specified account that have VAT/GST applied to them. You can also use this window to override the default rate applied to each transaction.

The Extensions Menu

The Extensions menu allows you to easily add new features to Moneydance by downloading extensions from our web site or by loading them directly from a file. *Adding Extensions* in Chapter 16 has more information on how to use extensions.

The Window Menu

Minimizes the Moneydance window and shows the current windows.

The Help Menu

The Help menu is where information about Moneydance is located.

License. Contains Moneydance end user license agreement.

Help Contents. Takes you to this help guide! For more information about Moneydance, or to access our Forum, please visit **http://moneydance.com/support.**

Register Moneydance. Tells you whether your copy of Moneydance is registered and if not, displays a window where you can enter your license key.

Console window. Displays detailed error information. If you are having a problem with Moneydance and are contacting technical support please include the contents of the console window with your inquiry.

About Moneydance. Provides information about Moneydance, such as the version of Moneydance you are running and the version of Java you are using.

Chapter 4: Getting Started with Accounts

Understanding Moneydance Accounts

Moneydance uses the double entry method of accounting. This means that every transaction is a link between accounts, so when money goes somewhere the value of one account should increase and another should decrease. For example, if you purchase $1,000 in stock your Investment account should increase in value by $1,000 and another account should decrease by the same amount to pay for it. The part of this that can confuse people is that some accounts that represent a cost to you will have positive balances. For example, suppose you pay your $100 heating bill with money from a checking account, and that you keep track of your utility expenses through a utility expense account (income and expense accounts are also referred to as "Categories"). The $100 should be taken from your checking account, and your utility expense account should increase by $100. One way to think about it is that a positive balance in an expense account means that you have had an expense.

With that out of the way, Moneydance features several different types of accounts. For a more specific discussion of bank, credit card, investment, asset, liability, expense, income, and loan accounts, read the chapters that follow.

By default, all your accounts will appear on the Home Page and in the Side Bar. You can remove groups of accounts in Moneydance -> Preferences -> Home Page. You can also hide accounts that have a zero balance. To do so, go to the account register and select Account -> Edit from the menu, then select the Hide on Home Page (If Balance is Zero) box. You can access an account from the Home Page by clicking on that account's name. You can also navigate between accounts using the account drop-down menu in the top left corner.

Bank Accounts

Moneydance bank accounts represent accounts such as checking and savings. When creating a bank account, you will name the account and provide information such as the bank name, account number, routing number, initial balance, and the account's currency. In addition, you may set a default category for the transactions in this account. You can always categorize transactions individually, but it can be helpful to set a default when the majority of transactions will fall under one category.

Credit Card Accounts

A credit card account is used to keep track of your current balance on a single credit card. The balance on a credit card will almost always be zero or negative, since the balance represents your current debt on the credit card.

A credit card account stores information such as card number, expiration date, interest rate (labeled APR), and bank name for your convenience. None of these values, including the interest rate, affect the operation of the account. If you download your card's transaction data from the financial institution,

interest adjustments will be taken care of automatically. You can also specify that the credit card is a child (or sub-account) of another account.

If you primarily use your credit card for a particular class of expenses (such as business expenses or fuel purchases) it may be useful to set a default expense category. You can do this when you first create the credit card account, or by clicking Account-> Edit at any time while the credit card account is selected.

Investment Accounts

An Investment account holds securities -- stocks, bonds, mutual funds, etc. -- as well as cash. The account's cash balance can be used to purchase shares, and receives the proceeds from the sale of securities.

For an investment account, you can specify the bank name and account number for your reference, and set a default category, initial balance, currency type, and start date. You can also designate the account as a child (or sub-account) of another account.

There are three views for an investment account: Portfolio, Register, and a Security Detail view. The Portfolio view provides an overview of the account's holdings. The Register shows the account's activity, transaction by transaction. Finally, the Securities Detail page shows more specific information about individual securities. For more information on this account type, see **Chapter 9: Tracking your Investments**.

Asset and Liability Accounts

Asset and Liability accounts are used to keep track of any assets or liabilities you have that do not fall under other categories. Common examples might include the estimated value of a piece of property or an interest-free loan from a friend. Many users have set up Asset accounts to keep track of the value of "cash in hand."

Each asset or liability account has a name, initial value (or liability), currency type, and start date, and can be designated as a child (or sub-account) of another account.

Loan Accounts

A Loan account is used to track a loan with regularly scheduled payments, a known interest rate, and a fixed starting debt. When you open a loan account in Moneydance you can add the principal of your new loan to the balance of another account. This is purely optional and does not affect the operation of the loan account.

When creating a loan, you will have the option of scheduling a recurring transaction for your loan payment. If you do this, Moneydance will be able to keep track of how many payments have been made, how many are left, and other useful information such as ratio of interest to principal. If you are manually entering your loan payments, Moneydance will not be able to provide much of this detailed information. Therefore we strongly recommend you use automatic transaction scheduling for loan accounts. You do not have to use electronic payment scheduling or online bill payment in order to utilize these features. Moneydance can prompt you to create Transaction Reminders for loan payments,

detailed in Reminders.

Expense and Income Categories

Expense and Income categories allow you the flexibility to track your finances in nearly any way you choose. While bank, credit card, investment, asset, liability, and loan accounts track WHERE your money is being spent, expense and income accounts allow you track HOW your money is being spent.

Expense and income accounts should be thought of as categories for transactions. For example, if you have an expense account or category to track your spending on music CDs called "Personal: Music," you can select that as the category for all transactions that relate to your spending on CDs. These transactions will then also appear in your "Personal: Music" account, so you can see all of your music CD expenditures in one place.

It is important to note that Moneydance gives your income and expense categories most of the capabilities of a checking account: they have a balance and a list of transactions as payments and deposits. However, when you are viewing an expense or income account, the transaction's category will reflect the original source of the transaction, such as the checking account from which you paid for your music CDs. It is generally not a good idea to enter transactions directly into income or expense accounts, since they do not represent where your money changes hands, as it is easy to incorrectly assign the other side of the transaction.

Your list of income and expense categories is completely up to your discretion -- you can add, edit, and delete them at will. The more income/expense categories you create, the more specific you can be about how you spend and receive your money. Moneydance comes populated with a default set of categories, all of which can be edited or deleted.

Balancing Accounts Using the Reconcile Tool

Overview

The purpose of reconciling an account is to ensure that neither the user nor the bank have made a mistake in recording transactions. Just as many people balance their checkbooks by comparing entries in the book to entries on their bank statement, Moneydance has a Reconcile tool which can be used to "check off" transactions as they appear on your official bank statement.

You can also reconcile a transaction manually, though this shortcut is less informative than using the Reconcile tool. Each transaction has a reconciled status, marked in the transaction register by a symbol in the column labeled "C." When you are editing a transaction, the reconcile status field toggles between a diamond, a check-mark, and blank when clicking in the square. You can also toggle the cleared status of any selected transaction or multiple transactions by right-clicking (or command-clicking on a Mac) it in the register and selecting "Uncleared," "Reconciling," or "Cleared."

Preparing to Reconcile/Troubleshooting

To use the Reconcile tool, select Reconcile from the Account menu. You will be asked to enter a

Ending Statement Balance. Most likely you will want this to be the balance listed on your most recent bank statement. You will also be shown a non-editable Beginning Statement Balance. This will be the current Cleared balance of your account as Moneydance sees it (i.e. the sum of all transactions in the register that have been marked as cleared plus the initial balance of the account).

The "as of" date is only enabled if you download transactions for that account online. If this box is enabled and selected then all transactions that were downloaded online on or before that date will be marked as reconciling when the reconciliation window appears. In many cases, when people download transactions this will quickly show if the online balance matches the local balance, and if so requires no further effort.

If the starting Balance is not the same as what is on your official statement, then there is some discrepancy between your recorded activity and what the financial institution believes your balance was. You may wish to fix this by canceling your Reconcile attempt and entering additional transactions or changing the Cleared status of some transactions before beginning your Reconcile. (Also note that you can add, edit, and delete transactions from within the Reconcile tool itself.)

Reconciling

The Reconcile Accounts window lists all transactions not currently labeled Cleared (signified by a green check) in your transaction register. Just as in your account register, those transactions labeled Reconciling will display with a diamond, while those labeled Uncleared will have a blank in the "C" field.

Payments are listed in the left-hand column, while Deposits are listed in the right-hand column. Each will show a Cleared and Uncleared balance, which will change as you left-click on individual transactions to toggle them between Reconciling and Uncleared.

Reconcile your account by left-clicking on transactions which appear in both your official statement and the Reconcile window.

If a transaction in Moneydance does not seem to match, the error may be in your entry: you can left-click on it and use the Edit button to change its value in Moneydance. If you suspect the error is on the bank's end, you'll need to contact them to change their records instead.

If a transaction appears in your statement but not in Moneydance, you can add it using the New button. This will change the focus to the account register so you can add a new transaction. Come back to the Reconcile window after clicking Record.

If you see a transaction in Moneydance that you want to remove (such as something which accidentally got entered twice), then you can click on it and click the Delete button to remove it.

Moneydance will display the Beginning Balance and Target Balance as unchanging values. The Current Balance displays the effects of your reconciling thus far on the Beginning Balance, and the difference between Current and Target Balance as Difference.

If you have marked all the transactions from your statement as Reconciling, and your Difference reads as zero, you have successfully reconciled your account! Your Current Balance and Target Balance are

now the same. Click Done to complete the Reconcile process. All transactions labeled Reconciling will convert automatically to Cleared when you click Done. If you click Finish Later they will stay marked as Reconciling, and display an orange diamond in your account register. If you click Unmark All, then the effects of your Reconcile attempt will be wiped out and all transactions will return to Uncleared status, allowing you to start over or Finish Later.

Chapter 5: Entering Transactions

Entering Transactions

To create a new transaction, click the New Transaction button at the top of the Account Register screen; to edit a transaction already recorded, double-click the transaction itself. Once a transaction is open for editing, left-click the specific field you wish to edit and type or select the information you want. To exit the Edit mode press Enter on your keyboard.

All transactions in Moneydance are movements of funds from one account to another. As a result, any transaction committed in one account in Moneydance (such as a Bank account named "Checking") will result in a second transaction occurring on the "other side" (such as an expense category titled "Groceries"). As an example, let's enter a $50 transaction for the category "Personal:Groceries" in the Checking account. After we click the New Transaction button at the top of the Checking register we get a blank form at the bottom of the register where we can enter our transaction. Filling in all the relevant information such as the date the transaction took place as well as a description we would then select "Personal:Groceries" as its Category. Continuing on we would record our $50 in the payment column and then press enter on the keyboard to close the Edit mode and place the transaction officially into the register. You will now see the new transaction in your checking register with a decrease of $50. A new transaction will also appear in your Personal:Groceries expense category's register, showing an increase of $50 and showing your checking account as its 'Category.'

Transaction Basics

A "transaction" is, in simple terms, any change in the balance of your accounts, plus all the information about how much was spent or received and where the money went or came from. Transactions can be between a financial account (such as bank, brokerage, credit card, etc.) and an expense or income category, or between two financial accounts. It is technically possible to move money between expense and income accounts directly, but that is usually not useful.

You can record a transaction in any transaction register. With the exception of Investment and Loan account transactions, they all have the same format, and contain the following fields:

Date. The date on which the transaction occurs. Using the date picker, you can select the date from the calendar or type it in manually. You can also use + and - to increment the date.
Tax Date. The date of the transaction for tax purposes, if different from the normal transaction date. Note: this is only displayed if the proper option is set in Moneydance-> Preferences-> General.
Check#. This field can be used to record the check number of an actual paper check, or the means of purchase if other than a check; this field can contain any entry. This field comes already populated with the following selections.
> **A Number.** Corresponds to your "real-world" check number for the check this transaction will represent.
> **CkCrd.** For a purchase made using a Check Card or other electronic transaction.
> **Dep.** For deposits made to the account.
> **Trn.** For a transfer directly from another financial account, such as your Savings account (but

not an Income/Expense category).

ATM. For a non-deposit, bank-related transaction, such as an ATM withdrawal, ATM usage fee or other bank fee.

{Print}. Must be selected if you intend to print the details of this transaction as a check using the Moneydance Check Printing feature. Make sure you see this section for important information on including Addresses on checks.

<Next Check#>. Tells Moneydance to find your most recent transaction with a number value as its Check# entry.

MD Tip: You can create custom entries for the Check# field by accessing "Edit Account" from the Account menu when you are on the Home Page.

Description. The "main information" about who and what is involved in this transaction: the person or entity who receives or gives the funds. Usually something along the lines of "January Paycheck," "Credit Card Payment" or "Hot Dogs at Bob's Bar and Grill."

Memo. Any additional information. The exact dividing line between Description and Memo is mainly one of personal taste or financial institution download format.

Category. The income category for deposits or other balance increases, or the expense category for payments, withdrawals or other balance decreases, or another account. This category or account will be on the "other side" of this transaction. Select another non-category account when transferring funds between two accounts, i.e. a transfer from savings to checking. Otherwise, you will typically choose an income category when the increase value of the transaction is not zero, and an expense category when the decrease value of the transaction is not zero. To make a transfer between accounts (from a savings to a checking account, for example) the account that the transfer is with should be selected in the Category field. To learn more about categories see *__Expense and Income Categories__* in Chapter 4.

Tags. Any tags you wish to assign to this transaction.

C. This column shows the Cleared Status of the transaction. A blank space here indicates the transaction is uncleared; a diamond indicates it is cleared but unreconciled; and a green check mark means the transaction is cleared and reconciled. You can toggle between these three settings by clicking multiple times in this box while a transaction is open for editing. For more information about reconciling your account see *__Balancing Accounts Using the Reconcile Tool__* in Chapter 4.

Payment. A value in this field will represent funds removed from this account and added to the account specified in the Category field described above. This will *decrease* the balance of this account.

Deposit. A value in this field will represent funds added to this account and removed from the account specified in the Category field. This will "increase" the balance of this account.

Rate. This field is used to specify the exchange rate for inter-currency transactions. If the account or category chosen in the Category field is not in the same currency as the account in which the transaction is being recorded, you must specify the rate of exchange at the time of the transaction.

Balance. The current balance of the account after a given transaction. This number will exactly equal the starting balance, plus all increases and minus all decreases up to this transaction. This field is always non-editable!

Right-Clicking and Multiple Selection

Right-clicking a transaction brings up another menu, which shares many functions with the Transaction Editor. The right-click menu allows you to delete, memorize, show other side, or mark as cleared, reconciling or uncleared. If you are using a single-button mouse then holding the control (ctrl) button while clicking the mouse should have the same effect.

You can also left-click multiple transactions while holding the shift or control keys to select more than one transaction. Right-clicking any of the selected transactions after selecting them will also bring up a context menu, providing only functions that can be applied to multiple transactions.

Categorizing Your Transactions

For your convenience, Moneydance begins each user file with a standard set of income and expense categories. To view these go to Tools-> Edit Accounts or Edit Categories menu options. Categories are used to tell you how you're spending or receiving funds in a financial account. You're not restricted to what you see in this list, though: you can choose to categorize your transactions in whatever way makes sense to you by creating income and expense categories which you can assign to transactions. For example, you could keep an Expense category for each type of bill you pay (electric, gas, cable, water, sewer), an Expense category for bills with sub-categories for each type of bill, or just keep a single Bills category instead and assign all bill payments to that. You could make a separate Income category for pay from each of three jobs, or just one "Salary:Paycheck" category for paychecks from all three. These categories will be useful in generating reports and graphs so you can see how you're spending money.

> MD Tip: To manage your Accounts and Categories go to Tools-> Edit Accounts or Edit Categories. Here you will not only be able to view all your current financial accounts and income/expense categories, but can also add new Categories and Accounts.

Investment Transactions

To represent investment transactions, a little more information is needed. The Investment register and investment transactions are explained in **Chapter 9: Tracking your Investments**.

Loan Transactions

For an introduction to Loan accounts and transactions, see **Chapter 11: Managing Debt**.

Since a Loan account represents a debt you've incurred, rather than an actual bank account, it's not possible to create new transactions directly in a loan account. Instead, you can create transactions in another account with the Loan account selected in the Category field, so you can record a payment against the loan's principal.

When a loan is created you'll have the option to schedule periodic payments; we recommend you do this. This is the easiest way to automatically divide your loan payments into principal and interest. It allows the loan account to keep track of how many payments you have left and how much interest vs. principal you've paid.

Remember that if you are manually creating a payment into a loan account, you'll need to create a Split transaction to divide your payment into principal and interest, or else create two separate transactions .

Scheduling Recurring Transactions

You can schedule recurring transactions either through the Reminders Calendar on the Home Page, or by right-clicking on a previously entered transaction in any account register and clicking Memorize. Both actions will bring up the recurring transaction editor, but Memorizing a transaction will result in many of the fields being filled in based on the transaction you selected. For more specific information on how and why to schedule recurring transactions, see **Chapter 7: Staying on Schedule**.

Using the Address Book with Transactions

You may wish to include further information about the people and businesses who give and receive your funds. Moneydance's address book allows you to include information such as street addresses, phone numbers and email contacts for people and businesses.

You can select any entry from your Address Book from the Description drop-down menu in an account register. Description choices which point to address book information are marked with green @ symbols.

Address book entries must be used to allow addresses to print on checks using Moneydance's check printing feature.

Transaction Tags

You may wish to record some additional information about your transactions, apart from the source and recipient of funds. Transaction tags allow you to organize transactions in a second way, which is effectively any second way you like -- assign transactions any number or variety of tags, like "summer vacation" or "tax deductible," and these tags can be used to generate more informative reports. Tags can be added, changed and deleted via the Tools-> Edit Transaction Tags menu.

Reports based on transaction tags are available through the Graphs and Reports function, which is explained in detail in **Chapter 10: Graphing and Reporting**.

Chapter 6: Managing Your Budget

Creating a Budget

Moneydance's Budget Manager helps you set and change budgets. To access the Budget Manager, select Tools -> Budget Manager from the menu.

The name of the budget you are working with is displayed at the top left of the Budget Window. To create a new budget, click "New." To rename a budget, click the Change Name button and type in a new name. You can track up to 10 different budgets simultaneously.

Moneydance can automatically calculate an initial budget for you based on your transactions during any time period that you specify. To automatically calculate a budget, press the Calculate button. The Budget Manager will prompt you to input the date range you would like to use to calculate your budget. Input the appropriate dates and click OK. The information will be put into the currently selected budget.

To set a budget manually, go to Tools -> Budget Manager- > New. This brings up a blank budget form for you to build a new budget. At the lower left corner of the window you will see a "+" and "-" symbol. Press the "+" to get a new line to create a new budget item. Then you can begin filling in the columns by double clicking on the line under each column. If you double click in the "category" column it will bring up all the categories you have created along with the standard Moneydance ones. To add more lines to your budget, keep pressing the "+" so you can add additional categories.

When you select "Interval" make sure you pick whether you want the budget to prorate the data. For example, if you enter $100 "Monthly" your budget report will display $25 the first week, $50 week 2, and so on until at the end of the month you will see the entire $100. If you enter $100 "Monthly not prorated" you will see the entire $100 displayed from the first day of the month onwards.

Use "Start Date" and "End Date" to signify when you want an expense or income item to show up. For example, if you want to show an income item (Dividend Income @ $100/month) to show up January, March and October you would would set up 3 separate line items as follows:

$100 / Dividend Income / Monthly (not prorated)/ Jan 1, 2010 to Jan 31, 2010

$100 / Dividend Income / Monthly (not prorated)/ Mar 1, 2010 to Mar 31, 2010

$100 / Dividend Income / Monthly (not prorated)/ Oct 1, 2010 to Oct 31, 2010

If you want the same amount showing up throughout every month of the year you can just put in January 1, 2010 and the program will insert for each month.

Monitoring a Budget

You can monitor your budgets using budget reports or by using the handy Budget Monitor graph. To display the monitor graph, select the View -> Show Budget Status menu and it will appear at the top of the main Moneydance window. To create a budget report, click the budget icon on the sidebar. You can also access this report through the Tools-> Graphs and Reports menu.

The budget report will show in detail how closely your income and expenses match your planned budget. You can generate a budget report for any time period to see how closely your finances matched your budget for any period in the past. The report will display your budget by each category of income and expense, and will also total the values so you can see how much over or under budget you are (or were). You may also opt to view the budget report time intervals such as weekly, monthly, quarterly or yearly. Doing so will allow you to compare your budget status for different periods side by side.

The Budget Monitor graph is meant to provide an overview of your financial status as applied to a budget that you have created. This graph is displayed at the top of the main Moneydance window and will adjust automatically every time you record a change in your budget or enter a transaction, so you can use it to keep track of your expenses as you work.

The Budget Monitor displays two primary elements: Income and Expenses. The blue bar represents your actual expenses for the current time period while the green bar represents your actual income. The length of each bar shows actual income or expenses for the budget items that apply to the current period. Income or expenses for categories that don't have corresponding budget items are not currently shown.

The vertical line that is to the right of the end of each bar represents the total budgeted amount for income or expenses. This is helpful to show the relative amount of income vs expense that has been budgeted for the current period. Clicking on the budget graph will produce a table showing the detailed numbers that went into the calculation of the graph. Clicking on the budget name will let you select a different budget, choose the time period to be displayed or open the budget manager window.

Chapter 7: Staying on Schedule

Reminders

Transactions and notes can be easily scheduled to remind you when they are coming up or are past due using Moneydance "Reminders." Examples of common reminders include automatic loan payments, estimated quarterly taxes, paychecks, rent, utility bills, etc. There are two different types of reminders: General and Transaction Reminders.

General Reminders are text notes that appear in the Calendar and on the Home Page according to a set schedule.

Transaction Reminders are transactions that appear in the calendar and on the Home Page according to a set schedule and when acknowledged are recorded as normal transactions.

To create, modify, or delete reminders, select the Tools-> Reminders menu. A window will appear with a large calendar that shows the dates on which reminders are scheduled to occur. To create a new reminder, click on the New General Reminder or New Transaction Reminder button. This will display an editing window for the new reminder.

The Reminder editing window appears slightly different depending on the type of reminder being edited. The General Reminder editing window has a large text field where a note can be entered as well as a scheduling panel. The Transaction Reminder has the same scheduling panel, as well as a transaction entry panel.

In the scheduling panel you can enter the date of the reminder as well as any additional scheduling information. There are separate sections to the scheduling panel that correspond to how the reminder will be scheduled: daily, weekly, monthly, annually, etc. The reminder will occur on all dates and schedules specified. For example, if you select every Friday under the Weekly tab as well as every 20th under the Monthly tab, then the reminder will occur on both the 20th of every month as well as every Friday.

Upcoming and overdue reminders will appear on the Home Page. To view a Reminder from the Home Page, click on it. Upon clicking on a Reminder from the Home Page, you will have the choice to skip, record/acknowledge, or defer the reminder. Deferring a reminder avoids performing any action at the current time, and leaves the reminder in the overdue or upcoming list. Skipping a reminder skips only this instance of a recurring reminder.

Please note that it is not yet possible to initiate online bill payments through the reminder interface.

Using the Calendar

The calendar is included by default on the Home Page, but can be removed via Moneydance-> Preferences-> Home Page.

Both Reminders and scheduled transactions will appear on the calendar. The current day will be outlined in red.

Chapter 8: Online Banking and Bill Payment

Online Banking and Bill Payment

Online banking and bill payment are not possible at all financial institutions. Moneydance uses a direct OFX connection to communicate securely across the Internet with properly equipped banks and institutions. This is a widely used technology, so a large number of financial institutions support this style of communication already.

> MD Tip: To see a full and current list of financial institutions we know Moneydance can connect to click **here**.

Even if your financial institution does not support direct OFX connection, most financial institutions allow you to download the your transactions from the financial institution's website and import them into Moneydance. For more information, see ***Importing Transactions with Web-Based Online Banking*** below.

Ensuring Your Institution Supports OFX Banking

First, make sure your account is properly enabled for application-based online banking via direct OFX connections. Keep in mind that this type of online banking often requires a different login/PIN than the ones that are used for ATM or web-based banking. If you've never used a desktop application to access your accounts, you will most likely need to contact your bank and have them set it up. Check with your financial institution to see if that is the case.

Also, keep in mind that some institutions impose a monthly or per-use charge for this type of service which may be absent from web-based online banking.

When you enable your account for access from Moneydance, your financial institution should let you know what customer ID/login and PIN to use.

Be sure to check our forums for tips on streamlining this process: **http://moneydance.com/forum.**

Setting up Online Banking

Once you've confirmed that your account is enabled on the bank's end for access using the protocols Moneydance employs, you can connect using the following process:

1. Create or choose an account which corresponds to the account you hold with the institution.
2. Open this account from the Home Page to bring up the transaction register.
3. From the menu bar at the top of the screen select Online-> Set Up Online Banking.
4. Select "New Connection" in the window which appears.
5. Select your bank from the list which appears.
6. Follow any on-screen instructions.

MD Tip: After successfully connecting to an institution once, that institution will appear in the Online drop-down and the two grayed-out options will become available.

Using Online Banking

Once Online Banking has been successfully set up for your account, the Online drop-down menu items "Download All Accounts" and "Download [Account Name] Transactions" will no longer be grayed out and are now available for use.

Downloading Transactions Through the OFX Connection

Moneydance allows you two ways to download your transactions: by *individual account* (Download [Account Name] Transactions) or by having *all accounts download simultaneously* (Download All Accounts).

Downloading One Account at a Time -- *Download [Account Name] Transactions*

Open the account where you want to download transactions. From the menu bar at the top of the screen select Online-> Download [Account Name] Transactions to connect to your financial institution. All new transactions since your last update will download into the account's register . If your institution requires a password and you have elected not to save it in Moneydance the Online Banking Authorization dialog box will open to prompt you for your Password/PIN. Enter this information and click OK.

MD Tip: **To store passwords for your online banking, direct connect enabled accounts, you MUST encrypt your data file.**

If you have encrypted your file but you do not wish to save this password in Moneydance, go to Online -> Forget Online Passwords after you have completed your download, and the password will be deleted.

For more information about saving passwords see **Chapter 13: Privacy and Security**.

Downloading All Accounts at Once -- *Download All Accounts*

Once Moneydance is open you can select Online-> Download All Accounts from the menu bar at the top of the screen to connect to your financial institution from anywhere in the program. All new transactions since your last update will download into each account's register. If your institution requires a password and you have elected not to save it in Moneydance the Online Banking Authorization dialog box will open to prompt you for your Password/PIN for each account. Enter this information and click OK.

If you would like to have your download run in the background while you are performing other operations in Moneydance go to Moneydance -> Preferences-> Network and check the box for

"Automatically Download in Background."

MD Tip: In Investment Accounts Moneydance *only downloads transactions* and not the data (such as current number of total shares) about any existing underlying securities you may have. That data needs to be either imported from another program such as Quicken™ or MS Money or entered manually into the account. See **Chapter 4: Getting Started with Accounts**.

Importing Transactions with Web-Based Online Banking

If your financial institution does not support the direct online banking protocol used by Moneydance, you may still be able to download transaction files in one of several universal formats from their website. Go to your financial institution's website, login to your account and locate the area where they offer exporting data. Follow their instructions and when asked, select one of the following file formats: .QIF, .OFX, .QFX or .OFX. (Note: you can select "Save as Quicken™ file" or "Save as MS Money file" if those options are offered.) Take note of the folder that you are saving to.

Performing the Import

Open Moneydance. You can import the file(s) using the File-> Import menu at the top of the screen. *You can perform the import from anywhere in the program; you do not have to be in the account register at this time.*

From File-> Import you will be asked to select the type of file you wish to bring into Moneydance.

Select:

- **Quicken™ Interchange Format (QIF)** for .qif files
- **Open Financial Exchange (OFC)** for .ofc files
- **Open Financial Connectivity (OFX)** for .ofx and .qfx files

Once you've selected the file format the "Choose File" dialog box will open where you can select the file you wish to import.

Moneydance handles the import of QIF files slightly differently from the other file formats so please follow the directions below based on the file format you are importing:

Importing Quicken™ Interchange Format (QIF). Once you have chosen your file and clicked on the "Open" button in the "Choose File" dialog, a new "Import QIF File" dialog box will pop up. The "From QIF File" option asks you to identify the location of the file (this will normally be populated by the program). Next, in the "Import To" option you should have the "Existing Account" radio button checked. Activating this option means the box to the right can now be used to select the proper account to which you would like to import this file. If the correct account is not currently visible (the last account that you imported to is the current selection) click on the arrows at the far right to get a list of all accounts available and make your selection. Set the next option, "File Source" to "From a

Downloaded File." The remaining options should already be properly set though they can be adjusted now if necessary. You can now click the "OK" button and your transactions will be imported into the designated account.

Importing Open Financial Exchange (OFC) and **Open Financial Connectivity (OFX).** Once you have chosen your file and clicked on the "Open" button in the "Choose File" dialog, a new "Select an Account" box will pop up. Moneydance will attempt to match the imported account with your existing accounts and should identify the correct account in successive imports after the initial import. If the correct account is not currently visible then click on the arrows to the left of the account name to bring up a list of available accounts. Select the account to which you wish to import. You can now click the "OK" button and your transactions will be imported into the designated account.

How to Identify that the Download or Import Was Successful

There are several ways to identify that your download or import was successful.

- Look for a blue dot next to the account balance in the sidebar.
- Go to the account's register where you downloaded or imported the transactions. Look at the bottom of the account register and you will see a message stating how many transactions were downloaded into the account. There may be times that it states that "zero" transactions were downloaded.
- Look in the register for transactions with blue dots at the end of the description field.
- Click the Unconfirmed button at the top of the account register to show all only unconfirmed transactions.

Accepting Downloaded and Imported Transactions into the Register

Once you have downloaded or imported new transactions you will want to review and accept them (or "confirm" them) into your register. At this time you may want to assign a category, merge with an existing transaction or simply accept the transaction as it appears.

Identifying Downloaded and Imported Transactions

Downloaded and imported transactions are placed in your account's register by date of transaction and so may be dispersed throughout the register. There are two ways to easily identify new transactions. Open the register and

1. **Click the Unconfirmed button.** At the top of the register are a series of buttons. By choosing the Unconfirmed button Moneydance will only display those transactions which have the blue dot and are not yet confirmed by you.
2. **Look for the "blue dot."** All new transactions have a blue dot in the right of the Description field.

Understanding Downloaded and Imported Transaction Data

When a downloaded or imported transaction appears in the register it usually will have some basic information included such as a transaction date, description and amount. It may contain other information such as a check number or memo. The first time you bring it into the register you may want to manually change the description, add a memo or even choose to categorize a new transaction. Moneydance will "learn" these changes and associate them with similar future transactions. All this can be done prior to confirming the transaction.

Modifying Downloaded and Imported Transactions

You can modify or delete transactions as seems appropriate for your records. Doing this prior to confirming the transaction may prove most efficient.

To modify a transaction before confirming, just double-click on the transaction to open the Edit mode. You can now make changes to any field in the transaction. Press the Enter key on your keyboard to exit the edit mode and return to the confirming process. (*Note that if you click on the "OK" button you **will not** exit the edit mode and any changes you made will not be saved*.) To delete the transaction, click once on the transaction to highlight it and then press the delete key on your keyboard. You will be asked to confirm that you wish to delete the transaction. If you are sure you do, then click the OK button.

> MD Tip: If you realize after you have modified or deleted a transaction that you made a mistake you can use the "Undo" option in the Edit menu found running along the top of the screen.

Matching Downloaded and Imported Transactions

Once you have reviewed and modified your transactions you are now ready to accept them into the register through the confirmation process. With this process you are formally entering transactions into the register.

> MD Tip: Moneydance attempts to recognize and auto-categorize transactions with similar payees and amounts, so once you have manually assigned a category to a transaction or changed it's description you can expect Moneydance to suggest the same category and/or description for similar transactions. To have Moneydance automatically merge matching transactions go to Moneydance -> Preferences -> Network and check the "Automatically Merge Downloaded Transactions" option.

The Matching Process

When you highlight an unconfirmed downloaded or imported transaction a dialog box will appear at the bottom of the register. In this box a list of transactions will appear. The first line in this display will be the description and memo for the transaction as it was originally received. Moneydance uses this original description to begin offering matches.

Highlighted below this will be suggested options for you to choose how to handle the transaction. There may be several transactions displayed so you may need to use the scroll bar to the right to review

all the options.

The options Moneydance offers are:

Original. Accept the transaction in it's original format as Moneydance has received it. It is the first option in the listing centered in the middle of your screen.

Merge. Moneydance has identified a direct match to a transaction which already resides in your register. This usually means there was a match on the transaction date, description and/or amount. By accepting the Merge option you will, in effect, be deleting one of the transactions so that you have only one entry in the register for this transaction.

Categorize. Moneydance will usually be displaying several similar transactions that are already in your register with different assigned categories and descriptions. You can select the transaction which offers the description and category which you would like to apply.

Revert. Moneydance has identified a similar transaction that was categorized with a different description and/or category at another time in the register.

If the Moneydance suggested option is the action you wish to take,click he Accept button at the lower left of the register or press Command-Enter (Control-Enter) on the keyboard. If you want to choose a different option highlight it and follow the same process to Accept.

Once you have accepted the transaction into the register the blue dot disappears and is replaced with an "i" signifying that the transaction has been confirmed but not "reconciled (cleared)." For more information about reconciling your account see **_Balancing Accounts Using the Reconcile Tool_** in Chapter 4.

Suggested Workflow for the Matching Process

To match transactions in Moneydance try this suggested workflow:

1. Click the Unconfirmed button at the top of the register to display your transactions.
2. Select the first transaction by clicking once to highlight.
3. Review the suggested transactions in the dialog box at the bottom of the register.
4. Select the transaction with the option that fits your needs and Accept it into the register.
5. Continue through your list until all the transactions have the blue dot replaced by an "I" in the Unconfirmed list.
6. Click the "All" button to see all the transactions in your register.

MD Tip: If you need to stop the confirmation process at any time you can resume from where you left off by clicking the Confirm button and finish resolving your unconfirmed transactions.

Setting up Online Bill Payment

Setting up Online Bill Payment uses the same procedure as setting up regular online banking. Note that not every financial institution which Moneydance supports for online banking will allow application-based online bill payment, so you may receive an error message if you attempt to set up bill payment with an institution which does not allow it.

Using Online Bill Payment

Under the Online menu click the "Online Bill Payment" option to begin creating an electronic payment for submission to the financial institution. Moneydance will prompt you for all the relevant information, step by step. First you will need to create a Payee entry for the recipient of your funds. Once such a Payee has been established, you can skip this step by selecting "Send Payment To" instead.

The payment request will be sent to your financial institution, and a corresponding new transaction will be created in the Moneydance account register. You can date transactions for a certain amount of time in the future, as determined by your financial institution's policy. Also, it may take a number of days for the payment to be processed and sent to the Payee. This also varies from institution to institution. Finally, some institutions require that you set the "Due date" of your online bill payment request a number of days in the future.

How to Update a Bank Connection

Sometimes Moneydance needs to update the connection information for your bank. When this happens, you will need to disable your current connection to your bank and then recreate it using the New Connection button on the Online Banking Setup screen. To do so, you can follow these steps:

1. Select your bank account in Moneydance.
2. Select the Online-> Setup Online Banking button/menu.
3. Click the "Disable" button.
4. Select the Online-> Setup Online Banking button/menu (again).
5. Click the "New Connection" button and select your bank and press "OK."
6. Continue with the setup process, entering your username/password.
7. Repeat steps 1-6 for any additional accounts.

MD Tip: Make sure you pick "New Connection," even though your bank is still one of the connection choices after you disable it. Choosing your bank from the list of available banks will force Moneydance to download the updated information, which should then allow you to connect.

Chapter 9: Tracking Your Investments

Tracking Your Investments

Investment accounts in Moneydance are used to aggregate and track the value of a set of securities as well as a balance that is affected by buy, sell, dividend, transfer, income and expense transactions. There are three views for an investment account: Portfolio, Register and a Security Detail view.

Portfolio. See an overview of the account's holdings including the current price, number of shares, and current value of each security as well as the current cash balance for the account. This view also includes a graph representing the breakdown of your asset distribution if your holdings are spread across more than one type of security.

Register. See all account activity, transaction by transaction, as well as the running cash balance for the account. Double-clicking or selecting a transaction then pressing the enter key will put a transaction into Edit mode. The register view is usually the best place to enter and edit investment transactions.

Securities Detail. Shows specific information about individual securities within the account. Information that is displayed includes a graph of the historical prices and volume for the selected security, cost basis for your holdings in this security, a list of transactions related to this security, and buttons for recording splits, adding securities, editing the history, etc.

Securities

Securities are units of value that can be aggregated and tracked in investment accounts. Examples of securities include stocks, mutual funds and bonds. The value of most securities relative to some currency can change over time. In Moneydance, all securities are recorded relative to your base currency but can be displayed relative to any other currency, especially the currency assigned to investment accounts.

All of the securities in your data file are accessible via the Tools-> Edit Securities menu or by clicking on the Stock Prices link on the Home Page. After selecting this menu or link a window appears with the list of securities contained in the current file. You may add, remove or modify individual securities using this window. Editing a security allows you to view and modify the price and split history, current price, currency in which the price is displayed, ticker symbol, suffix, prefix and security name. When creating a new security from this window you have the option to set the maximum number of decimal places that will be used for storing and displaying quantities of this security.

Lots vs Average Cost Purchases

To oversimplify a bit, the cost basis of a set of shares is the amount that was spent acquiring those shares.

There are multiple methods of calculating the cost basis. Moneydance currently supports Average Cost

and Lot-based Cost calculations.

> **Average Cost.** This is the simplest calculation method, in which shares are assumed to have a cost basis equal to the average price paid for that security times the number of shares.
> **Lot-based Cost.** This calculation method allows you to select which buy transactions (and individual shares within those transactions) were used to purchase the shares for each sale, therefore determining the cost basis of any specific shares in a much more controlled way. Lot-based cost basis calculation allows you to adjust your gain or loss for individual sell transactions to assign more or less profit or a specific ordering to sell transactions. This is the appropriate method use the FIFO (First In, First Out) method of tracking your shares. This is the default selection in Moneydance.

The Portfolio View

The Portfolio view provides an overview of a single investment account. All securities in the selected investment account that have non-zero value are listed along with their current price, number of shares and the current value. The total value of the securities as well as the cash balance of the investment account are also displayed. If the investment account contains multiple types of securities (stocks, bonds, CDs, etc) then a graph is displayed showing the distribution of value across the different types of securities.

The Investment Transaction Register

The Register view shows all account activity, transaction by transaction, as well as the running cash balance for the selected account. Double-clicking or selecting a transaction then pressing the enter key will put a transaction into editing mode. The register view is usually the best place to enter and edit investment transactions.

Clicking on a column header will sort the transactions by that field, if possible. Additional functions are available by right-clicking (or control-clicking on a Mac) on the register or by clicking the pop-up icon in the top right corner of the register.

When editing transactions in the investment register, different fields may be enabled or disabled based on the type of transaction. The different fields are described below.

> **Date.** The date that the transaction was posted to the account.
> **Tax Date.** The date of the transaction for tax purposes.
> **Action.** The type of transaction. This can be one of the following:
> > **Buy.** Purchase shares of a security from funds in the account.
> > **BuyXfr.** Purchase shares of a security using funds from another account.
> > **Sell.** Sell shares of a security and deposit funds into the account.
> > **SellXfr.** Sell shares of a security, placing the funds into another account.
> > **Div.** Dividends earned for a specific security and deposit funds into the account.
> > **DivReinvest.** Dividends earned for a specific security and used to purchase more shares of that security.
> > **DivXfr**. Dividends earned for a specific security and transferred to another account.
> > **Short.** Sell shares of a security that you do not own, in the hope that those shares will

go down in value and can be purchased for less.

Cover. Purchase shares that were previously shorted.

MiscInc. Miscellaneous income associated with a specific security.

MiscExp. Miscellaneous expense associated with a specific security.

Xfr. Transfer funds to or from this investment account, including income or expenses not associated with a specific security.

Check#. If this account allows checks to be written from it, this field can be used to record the check number.

Description. General description of this transaction, or payee if this is a check or transfer.

Memo. General notes on this transaction.

C. Cleared status: blank means the transaction is uncleared, a diamond indicates the transaction is in the process of being reconciled, a check mark indicates that the transaction has been confirmed cleared.

Security. The security that is associated with this transaction, if applicable.

Category. The category to or from which expenses or income for this transaction are assigned, if applicable.

Transfer. The account or category to or from which the funds for this transaction are transferred, if applicable.

Fee Category. The category to which the fee for this transaction is assigned, if the fee is non-zero.

Shares. The number of shares being purchased or sold, if applicable.

Price. The price of the shares being purchased or sold, if applicable.

Amount. The total amount of the transaction. If shares are being purchased or sold then this will be equal to the number of shares multiplied by the price.

Fee. The fee charged by your financial institution for this transaction.

Cash Balance. Non-editable field which displays the cash balance of the account after this transaction is applied, in the order specified by the register sorting.

The Securities Detail

The Securities Detail view shows specific information about individual securities within the account. Information is displayed for the selected security in the pop-up list. Information that is displayed includes:

Transaction List. A list of all transactions associated with the selected security within the current investment account. Below this list are buttons for creating, editing and deleting transactions.

Security Information. Details such as the number of shares owned, current price, current value, cost basis and the percentage change of value.

Security Functions. Buttons for recording a stock split, adding or editing a new security, editing the lot assignment, editing the price/volume history, and removing the security.

Performance/Volume Graph. This graph displays the price of the security over time (adjusted for splits) as well as the trading volume.

Adding New Securities

Setting up securities in your investment account happens in two stages:

1. Add a Security.

From the "Securities Detail" portion of your investment account choose "Add Security" to create or add to a list of securities that can used in transactions for this account. If you are adding this security for the first time within Moneydance, you will choose "New Security" from the "Add Security" window. There are a number of fields you will need to enter:

- **Security ID.** A unique identifier of a security within Moneydance, it's not something that has any existence outside of Moneydance. You can ignore it or you can just make it up.

- **Security Name.**

- **Ticker Symbol.** Be sure to use the symbol used by Yahoo! Finance including a "." and a letter for stocks from non American exchanges (for example a stock on the London exchange will end in ."L").

- **Price.** This value can be changed either from the "History" window or by using the extensions that automatically update prices.

- Value Prefix and Suffix. By default holdings are measured in shares as in equity holding. If you have some other kind of denomination for your holdings (such as contract for options) you can enter them here either as a prefix or a suffix to the price per unit of the security.

- **Decimals.** Be sure to enter the same number of decimal spaces that are used in your broker's share accounting. (In most cases this will be 2.)

Fill out the rest of the security information identifying it as a stock, bond, CD, option contract, etc. and the particular information unique to that type of security. Most of this information is just used for identification purposes and is not used in calculations of any kind within Moneydance.

2. Once the Security Has Been Added. From the register you may now enter transactions that reflect your holdings for this security. If you are adding initial holdings, you can enter Buyxfr transactions with the category "Initial Holdings" as a custom income category to reflect that you already possess these securities at the creation of this account within Moneydance. If you are entering a transaction that is not an initial holding, be sure to enter as the category in the 2nd line "transaction fee" or "commission" to reflect applicable broker fees.

Importing Security, Stock, or Mutual Fund Prices

Moneydance can automatically download price information from Yahoo! (using the **finance.yahoo.com** service). Almost all ticker symbols that you can use with the Yahoo! site are provided for download. You can access this information by installing the appropriate Moneydance extension. You need to install two extensions to get this to work. First you will need the "Yahoo! Stock Quote." This does the downloading and integrating of the the latest available prices and "Stocks/Forex Quotes Auto Synchronizer" automatically invokes and runs the the former extension at regular intervals.

To add these extensions, go to the menu bar and select:

- Extensions-> Add and click "Next."

- Make sure the default "From the Internet" is checked, then click "Next."

- Select the extension you want and click "Next."

- Click "Finish."

Now set the ticker symbol for your securities:

- Select Tools-> Edit Securities.

- Select the security from the list.

- Click the Edit button.

- Click the Edit button to the right of the security name.

- Enter the ticker symbol and click "OK."

- Click "Done."

Repeat for each of your securities.

You can go to **yahoo.finance.com** to search for the appropriate ticker symbol. If the security is not listed on this website Moneydance cannot get price information for it. If you are using securities that are traded on foreign exchanges a suffix must be added to the symbol in accordance with the guidelines in this document: **http://finance.yahoo.com/exchanges.**

Please note that Yahoo! has failed to provide price information for some Canadian Mutual Funds and there is nothing we can do about this.

Dealing with Non-US Stock Exchanges

To use a non-US security listing, add the appropriate suffix to the end of the ticker symbol. For example, the suffix ".TO" signifies a stock on the Toronto Exchange. A full list of exchanges and their suffixes can be found here: **http://finance.yahoo.com/exchanges.**

Chapter 10: Graphing and Reporting

Graphing and Reporting Overview

The graphing and reporting functions in Moneydance enable you to view your financial data in many different ways. Reports are text-based while graphs are visual representations of your data.
To view a report or graph go to Tools-> Graphs and Reports. This will display a window where you can select the type of report or graph as well as any settings (such as start date, end date, accounts, categories, etc). Once you have selected the graph and entered the settings, click the "Generate" button to display the report or graph.

Graph Types and Uses

The following graphs are available in Moneydance.

> **Expenses.** Displays the top expense categories or your choice of expense categories over a period of your choosing. You can choose to display expenses incurred from all accounts or only from a specific account. This graph can display expenses grouped by different time periods including Day, Week, Month or Year.
> **Income.** Displays the top income categories or your choice of income categories over a period of your choosing. You can choose to display income deposited into all accounts or only from a specific account. This graph can display income grouped by different time periods including Day, Week, Month or Year.
> **Income and Expenses.** Displays a graph comparing your income and expenses over a period of your choosing. You can choose to display income and expenses over all accounts or only for a specific account. This graph can display income and expenses grouped by different time periods including Day, Week, Month or Year.
> **Account Balance.** Displays the balance of an account over a certain time period. You can choose whether or not to include the balance of sub-accounts in the graph. This graph can display the balance by day, week, month or year.
> **Net Worth.** Displays your overall net worth over a certain time period in terms of a currency of your choice. This graph can display your net worth by Day, Week, Month or Year.
> **Currency History.** Displays the value of a currency or security (including stocks, mutual funds, etc.) over time relative to any other currency or security. This graph can display the currency or security value grouped by Day, Week, Month or Year.
> **Asset Allocation.** Displays the division of your assets, including securities, cash, and other assets.
> **Memorized Graphs.** Displays a list of graphs that you have memorized. Selecting a memorized graph from the list will let you regenerate that graph, using your current data. Date ranges such as "this year" apply to the current year, not to the year in which the graph was memorized.

Report Types and Uses

The following reports are available in Moneydance.

Net Worth. Displays your net worth using the current balance, including transactions with dates in the future, or your cleared balance. You can select which types of accounts contribute to the net worth in this report.

Account Balances. Displays your account balances on a specific date in a currency of your choosing. Settings include the option to display balances for all account types, and the option to also display accounts that have a zero balance.

Cash Flow. Displays the total income earned and expenses incurred for a given time period. Settings include the option to include transactions for liability and loan accounts as expenses.

Detailed Cash Flow. Displays the same information as the Cash Flow report, but includes the transaction details. Settings include the option to display transaction memos in addition to the description, date, amount, etc.

Income and Expenses. Displays a summary of your income and expenses. You can specify which income and income and expense categories to include in the report.

Detailed Income and Expenses. Same as the Income and Expense report except that it also lists the individual transactions that make up the totals.

Transactions. Displays transactions for a selected account and time period. Settings include the option to include transactions for sub-accounts, filter transactions by tag, display memos, or to include transactions for all accounts. You can also choose to sub-total the transactions by day, week, month, year, account, payee or check number.

Search. A detailed report to search for transactions meeting a number of criteria.

Budget. Displays your actual income and expenses for any given time period compared to your income and expenses as specified in a budget. This report will convert the income and expenses in a budget to pro-rated amounts for the time period you have chosen.

Missing Checks. Displays a list of transactions with numeric check numbers while highlighting any gaps between check numbers.

Cost Basis. Displays the amount of money used to purchase securities that you currently own. This can be compared to the current value of those securities to determine the success of those investments. Settings include the option to display the cost basis for all securities, for securities under a certain account, or for a specific individual security.

Capital Gains. Displays a summary of the transactions used to buy and sell securities and the gains made on those securities.

Investment Performance. A snapshot of how your portfolio is performing based on returns and annual ROI, over any given period of time, for any accounts and/or securities you choose. Ability to display zero balance accounts.

Portfolio. Displays a detailed look of your holdings by account and/or security for any given period of time. Ability to display zero balance accounts.

Tag Summary. Displays a summary of all transactions marked with a particular tag.

VAT/GST. If you use the VAT/GST features in Moneydance, this will display a summary of the VAT/GST-applicable expenses and the total VAT/GST paid for a given time period. The VAT/GST report can be generated for specific categories or for all applicable categories.

Memorized Reports (Only available using the Tools-> Graphs and Reports menu).
Displays a list of reports that you have memorized. Selecting a memorized report from the list will let you regenerate that report, using your current data. Date ranges such as "this year" apply to the current year, not to the year in which the report was memorized.

Memorized Graphs and Reports

After generating a graph or report, there will be a "Memorize" button on the window displaying the results. Clicking this button will save the settings that were used to generate this graph or report to the list of memorized graphs or reports.

To reproduce a memorized graph or report select the "Memorized Graphs" or "Memorized Reports" entry in the Graphs and Reports window and then choose the name of the memorized graph or report. Links to memorized graphs and reports are also available in the shortcuts section of the Home Page.

> MD Tip: If you memorize a graph or report with the time period set to something other than "Custom Dates," then the time period applies to the date that the report is generated as opposed to the date on which it was memorized.

Exporting Graphs and Reports

After generating a graph or report, there will be a "Save" button on the window displaying the results. Clicking this button on a graph window will allow you to save the graph as an image file on your computer.

Clicking this button on a report window will allow you to save the data in the report to either an HTML (for use in a web browser), tab-delimited, or comma-delimited (CSV, for use in a spreadsheet) file. Reports in Moneydance 2010 contain a "Copy to Clipboard" to more easily transfer data to a spreadsheet.

Chapter 11: Managing Debt

Liability, Loan, and Credit Card Accounts

A Loan or Credit Card account is basically a specialized Liability account. The most prominent feature of Liability, Loan and Credit Card accounts is that they usually have negative balances. These account types generally represent money that you owe and have a negative effect on your net worth. Some of these accounts are offset by Asset accounts which corresponds to the item for which the liability was incurred (such as a house or automobile). The offsetting asset accounts will hopefully have a higher value than the associated liability.

Credit Card Accounts

A credit card account is used to keep track of your current balance on a single credit card. The balance on a credit card should almost always be zero or negative, since the balance represents your current debt on the credit card.

A credit card account stores information such as card number, expiration date, interest rate (labeled APR), and bank name for your convenience. None of these values, including the interest rate, affects the operation of the account. If you download your card's transaction data from the financial institution, interest adjustments will be taken care of automatically. You can also specify that the credit card is a child (or sub-account) of another account.

If you primarily use your credit card for a particular class of expenses -- such as business expenses or fuel purchases -- it may be useful to set a default expense category. You can do this when you first create the account, or by clicking Account-> Edit at any time while the credit card account is selected.

Scheduling Automatic Loan Payments

Recording loan payments in Moneydance can be made easier using loan payment reminders. These are special reminders that automatically split the payment between principal, interest and escrow amounts based on the settings of a loan account. To create a loan payment reminder, open the loan account and then click the Actions-> Payment Reminder button/menu. This will display a window where you can modify the accounts, categories, and schedule for the payment reminders.

> MD Tip: Most financial institutions use slightly different methods of calculating the interest on a per-payment basis, so the principal and interest amounts may be off by a small amount. Please verify these amounts against the principal and interest amounts in your payment schedule.

The Loan Calculator Tool

The Loan Calculator calculates the amount of loan payments, as well as the total interest and total paid for a loan. It is located under Tools -> Loan Calculator.

To complete this screen, follow the steps below.

1. Choose the appropriate currency.
2. Input the principal amount you intend to borrow.
3. Input the anticipated interest rate you'll be charged.
4. If appropriate input the loan points.
5. Input the number of payments per year. Use the drop down arrow if necessary to change the number of payments.
6. Input the number of years over which you will be repaying the debt.

The Loan Calculator will calculate the principal and interest for each subsequent payment until the loan has been completely repaid. The loan calculator will also summarize the total payment that you will make (principal plus interest), the total interest that you will pay, and the total amount you will pay (both principal and interest added together).

The Moneydance Loan Calculator also provides a "Points vs. Rates" scenario. Many lenders will offer a lower rate in exchange for "points" paid up front. The "points" refer to a percentage of the loan amount that is paid at the time the loan is given. Paying this initial fee in exchange for a lower rate often makes sense if you expect to keep the loan for a certain period of time. Click on the Points vs. Rates tab to access this feature. The Points vs. Rate tool will show you the break-even point for any two combinations of points and interest rates. To show a comparison between two scenarios, fill in the information in the top portion of the screen and Moneydance will assist you with making a recommendation as to which financing choice would be best.

Chapter 12: International and Multi-Currency Support

Moneydance's Multi-Currency Capabilities

Moneydance was originally designed to provide a way to deal with multiple currencies in an easy and flexible manner. You can access the list of currencies using the Tools-> Currencies/Exchange Rates menu. Currencies can be added, removed or modified from this list. The attributes of a currency, such as the current exchange rate, or the exchange rate at any date in the past, can also be modified. You can even make up your own currencies, as long as the "Currency ID" (the standard, three letter identifier for currencies such as USD, GBP or EUR) is unique. You might want to make up your own currency if, for example, you would like to track something other than money (jellybeans, gold bars, or shiny pebbles) using an account in Moneydance.

Every account and category in Moneydance is assigned a currency upon creation. Every transaction is represented in terms of the currency of the account in which it occurs. Because Moneydance is a double-entry system, every transaction touches at least two accounts or categories and therefore may represent values in multiple currencies. In the instance where a transaction records a transfer of funds from an account in one currency to an account in another currency, Moneydance will provide an option to set the exchange rate for that transaction, usually defaulting to the exchange rate between the two currencies at that point in time.

Every entry field that accepts an amount can automatically convert amounts based on exchange rates. For example, when entering the amount of a transaction in a EUR (Euro) account, entering "123 USD" in the amount field will automatically convert and replace one hundred and twenty three US Dollars with the equivalent amount in Euros.

The Moneydance Home Page displays the list of currencies in your data file along with the current exchange rates. We recommend trimming the currency list to include only the currencies that you expect to encounter. Currencies can easily be added later if you discover you need a currency you deleted.

The Translate Currencies Tool

The Translate Currencies tool shows the conversion from an amount in one currency to other currencies. To access it, select Tools-> Translate Currencies.

Input the currency that you are converting from in the first field (by default the base currency is displayed in this field). Once you have selected the currency, input the amount you want to convert. The currency translator displays the equivalent amount in the currencies managed by Moneydance. If you have the Exchange Rate Synchronizer extension, you can run it to keep your exchange rate

information up to date.

Chapter 13: Privacy and Security

Encrypting Your Data

Moneydance can encrypt your data file for increased security and privacy. To encrypt your data, go to File -> Encryption and then follow the steps below.

1. When the encryption window is displayed, click on the Encrypt Data File box.
2. Enter your password and then confirm the password by typing it again in the Confirm field.
3. Type a hint in the Hint field, in case you forget your password.

To store passwords for your online banking, direct connect enabled accounts, you MUST encrypt your data file.

MD Tip: Moneydance only stores your data where you specify, and therefore you have the only copy of your data. If you forget your password, there is no way to decrypt your data so please use this feature carefully.

Detailed Security Info

Here are some additional details about how we keep Moneydance safe and secure.

*   **Source code.** We keep a tight control on the source code of Moneydance so it isn't possible for anyone to tamper with the official code without us knowing about it.

*   **Downloading from moneydance.com.** This is the most vulnerable point. If someone were to hack into moneydance.com they could potentially replace the Moneydance download/installer with a Trojan. We are working on getting our downloads on SSL/TLS/https but that wouldn't really help if someone were to hack into moneydance.com. This is a risk that exists with all downloadable software and there's really no way around it apart from constant monitoring (which we do).

*   **Downloads from other sites.** There are various bit-torrent sites that have all kinds of software. Anyone who downloads software that way has no assurance that they aren't installing a bag of viruses and Trojans.

*   **Extensions and bank connection data.** Our developer reviews the source code to all extensions to ensure that they do not collect passwords (or any other private information), do not make unauthorized network connections, and do not execute any external software or other process on the user's computer. He reviews all of the bank connection information to verify that it is correct. Both extensions and bank connection information are signed with a private key that is extremely well protected. Any extensions or bank information that is not signed by that private key will not be loaded (in the case of extensions the user can opt to ignore the lack of signature).

Chapter 14: Using Moneydance to Simplify Tax Reporting

Setting up VAT/GST

To enable VAT/GST support in Moneydance, make sure that the "Use VAT/GST" option is enabled under Moneydance-> Preferences-> General section.

VAT/GST support in Moneydance depends on your configuration of VAT/GST rates for different categories of expense or income. To set these rates, select the Tools-> VAT/GST Settings menu. This will display a table where you can enter the tax rates for each category of taxable expense or income, as well as the category to which the taxes on the taxable category will be assigned.

Once a category has been assigned a tax rate and tax category, any transactions that have been assigned that category will be split into two parts -- the tax part, and the normal income/expense part. The tax part of the transaction will be assigned to the tax category. This splitting of transactions is subject to the "Apply VAT/GST" check box in the transaction editor remaining checked.

If you have a large number of transactions that have not been split you can use the Tools-> VAT/GST Transactions menu to display all of the transactions to which VAT/GST may apply (according to your settings) so that you can quickly set the rate or tax amount for each one.

Once you have had your VAT/GST settings in place for a while, generating a VAT/GST report can provide detailed information about how much you have been paying on VAT/GST and in which categories.

Exporting data for U.S. Tax preparation

Moneydance currently has an extension available in beta which allows users to export data as .txf files, which can then be imported into tax preparation software. Due to lack of demand, the extension has not been worked on for for a while, but recently moved back onto the Moneydance active road-map.

Here are some tips if you would like to use this extension. By default when the extension is installed there are already a number of mappings created. Clicking on one of the items in the left hand list will show the item it is mapped to in the right hand list. If you click in the right hand column you can change which item it is mapped to. There should only be one item selected on the left and the right at any one time. Do not use ctrl click to select more than one item at a time.

You can download the TXF Export extension at **http://moneydance.com/preview/**. Once the file is downloaded you can install it by selecting the Extensions-> Add menu, choosing the "From a File" option, and selecting the downloaded file. **Please keep in mind that this is beta software, and therefore may contain bugs and cause problems.**

Chapter 15: Backing Up Your Data

Backing Up Your Data File

Keeping backups is important for any type of data, but especially so when it comes to financial data. Moneydance provides flexible backup settings to enable automatic daily backups in a location of your choosing. You can also tell Moneydance to auto-save your changes every so many minutes so that crashes and other unexpected problems won't require you to re-enter all of your information.

The backup settings are available in Moneydance-> Preferences-> Backup. By default, backup files are stored in the same folder as the data file that you are using.

Backup files have the same name as your data file with the date of the backup appended to the end of the file name. For example if your file name is "myaccounts.md" the backup file will be called "myaccounts.md-2010-01-01." Renaming a backup file to have the extension ".md" will allow you to open the file directly from within Moneydance.

MD Tip: If you have specified an alternate location in which to store backup files, please make sure that you are able to create new files in that folder. A common problem is that users who don't have permission to store files in a certain location set that location as the place to store backups. Then, whenever Moneydance saves your data file an error message is presented indicating that there was an error making the backup.

Chapter 16: Advanced Topics

Keyboard Short Cuts

Moneydance contains a number of time-saving features designed to make entering information (especially transactions) as quick and efficient as possible. Listed below are the most important shortcuts and the context in which they apply.

Date Fields

> \+ or = Advance or "spin" the date forward
> \- or _ "spin" the date backward
> t (lower case) Go to the current date
> m (lower case) Go to the first day in the month
> h (lower case) Go to the last day in the month
> y (lower case) Go to the first day in the year
> r (lower case) Go to the last day in the year

Amount and Rate Fields

> You can enter complex math expressions in any amount or rate field and they will be automatically evaluated when you move to the next field. For example, if you enter the following: *100 X (12 + 4)*, this will be evaluated as 1600.

> In addition, entering a value followed by a currency ID will automatically convert the entered amount from the given currency to the currency of the entry field. For example, if you are entering transactions in your US Bank Account and you want to enter a purchase that you made in Scotland for 200 British Pounds, just enter *200 GBP* which will be converted to the equivalent amount of US Dollars, according to the exchange rate in your currency list.

Check Number Fields

> \+ or = "spin" the Check Number up
> \- or _ "spin" the Check Number down
> In addition, pressing the plus key in an empty check number field automatically calculates the next check number based on past transactions in that account.

Transaction Register

> **Control-N** (Command-N on a Mac) while in a transaction register will begin entry of a new transaction.
> **Control-Backspace** (Command-Delete on a Mac) will delete the currently selected transaction, and pressing the enter key while editing a transaction will record the current edits.
> **Control-L** (Command-L on a Mac) while editing a transaction will bring up the split editor.
> **Control-A** (Command-A on a Mac) will select all the transactions in the register.
> **Right-clicking** (or control-clicking on a Mac) the transaction register will display a pop-up menu with available actions including the shortcut keys that invoke those actions.

Moneydance has an auto completion feature for transactions. Transactions can be auto completed by typing in the payee field. With each keystroke, past transactions are searched for payees with names that begin with the text already entered. If a matching transaction is found, the rest of the current payee field is filled in with the matched payee value. At this point you can either continue to type, or use the TAB key to continue to the next field. Using the TAB key in the payee field after successful auto-completion on a new transaction the down arrow while auto-completion is active will display all address book entries and recent payees that begin with the letters that have already been entered and allow you to select one of them.

Printing Checks

It is possible to print Moneydance transactions on virtually any style of pre-printed checks. To print checks with Moneydance you will first need to obtain pre-printed check stock, including any account number, routing number, or sort code that will need to be on the check. Moneydance will print the date, amount, payee, memo, and optionally the address of a payee on your checks.

To use the check-printing feature, you will need to mark some of your transactions as to-be-printed. This can be done by setting the check number field for the transactions to be printed as "{Print}". When you select the File-> Print Checks function, Moneydance will locate any transactions with "{Print}" in the check number field, print them onto paper checks, and put the number of the paper check into the check number field.

In order to print the address of a payee on the paper check you will first need to make sure that an address book entry has been associated with the transaction to print. If an address book entry has been associated with a transaction, the @ symbol will appear next to the payee name in the transaction editor. You will also need to select the "Show Address" option for the style of check you are printing. This can be done in Moneydance-> Preferences-> Check Printing.

Exporting Data from Moneydance

You can export data from Moneydance in several different formats:

1. QIF
2. Tab-Delimited
3. Moneydance XML
4. Moneydance 2008

In order to export information from Moneydance go to File-> Export and enter the following information in the Export Data dialog box:

- Choose a range of dates to be exported, or select "All dates" from the Date drop-down box. Only transactions which fall within your selected date range will be included in the export.

- Select one of the file formats listed above.
- Select or type the path of a destination file name (this file need not exist before you start the export).
- Select the Currency to use for all financial values in the exported information.
- Once you've set the parameters for the export, click "OK" and your file will be exported.

Creating an Archive

The Archive feature (File-> Archive) creates a new Moneydance save file (ending in .md just like a normal save file), composed of your account/category structure, securities information, and a selection of your previous transactions (all transactions before a chosen date). This file can be opened independent of your main Moneydance file so you can view, generate reports on, and otherwise interact with your previous Moneydance data, independent of your current data.

The Archive options window contains the following options:

> **Archive Transactions Before.** This lets you choose what the oldest date NOT to be included in the Archive will be. All transactions with dates before the one entered in this field will be added to the archive, and may (depending on your option selections) be removed from the current data file.
> **Archive File.** This text field allows you to choose the full name of the new Archive file to be created, and the Browse button beside it allows you to specify the exact location of the new Archive within your files system.
> **Only Archive Cleared Transactions.** You can check this box if you want Moneydance to keep Uncleared transactions OUT of the Archive file. Leaving this box unchecked will include ALL transactions before a certain date, regardless of Cleared status.
> **Keep Archived Transactions.** You can choose whether all transactions added to the Archive are also removed from your regular data file by unchecking this option box. If you choose NOT to have your current file retain Archived transactions, Moneydance will update all your accounts' Starting Balances to reflect the new contents of each account. If Archived transactions are removed from your main file, they will not be available for reporting, graphing, etc. except by opening the Archive to view and process them separately. For this reason, typically the Archive function should be used to separate your information along fiscal-year or other significant boundaries; otherwise it may be more sensible to leave "Keep Archived Transactions" checked.

As a "sanity check," if you have checked "Only Archive Cleared Transactions" and unchecked "Keep Archived Transactions," then the new Starting Balance in your Account-> Edit window will be "exactly" equal to the account's Cleared Balance.

Adding Extensions

Moneydance has a number of extensions available that can be added directly from the Internet. **Click here** for a list of extensions that can be downloaded from the Internet.

To add an extension, go to the menu bar and select:

- Extensions-> Add and click "Next."

- Make sure the default "From the Internet" is checked, then click "Next."

- Select the extension you want to add and click "Next."

- Click "Finish."

To delete an extension, go to the menu bar and select:

- Extensions-> Remove and click "Next."

- Select the extension you want to delete and click "Next."