

Moneydance 2022

Simplified Money Management



User Guide

Update 4

Moneydance 2022

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This document has been compiled from previous user manuals, knowledge base articles, forum responses and original material. Acknowledgment to all past and current staff and users that have made contributions in one way or another.

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Chapter 1: Introduction

Moneydance is an easy to use and full-featured personal finance application that does not compromise your privacy. With Moneydance, your data is private, encrypted, and never shared.

Moneydance makes any financial task easy with online banking and bill payment, account management, budgeting, investment tracking, multi-currency, as well as detailed graphs and reports, yet does not inhibit you from adopting more advanced approaches if you need to.

Moneydance has been designed based on the principles of Double Entry Accounting. While Moneydance is not Accounting Software, the fundamental principles can be readily applied to personal financial data, it does mean that every transaction will either have to have a category for Income and Expense type transactions or an account if it is a transfer.

Many personal finance products do not have this sort of requirement, simply because they are not based on accounting principles, all transaction data are free form entry and any “rules” are enforced through things like data entry screens. The basic rule of double entry is that for every credit there must be a corresponding and equal debit. What this means, in real terms, is that every entry is a transfer of money from one account to another, hence the term double entry.

From this you can see that In an accounting system you may have a large list of accounts, this is referred to as the Chart of Accounts. In adapting Accounting to Personal Finance, and specifically Moneydance, the Chart of Accounts has been split into two sections. We have what we see in Moneydance as the Accounts section i.e, Bank, Credit Card, Loans, Asset and Liability accounts. In accounting these would be items that appear in the Balance Sheet, they are the Assets and Liabilities you have. The other section is the Categories, this is where we have the Income and Expense items, in accounting these are in the Profit and Loss statement. Hence in Moneydance if you combine Accounts and Categories you have your Chart of Accounts.

To explain how it works let us say that you are paying your utility bill. You get the bill in the mail, and you write a check. By writing the check you effectively reduced the amount left in your bank account by the amount of the utility bill. In this case a **debit** (Withdrawal) is entered in the checking account. Now on the other side of the transaction you want to record the fact that you have paid the utility bill, so a **credit** (Deposit) would be entered for the same amount of the bill on the same date in an account (category) called *utility bill*.

So just like in Accounting where every entry is a “transfer” between accounts, In Moneydance every entry is a “transfer” between an Account/Category and another Account/Category. Categories are just a particular type of account in Moneydance.

In some respects personal finance can be seen as a subset of Accounting, there is no payroll, inventory etc type of data, yet some of the data that is desirable to have and maintain, especially in the area of investments, is a super set of your everyday accounting type data. Moneydance has some ability to maintain the super set of

data, it does not have the capability to maintain everything however, very few products come close, and many do not do as much as Moneydance can.

In traditional accounting, where additional data needs to be maintain, it is done outside the main accounts, sometimes in Journals but often data is maintained in Worksheets. The computing equivalent to traditional accounting worksheets are Spreadsheets.

We routinely see the need to maintain additional data for Investment Accounts. Typically in accounting you only have the total value of the transactions in the accounts, you do not maintain lot information for example, but Moneydance can do this. Stock Splits are also not relevant in the total investment values but are important on a per share basis, Moneydance can also do this. However if you also have some capital returns, while in accounting and in Moneydance you can record the total amounts there is not the ability to assign this on a per share basis. This is where it may be necessary to maintain a worksheet with the details on a per share or per lot basis.

Data Sets

You will often see references to the term Data Sets being used. Your Moneydance data is not stored in a single file, it is stored within a folder structure, attachments are all stored individually and data will often be in small transactions files prior to being rolled into a master file, all of these files combined make up your data hence why this term is used. The name of the folder is the name you have given to your data. It may also be referred to as an Account Set. The terms Data Set and Account Set are interchangeable. Do not however confuse Account Set with Account. An Account is simply a single entity like a Bank or Credit Card, where as the Account Set can and will often contain multiple accounts.

Base “Account”

Underneath the menu bar at the top left you will see a name with a drop down Window selection that contains you accounts, By default the summary page is displayed and in the drop down next to the name is the word “Base”.

The Base, while it is often referred to as one, is not an account, it is the name of the container that houses all of your data. In other words it is the base folder and all of your data for the set of accounts it contains is in the sub-folders and files that exist under this – Moneydance data does not live in a single file. Moneydance also uses this name as the name of your data set.

From this we have:

Base = Data Set Name = Name of container/folder/directory that contains your data

It is possible to change this name if so desired. See the chapter on Data Sets.

Document Conventions

Information in this document comes from many contributors, that use a variety of

Operating Systems, as such keyboard shortcuts in this guide are given in various formats. On a non-Mac computer (Windows, Linux, etc) the Control (Ctrl) key is equivalent to the Command key (⌘) on a Mac, the Alt key on Windows/Linux is usually the Option key on a Mac.

Where we are referring to specific function keys on a keyboard we have enclosed the descriptive key text in <> brackets.

Screen images come from a variety of systems so you will see some differences in look and feel.

Registering Moneydance

Before registering Moneydance you need to have opened a data set. Next, select the Help → Register Moneydance menu item and enter your license key.

If you purchased Moneydance from the Mac App Store Moneydance is pre-registered and this step is not necessary.

The Infinite Kind provide Microsoft with fully registered version so it should not be necessary to register a version obtained from the Microsoft Store.

If you have purchased Moneydance from Amazon you should receive an email with your license key in it, you can also log on to the Amazon website and retrieve your license from there.

With the Apple and Microsoft versions you should always obtain any updates from these sources. The direct version will not work with the licensing schemes these companies use.

Keyboard Short Cuts

Using keyboard shortcuts can streamline your Moneydance experience. Moneydance contains a number of time-saving features designed to make entering information (especially transactions) as quick and efficient as possible when using the keyboard. Listed below are the shortcuts and the context in which they apply for all supported Operating Systems.

For completeness we have included a small number of combined mouse/keyboard shortcuts where they are in context.

General

Function	Mac	Windows/Linux
Save	⌘ S	<Ctrl> S
Return to Summary	⌘ <Shift> H	<Ctrl> <Shift> H
Find	⌘ F	<Ctrl> F
Advanced Find	⌘ <Shift> F	<Ctrl> <Shift> F
Hide/Restore Side Bar	⌘ <Shift> S	<Ctrl> <Shift> S

Close any 'open in a new window' windows	⌘ W	<Ctrl> W
Open Summary Page	⌘ Comma	<Ctrl> Comma
Quit	⌘ Q	<Ctrl> Q

Menu

Function	Mac	Windows/Linux
Open File Menu	<Option> F	<Alt> F
Open Edit Menu	<Option> E	<Alt> E
Open Account Menu	<Option> A	<Alt> A
Open Tools Menu	<Option> T	<Alt> T
Open Extensions Menu	<Option> X	<Alt> X
Open Help Menu	<Option> H	<Alt> H
Move down list	<Down Arrow>	<Down Arrow>
Move up list	<Up Arrow>	<Up Arrow>
Select item	<Enter>	<Enter>

Edit

Function	Mac	Windows/Linux
Undo	⌘ Z	<Ctrl> Z
Redo	⌘ <Shift> Z	<Ctrl> <Shift> Z
Cut selected text	⌘ X	<Ctrl> X
Copy selected text	⌘ C	<Ctrl> C
Paste selected text	⌘ V	<Ctrl> V
Select All	⌘ A	<Ctrl> A

Online

Function	Mac	Windows/Linux
Download all Accounts	⌘ <Shift> D	<Ctrl> <Shift> D
Open Account Website	⌘ <Shift> O	<Ctrl> <Shift> O
Download highlighted Account	⌘ D	<Ctrl> D
Confirm selected transaction	⌘ Enter	<Ctrl> Enter

Tools

Function	Mac	Windows/Linux
Open Account Window	⌘ <Shift> A	<Ctrl> <Shift> A
Open Category Window	⌘ <Shift> C	<Ctrl> <Shift> C
Open Reminder Window	⌘ <Shift> R	<Ctrl> <Shift> R
Open Budget Manager	⌘ <Shift> B	<Ctrl> <Shift> B
Open Graphs and Reports	⌘ <Shift> G	<Ctrl> <Shift> G
Translate Currencies	⌘ U	<Ctrl> U
Calculator	⌘ <Shift> L	<Ctrl> <Shift> L

Window

Function	Mac	Windows/Linux
Minimize	⌘ M	<Ctrl> M
Welcome to Moneydance Screen	⌘ <Shift> 1	<Ctrl> <Shift> 1
Show MoneyBot Console	⌘ <Shift> 2	<Ctrl> <Shift> 2

Transaction Register

Function	Mac	Windows/Linux
Begin entry of a new transaction	⌘ N	<Ctrl> N
Next field	<Tab>	<Tab>
Previous Field	<Shift> <Tab>	<Shift> <Tab>
Finish entering a record	<Enter>	<Enter>
Terminate the entry of the current transaction without saving it	<Esc>	<Esc>
Delete the currently selected transaction		
While editing a transaction will bring up the split editor	⌘ L	<Ctrl> L
To exit the split editor	⌘ W	<Ctrl> W
Select all transactions in the register	⌘ A	<Ctrl> A
Select transactions between two transactions	Select first transaction Hold down <Shift> and click on last transaction	Select first transaction Hold down <Shift> and click on last transaction

Select discrete transactions	Select first transaction, use ⌘ Click for subsequent transactions	Select first transaction, use <Ctrl> Click for subsequent transactions
Displays a pop-up menu of available actions	Right-click or <Ctrl>-click	Right-click
Add a new line for a Split transaction.	⌘ N	<Ctrl> N
Show splits in a transaction, Hover on or select a transaction and then press	<Option>	<Alt>
Go to the top of the register	<Fn> <Left arrow>	<Home.>
Go to the bottom of the register	<Fn> <Right arrow>	<End>
Cut the selected field	⌘ X	<Ctrl> X
Copy the selected field	⌘ C	<Ctrl> C
Paste the selected field	⌘ V	<Ctrl> V
Using Download button to start External Browser	⌘ Click	<Ctrl> Click
Print transactions	⌘ P	<Ctrl> P
Single Line mode	⌘ <Option> 1	<Ctrl> <Alt> 1
Two Line mode	⌘ <Option> 2	<Ctrl> <Alt> 2
Show other side	⌘ [<Ctrl> [
Opens the Reconcile window for the current account	⌘ B	<Ctrl> B
Mark as Uncleared	⌘ <Option> U	<Ctrl> <Alt> U
Mark as Reconciled	⌘ <Option> R	<Ctrl> <Alt> R
Mark as Cleared	⌘ <Option> C	<Ctrl> <Alt> C

Moneydance has an auto completion feature for transactions. Transactions can be auto completed simply 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.

Date Fields

Function	All Systems
Advance or "spin" the date forward	+ or =
Wind or "spin" the date backward	- or _
Select the current date	t
Select the first day in the month	m
Select the last day in the month	n
Select the first day in the year	y
Select the last day in the year	r

Check Number Fields

Function	All Systems
Advance or "spin" the check number up	+ or =
Wind or "spin" the check number down	- or _

Pressing the +/- key in an empty check number field automatically calculates the next check number based on past transactions in that account.

Amount and Rate Fields

You can enter arithmetic expressions ("(200 + 86) * 0.25" for example) in any numeric field and Moneydance will calculate the answer. Entering a value followed by a three digit currency ID (USD, GBP, EUR, etc) will automatically convert the entered amount from the given currency to the native currency of the field.

Chapter 2: Moneydance Menus

This chapter summarizes the Moneydance menu structure.

The File Menu

New: Create a blank data file.

New Transaction: Allows you to enter a new transaction into your register. (Only available when an account register is open).

Open: Open a different Moneydance data file.

Import: Imports QFX, OFX, OFC, QFC, QIF or CSV files.

Export: Export data in QIF, Raw JSON, and tab delimited formats.

Encryption: Set a user defined Password to encrypt your Moneydance file.

Syncing: Set up syncing between Moneydance and other desktop or mobile devices.

Export Backup: Manually saves a compressed backup of your file to a specified location.

Print Checks: From within individual accounts only – prints checks from the current account.

Print Transactions: From within individual accounts only – prints transactions from the current account as they are shown in the register.

Preferences: For Windows and Linux users, find Preferences under the File Menu. On a Mac, look under the Moneydance Menu.

The Edit Menu

From this menu you can **Undo, Redo, Cut, Copy, Paste, Select All, Find and Advanced Search..**

Find: Sends cursor to the Search/Find box.

Advanced Search: Brings up a dialog box with advanced search options.

The View Menu

Show Budget Status: Shows the Budget Status graph in the status bar.

Show Net Worth: Graph Shows the New Worth graph in the status bar.

Hide Status Graph: Show no graph in the status bar.

Hide/Show Side Bar: Hides or Shows the Side Bar.

Summary: Shortcut to the Summary.

The Account Menu

Items under the Account menu operate on the account that is currently open in the main window.

New: Account Create a new account.

Edit Account: Edit the settings for the currently displayed account.

Delete Account: Deletes the account and all transactions it contains.

Reconcile: Opens the reconcile interface.

The Online Menu

Download all Accounts: Downloads transactions from your Bank for all accounts enabled for Direct Connect or Moneydance+.

Open Account Website: Automatically opens your browser to a page you have pre-set. Designate the page you would like this function to open (your Bank's homepage, a link to your transfer file, etc.) by typing in the URL once as prompted. To edit the account website, go to Account → Edit Account and enter the new URL in the Website field.

Set up Online Banking: Set up online banking for the currently shown account.

Set up Online Bill Pay: Set up online bill payment for the currently shown account.

Online Bill Payment: Open the online bill payment window.

Send Online Payment: Send online payment.

Download Transactions: Downloads transactions from current account only.

Confirm Selected New Transactions: Confirms the selected recently downloaded or imported transaction for the current account.

Forget Online Passwords: Forgets passwords (in encrypted data files) for direct connect enabled accounts. To remember your account passwords, your file have a user defined password for encryption.

The Tools Menu

Accounts: Add, edit, or delete accounts, and print the account list.

Categories: Add, edit, or delete categories, and print the category list.

Currencies: Display currencies associated with the current file; add, modify, or delete currencies; set base currency for data file.

Securities: Add, edit, or delete securities.

Reminders: Displays the calendar and reminder list tool.

Budget Manager: Displays the budget management tool.

Address Book: Add, edit, and delete address book entries.

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

Translate Currencies: Brings up the currency converter tool.

Calculator: Displays a simple calculator.

Loan Calculator: Brings up the loan/mortgage calculator.

In order to use the VAT/GST functionality you must first enable it in your Preferences.

VAT/GST Settings: Specify which categories are to be used with VAT/GST, the rate for each category, and to which expense category you would like the VAT/GST 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.

Quotes and Exchange Rates: Downloads currency and security prices. This option is only available under this menu if you have purchased Moneydance through the Mac App Store, otherwise please download the “Quotes and Exchanges Rates” extension.

The Extensions Menu

Add new features to Moneydance by downloading extensions from our website or by loading them directly from a file. If you purchased Moneydance from the Mac App Store, you will not see an Extensions menu unless/until you install one or more extensions. See Chapter 18 Extensions and Python Scripts for more information.

The Window Menu

Shows a list of the currently open windows and an option to minimize the current window.

The Help Menu

Online Support: Brings you to our online support forum and user guide. Check out our documentation, be part of our community, or ask our support agents a private question.

Register Moneydance: Tells you whether your copy of Moneydance is registered and allows you to enter your license key. (Not visible if purchased from the Mac App Store.)

Console window: Displays detailed error and debugging information.

About Moneydance: Provides information about what version of Moneydance/Java you are running, your license key, and translation credits. On a Mac this item is

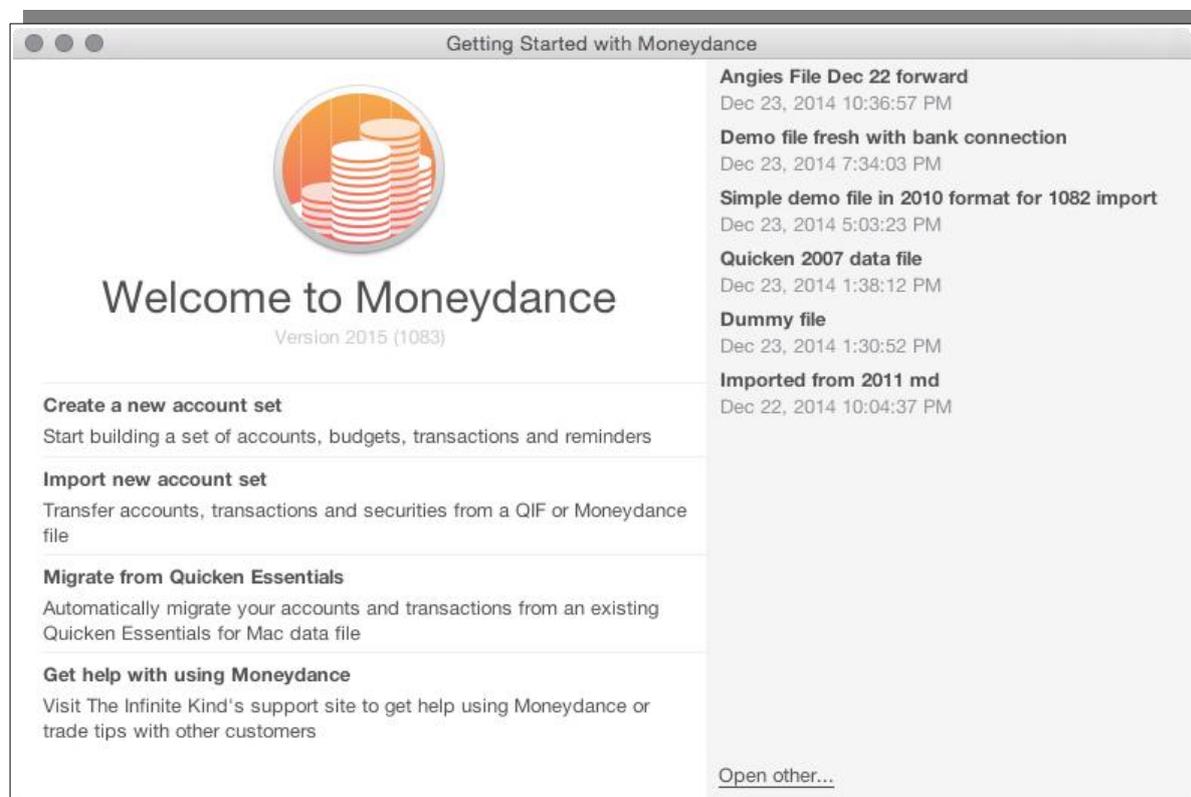
located under the Moneydance menu.

Show Archive Folder: Opens the folder where Moneydance stores archived files by default.

Show Documents Folder: Opens the folder where Moneydance stores data files by default.

Chapter 3: Working with Data Sets

Opening an Existing Moneydance File



If you have been using Moneydance 2012 or later: Your account set(s) should be visible in the list on the right. Click to open, or click “Open Other” to navigate to your data file in a different location. Please note, commencing with Moneydance 2015 account sets use a new data storage format and cannot be opened using earlier versions of Moneydance.

If you are using Moneydance 2011 or earlier: Click “Import New Account Set” to navigate to and convert your data file into the new Moneydance format.

Creating a New Moneydance File

When creating a new account set you have two major options:

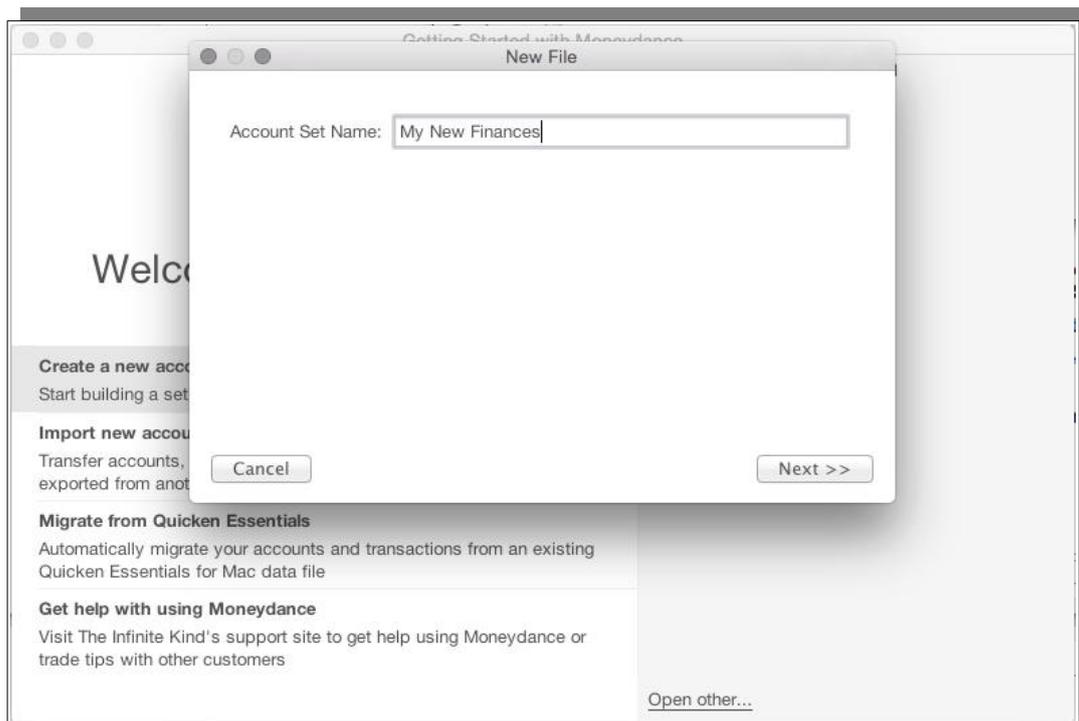
Create a New Account Set: Choose this option if you don't need to import data from another program.

Import New Account Set: Choose this option if you are opening a data file from Moneydance 2011 or earlier, or are importing data which you exported from another personal finance program. For more details see the Moneydance Migration Guide.

Once you click on your desired option you will name your new Account Set, and will

choose a Primary Currency which will be the default currency for all new accounts. You will also select a File Type:

- Minimal is designed for those who are importing data from another program.
- Standard is for those who are not importing data.



Location of Moneydance Data Sets

The default location of Moneydance files are provided later in this document, however at this point we need to stress that Moneydance data sets should be housed on a local drive. They should not be placed on any form of network drive, nor

should they be placed in a local folder that is under control of syncing software, an example of this is the Dropbox local folder that installing the Dropbox client software installation creates.

The reason for this is the way Moneydance reads and writes its data files along with the way software like the Dropbox client reads and writes files, how software like iCloud moves files between local and remote storage and also the way network devices work. The methods are just not compatible with the result that it is possible to corrupt your data.

Moneydance reads and writes file in a way that is appropriate for the data it handles and with an eye on how its syncing works.

Many of the devices discussed here can however be used for backups or the shared syncing location, this is because the files used in these processes are handled in a different way that is suitable for those particular functions but this method is also compatible with how these devices operate.

Chapter 4: Accounts & Categories

Account and Category Basics

Moneydance supports a variety of account types as well as income and expense categories. You can add, edit, and delete accounts and categories. Deleting an account or category will also delete all transactions in that account or category. All accounts, aside from Investment Accounts, can be specified as a “Child of” (sub-account of) another account or category of the same type.

As discussed earlier what in accounting is referred to as the “Chart of Accounts” in Moneydance has been made more granular the ‘chart’ have been split into two major sections i.e. Account and Categories and further split in these into sub types like Bank, Income etc.

Accounts

Firstly in this section we will examine Accounts.

Types of Accounts

Moneydance supports the following account types:

Bank Accounts represent accounts like checking and savings.

Credit Card Accounts keep track of your current balance on credit cards, this account type can also be used for other types of revolving lines of credit type accounts. The balance of the credit card account represents your current debt on that card.

Investment Accounts hold securities (stocks, bonds, mutual funds, etc.) as well as cash. Investment accounts support entry of standard bank transactions. For more information see the chapter on Investment Accounts.

Loan Accounts 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 choose to add the principal of your new loan to the balance of another account.

Asset Accounts are a “catchall” account. They can be used to track the value of a home, to keep a household inventory for insurance purposes, To track a loan you make to someone, or to track any other items you would like included in your net worth.

Liability Accounts are another “catchall”. This could be used to track other liabilities you would like included in your net worth.

More detail on the account type are provided later in this guide.

Create Accounts Through the Accounts Menu

To create an account go to Accounts → New Account. You will then be prompted to

select which type of account you would like to create: Bank, Credit Card, Investment, Asset, Liability, or Loan.



After selecting the account type an account creation window will appear, where you can enter the data relating to the account.

For all account types the Account Name, Start Date, Initial Balance, and Currency Type fields are required, all other fields are optional.

If you do not select a “Default Category” for the account, the first existing category in your data set (in alphabetical order) will be selected.

Create, Edit, or Delete Accounts Through the Tools Menu

You can easily edit or delete accounts through the Tools → Accounts menu item. To edit an existing account highlight the account’s name and click “Edit”. To delete an account highlight the account’s name and click “Delete”. Deleting an account will also delete all transactions in that account or category. If you would like to create a new account, click on the New button at the bottom of the screen.

Name	Type	Balance	Total
Cash on Hand	Bank	368.95	
Checking-A	Bank	13,453.56	
Emergency Fund	Bank	9,181.34	
Euro Cash	Bank	0.00	
GBP cash	Bank	0.00	
Icelandic Krona Cash	Bank	0	
PayPal	Bank	15,732.43	
Secondary Checking-U	Bank	1,628.83	
Simple Bank Card	Bank	118.54	
Amazon Store Card	Credit Card	0.00	
Capital One Card	Credit Card	213.61	
Ally CD	Investment	25.00	1,025.00
CD	Security	1,000	

Closing Accounts

If you have closed a bank account, or have categories you no longer have need of, you can mark these accounts as “Inactive” to prevent them from being shown in drop down lists in account registers or being sync’d with your mobile devices. To mark an account/category as inactive, check the “Inactive” box. This item is distinct from the “Hide on Summary Page if balance is zero” option. Inactive accounts are still accessible from reports, and can be changed from their Inactive state by deselecting the checkbox (i.e., returned to active use) at any time. Any account marked as inactive, even if they contain a balance, is not counted in your Net Worth.

Categories

We will now examine categories.

Every transaction requires either a category or a transfer account. Moneydance is based on the rules of Double-entry accounting. The rules for Double entry is that every transaction must be associated with two “accounts”. In practice this means the account or category that funds are being sourced from and the second associated account or category which represents the destination of the funds, thus you must show both the “source” (from) and the “destination” (to) of the funds. Failure to do this represents a serious violation of double entry rules and Moneydance does not allow it.

One of the methods Moneydance used to enforce the rule is to enforce a “default category” for each account. Any transaction that does not have a category selected will use the default category – the standard category is the first in the category list. It can be a good idea to create a category like “uncategorized”, and set this as the default category.

Types of Categories

There are two types of categories:

1. **Income Categories** track where your money is coming from.
2. **Expense Categories** track where your money is going to.

You cannot mix categories, in other words if you were to say create an Income Category you cannot create an Expense category under it. Income Categories are in one section Expense categories in another.

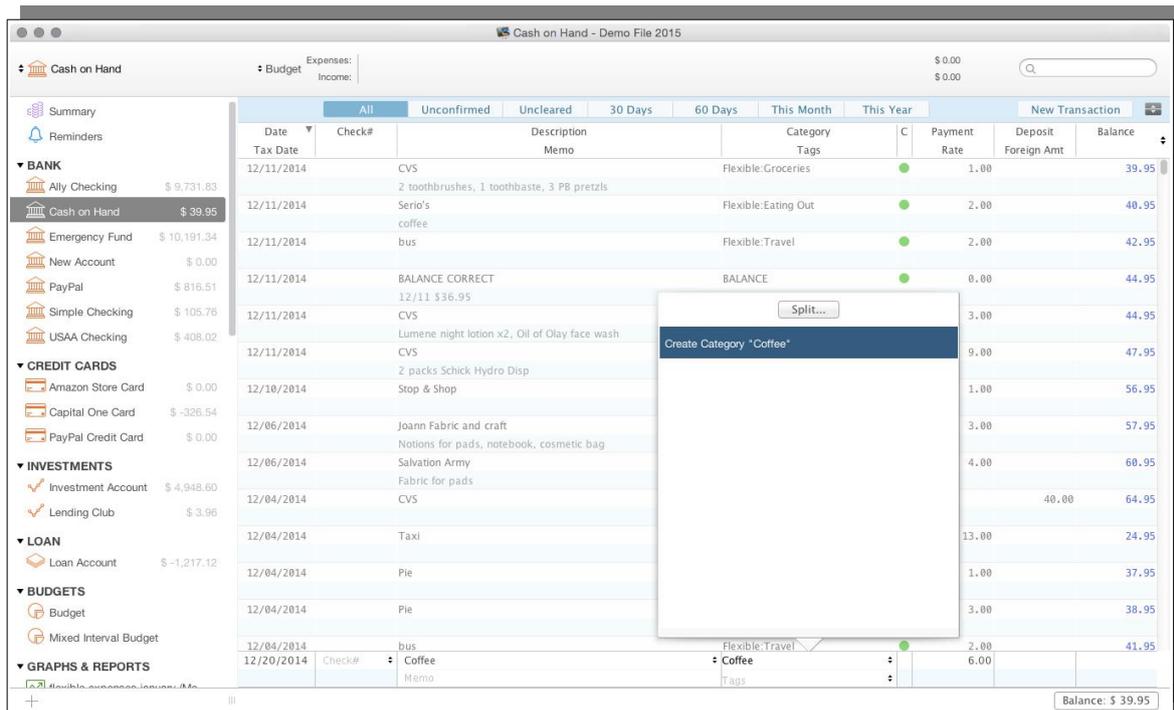
Create, Edit, or Delete Categories Through the Tools Menu

You can create, edit or delete categories through the Tools → Categories menu item. To create a new category click “New”, to edit an existing category highlight the category’s name and click “Edit”, to delete a category highlight the account’s name and click “Delete”. Deleting a category will also delete all transactions in that account or category.

Creating Categories When Entering Transactions in the Register

You can also create categories when entering a transaction. Type the name of the new category into the Category field and you’ll be offered the ability to create that category. Clicking on the “Create Category...” item will ask you to choose if the new category will be an income or expense category.

You’ll then be taken to the standard category creation window, where you can set a parent category (if desired), the currency of the category, and other standard options. When entering a split transaction, you can create multiple new categories from within the split entry window.



VAT/GST Expense Categories

If you have enabled VAT/GST tracking in your Preferences, you can set the VAT tax rate when creating new categories. For more information on setting up and tracking VAT/GST spending, see Chapter 15 Setting up VAT/GST

Tax Related Income and Expense Categories

You can designate an income or expense category as “Tax Related”. This will make reporting easier at tax time, and is available as an option in the Income and Expense and Detailed Income and Expense reports. For more information on using Reports, see Chapter 13 Graphing and Reporting

Closing Categories

If you have categories you no longer have need of, you can mark it as “Inactive” to prevent them from being shown in drop down lists in account registers. Inactive categories are still accessible from reports, and can be unmarked from Inactive (i.e., returned to active use) at any time. To mark a category as inactive, check the “Inactive” box.

Structuring Categories

When creating categories you should consider how you wish to use them. The main thing to consider is reporting.

Take for example Health spending where you may be eligible for say a partial rebate.

If you have separate Income and Expense categories, i.e., a category for the expense and a category for the rebate they will be in different parts of the report, so

If you need a net figure you need to calculate it manually.

Now if you enter both into the one category (an Expense category) you will have positive and negative items in it and you will end up with a net figure.

Another way to do it is to have an Expense category with two sub-categories one that you enter the rebate and one for the expenses, even though both categories are of the same type, one will have positive amounts and the other negative. With this arrangement you get a positive total, a negative total and a net total in your reports.

Chart of Accounts

It was explained earlier how what in accounting is a single Chart of Accounts has a more granular presence in Moneydance and is split into sections.

What many people would still like is to be able to get the equivalent to a Chart of Account from Moneydance, in other words some sort of report that shows the structure of your setup.

In Moneydance you can get what is effectively a chart of accounts abet in two parts and with some additional information.

The first part is obtained through the menu command Tools → Accounts. What you see is a part of a Chart of Accounts – concentrating on what in Moneydance is referred as accounts but with additional data on Total Balance. Using the print option you can get a printed/saved report of these. It will show the accounts/sub accounts structure and also show the type of account.

The second part is obtained through the menu command Tools → Categories. What you see is a part of a Chart of Accounts – concentrating on what in Moneydance is referred as categories but again with additional data on Total Balance. Using the print option you can get a printed/saved report of these. It will show the categories/sub categories structure and also show the type of category.

These two reports together effectively give you what is traditionally referred to as a Chart of Accounts.

Chapter 5: Standard Accounts

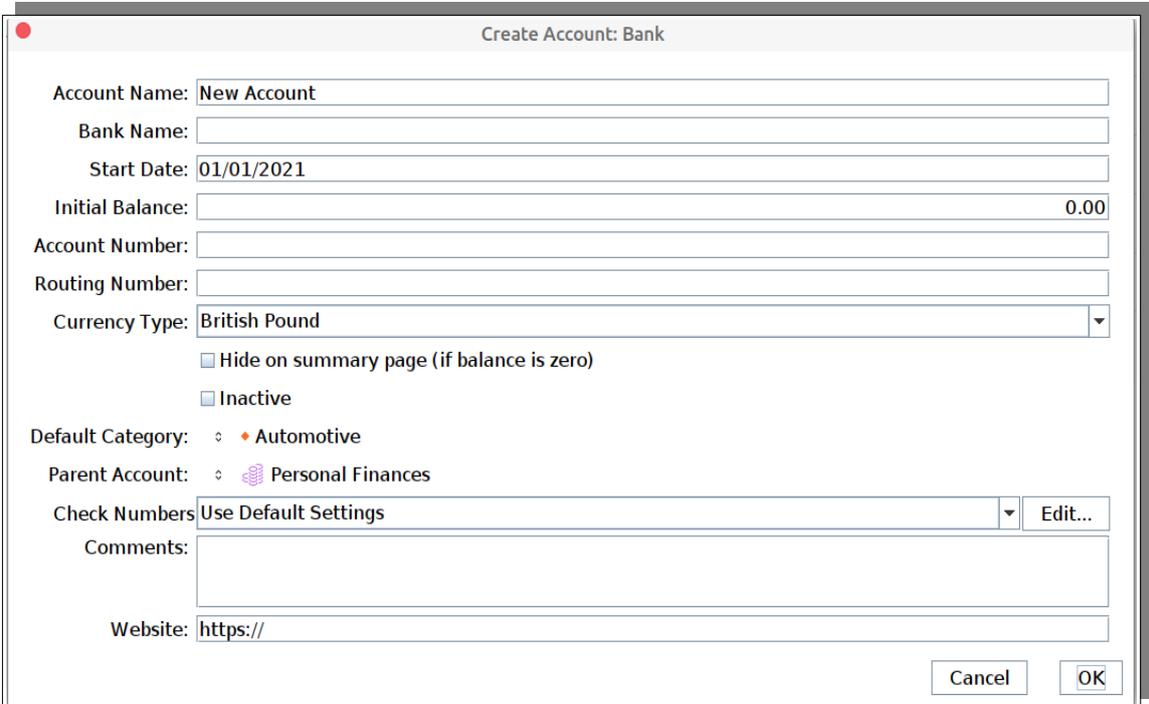
The following sections outlines the standard account types that Moneydance supports. All of these account types share the same heritage and also share many similarities.

Bank Accounts

The primary use for this type of account is bank type accounts i.e. Transaction and Savings accounts. However this type can also be used for Cash accounts, Fixed Term Deposits with banking institutions etc.

You can setup a bank account by navigating to Account → New Account.

Much of the information on this screen is static



The screenshot shows a dialog box titled "Create Account: Bank". It contains the following fields and options:

- Account Name: New Account
- Bank Name: (empty)
- Start Date: 01/01/2021
- Initial Balance: 0.00
- Account Number: (empty)
- Routing Number: (empty)
- Currency Type: British Pound (dropdown menu)
- Hide on summary page (if balance is zero)
- Inactive
- Default Category: ◊ ♦ Automotive
- Parent Account: ◊ 🏠 Personal Finances
- Check Numbers: Use Default Settings (dropdown menu) with an "Edit..." button
- Comments: (empty text area)
- Website: https://

Buttons: Cancel, OK

The Account Name, Start Date, Initial Balance, and Currency Type fields are required, all other fields are optional.

If you do not select a "Default Category" for the account, the first existing category in your data set (in alphabetical order) will be selected.

By default the Currency is set as the Base Currency of your data file. The currency cannot be changed once the account contains transactions.

The default settings for the Check Number field are to use either the system default or account specific settings, if set.

Credit Card Accounts

The credit card account type can be considered for any revolving line of credit type account.

You can setup a credit card account as you would any other account, by navigating to Account → New Account.

Credit Card accounts usually have negative balances. These account type generally represent money that you owe and have a negative effect on your net worth. A credit card account is used to keep track of your current balance on a single credit card. The balance on a credit card represents your current debt on the credit card.

The screenshot shows a 'Create Account: Credit Card' dialog box with the following fields and values:

- Account Name: New Account
- Bank Name: (empty)
- Card Number: (empty)
- APR: 0, with an option to set until 04/11/2022 then 0
- Start Date: 01/01/2021
- Initial Debt: 0.00
- Credit Limit: 0.00
- Payment Plan: Fixed, with a value of 0.00
- Expires: 1/2000
- Currency Type: British Pound
- Default Category: Automotive
- Parent Account: Personal Finances
- Check Numbers: Use Default Settings (with an Edit... button)
- Hide on summary page (if balance is zero): (unchecked)
- Inactive: (unchecked)
- Comments: (empty text area)
- Website: https://

A credit card account can store information such as card number, expiration date, interest rate (labeled APR – Annual Percentage Rate), and bank name for your convenience. You do not need to enter any of this information if you do not desire. None of these values, including the interest rate, affects the operation of the account. You can specify that the credit card is a child (or sub-account) of another account.

Rather than the "Initial Balance" field, you will see "Initial Debt".

The default settings for the Check Number field are to use either the system default or account specific settings.

Purchase transactions are entered into a credit card account just as they are in a bank account – a description, category of spending, amount, etc. Credit card payments are recorded as a transfer of funds from the bank (often a checking) account to the credit card account. This reduces the balance of the checking

account and reduces the debt on the credit card. See the sample transaction below.

12/20/2014	December Credit Card Payment	Ally Checking	1,000.00	-326.54
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Asset Accounts

Asset Accounts are a general account. They can be used to track the value of any assets you may hold.

For example you could use such an account to track the value of your home, perhaps one to track the value of an investment property. Another use is to keep a household inventory for insurance purposes. Such accounts have been used to track peer to peer lending. Any asset you own can be pretty well tracked in an Asset account.

While this account type would be user to track the capital value, Income and expenses relating to such an asset would be likely to be recorded in a bank account.

The value of any asset accounts are included in your net worth.

You can setup an asset account as you would any other account, by navigating to Account → New Account.

The set up screen shows:

The screenshot shows a dialog box titled "Create Account: Asset". It contains the following fields and options:

- Account Name: New Account
- Start Date: 01/01/2021
- Initial Value: 0.00
- Currency Type: British Pound
- Check Numbers: Use Default Settings (with an Edit... button)
- Inactive
- Hide on summary page (if balance is zero)
- Parent Account: Personal Finances
- Comments: (empty text area)
- Buttons: Cancel and OK

The default settings for the Check Number field are to use either the system default or account specific settings.

The register works identically to a bank register.

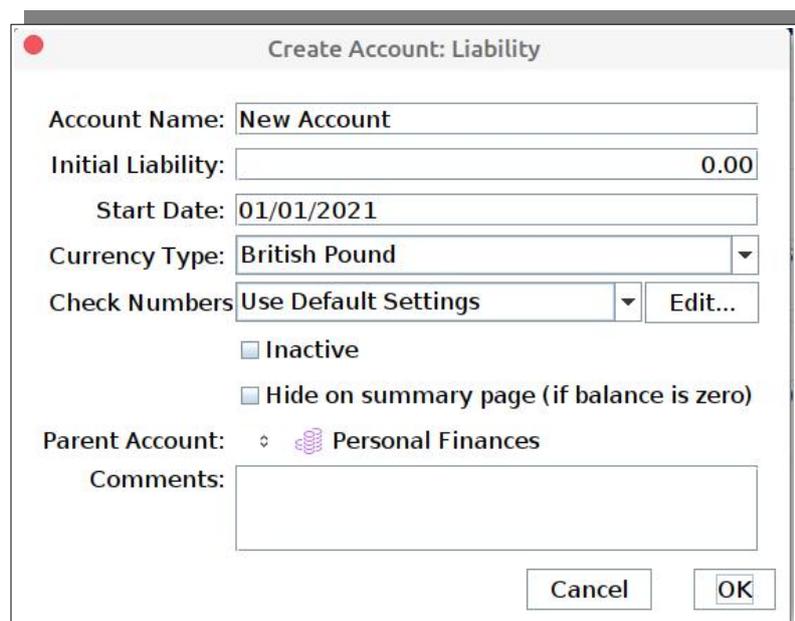
Liability Accounts

Liability Accounts can be used for anything that you owe. This could be used to track any other liabilities you may have. For example while Moneydance has the ability to track standard bank type loans, some loan types may be better handled in a Liability account, for example a peer to peer loan.

The value of any liability accounts are included in your net worth calculation.

You can setup a liability account as you would any other account, by navigating to Account → New Account.

The set up screen looks like:



The screenshot shows a dialog box titled "Create Account: Liability". It contains the following fields and options:

- Account Name: New Account
- Initial Liability: 0.00
- Start Date: 01/01/2021
- Currency Type: British Pound (dropdown menu)
- Check Numbers: Use Default Settings (dropdown menu) with an Edit... button
- Inactive
- Hide on summary page (if balance is zero)
- Parent Account: Personal Finances (dropdown menu)
- Comments: (text area)
- Buttons: Cancel and OK

The default settings for the Check Number field are to use either the system default or account specific settings.

The register works identically to a bank register.

Standard Registers & Transactions

What is a Transaction?

A "transaction" is any entry the results in a 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. Moneydance uses the double entry method of accounting, which means that every transaction has two sides, just like a coin. The value of one account or category will increase and another will decrease when a transaction is made. Transactions can be between a financial account and an expense or income category, or between two financial accounts (such as a transfer from a checking to a savings account). Double entry accounting has been in use for centuries and has been shown to help reduce errors and also help find any that are made.

Viewing, Filtering, and Sorting the Register

Date	Check#	Description	Category	C	Payment	Deposit	Foreign Amt	Balance
12/28/2014		Coffee	Coffee		6.00			33.95
12/11/2014		CVS 2 toothbrushes, 1 toothpaste, 3 PB pretzels	Flexible: Groceries	●	1.00			39.95
12/11/2014		Serio's coffee	Flexible: Eating Out	●	2.00			40.95
12/11/2014		bus	Flexible: Travel	●	2.00			42.95
12/11/2014		BALANCE CORRECT	BALANCE	●	0.00			44.95

The account register displays all transactions in the account and is used to enter, edit, and delete transactions. It is visually similar to a paper check book register. To open an account register click on an account name in the Side Bar or Summary, or select the account name from the drop-down box in top left of the Moneydance program window.

The filter buttons running along the top of the register allow you to restrict the transactions displayed in your register. Click “All” to see every transaction in the register, or one of the time frames to see a sub-set of transactions. Click the “Unconfirmed” button to show downloaded transactions which have not yet been confirmed or the “Uncleared” button to only display transactions which you have not yet marked as cleared.

The Split Register button at the top right of the window toggles between showing Confirmed and Unconfirmed transactions in a single pane, or showing Confirmed transactions in the top panel and Unconfirmed in the bottom.

You can change the order of transactions in the register by clicking on any column heading. Click twice to reverse the sort order. To sort the register by more than one variable, such as by date and then by Check #, ctrl+clicking (or right click) in the transaction register and select Sort By →. To the right of the Balance header is a small double arrow indicator, clicking on this acts like a right click and brings up that context menu.

You can change the width of any field by clicking on the divided line in the header, the cursor should change to a double headed one, and dragging the divider to the position you wish.

Transaction Fields

You can create a transaction in any register except in a Loan Account (learn more about Loan Accounts in Chapter 7 Loan Accounts). Investment Accounts have a slightly different set of fields, which are explained in detail starting in Chapter 6 Investment Accounts. With the exception of Investment accounts all account registers have the same format, and contain the following fields:

Date: The date on which the transaction occurs.

Tax Date: The date of the transaction for tax purposes, if different from the normal transaction date. This is only displayed if you checked the “Use Tax Date” box in

Moneydance → Preferences → General (or File → Preferences → General on Windows and Linux).

Check#: Selecting the {Print} option will include that transaction when printing checks. Selecting the <Next Check#> option will insert the next check number for that account. The algorithm for determining the next check number is:

1. Find all transactions with check numbers in the last 180 days
2. If there are none find the most recent transaction with a check number and add 1 to it.
3. If there are transactions with check numbers in the last 180 days find the last ten. Add 1 to the highest of the last 10.

What this means is that you can enter checks out of sequence and if you start using a new series of checks after you enter ten checks the next check number facility will start to use the new sequence.

To add, delete or modify the options for this field, you do so from within the Selection list available for the field.

Description: The person or entity who receives or gives the funds. To enter an address book entry in this field use the down arrow key. Downloaded/imported transactions which are unconfirmed are marked with a small blue dot, confirmed transactions are marked with a small blue circle, split transactions are marked with a small "s", and transactions with an attachment are marked with a small paperclip. Address book entries are prefaced by a green @ symbol.

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

Category: The "other side" of this transaction. 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.

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

C: A blank space here indicates the transaction is uncleared; an orange diamond indicates it is reconciling; a green circle means the transaction is cleared/reconciled.

Payment: Amount removed from this account and added to the account specified in the Category field described above.

Deposit: Amount added to this account and removed from the account specified in the Category field.

Rate: Specifies the exchange rate for inter-currency transactions. Automatically entered if you have installed the Quotes and Exchange Rates Updater extension. For information on manually entering an exchange rate, see Multi-Currency Support.

Foreign Amount: Permits entry of the exact amount of the other currency in a multi-currency transaction. See on Multi-Currency Support for more details.

Balance: The current balance of the account; this field is not editable, it is calculated

by the software.

Field Values in Square Brackets

Where you see a value in a field surrounded by square brackets [] it generally means that this value has been set on the other side of the transaction and is being shown here for informational purposes only.

This means that if you were to say create a report and this value is a search or filter value then this side of the transaction would not appear in the report.

Check Number List

There are multiple Check Number lists within Moneydance. There is a global list and there is an account specific list for each account (excluding loan accounts).

You can set an account to either use the Global (Default) List or the account specific list, this is set at the Account level through the Account Info screen.

Through the account Info screen, accessed via the Account Edit menu command both of these list can be individually edited, by selecting the appropriate list and then choosing the Edit button.

The account specific check number list can also be maintained through the Check Number field in the register.

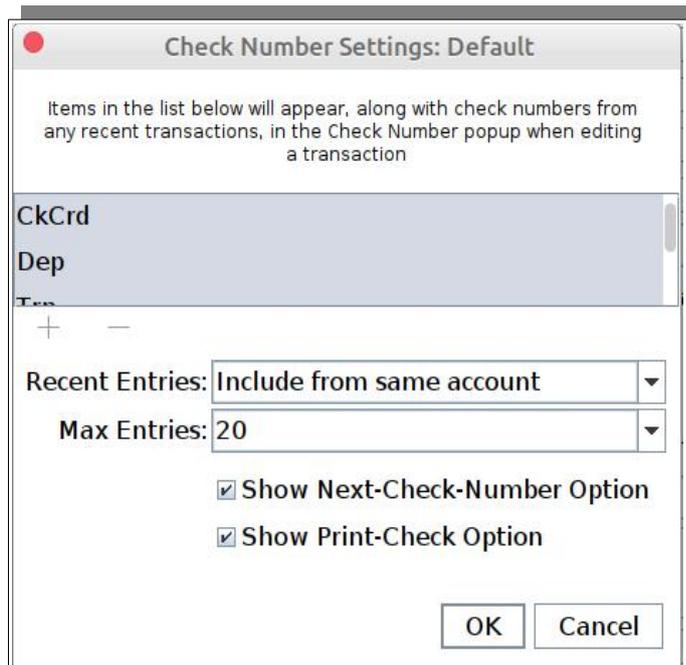
To access this list from within an account register click on the double headed arrows in the check number field and you will be presented with the account specific list of items.

The list comprises a number of predetermined items plus the most recent entries entered that are not check numbers or duplicates, the default is the last 20 items.

Modifying the Check Number List

At the bottom of the list is the 'Edit List ...' command. This allows you to configure what is displayed in that specific account.

Both the Global and Account Specific list uses the same screen, it displays as follows:



The information given below applies to both the Global and Account Specific lists. What is shown here is the edit screen showing the default settings. How it works is that you can edit what appears in the pop-up list for the check number field, as well as the entries that are available for auto-completion in that field.

The manually editable list is for items that you always want to appear in the pop-up list.

This screen is showing the default settings, there are 4 predefined items; CkCrd, Dep, Trn and CashPt. The + and – signs at the bottom of the internal window allows you to add or delete items from this list. If you click on + to add an item you will need to scroll down the list to see and edit the new item.

Moneydance will also by default add recently used text found in the check# field from either all accounts, or the currently selected account, up to the "Max Entries" number that you select. The Max Entries number applies only to the automatically calculated recent entries.

The **Recent Entries** option provides options to show in the list free form items that have been used in the register(s), the available options are:

- Include from the same account.
- Include from all accounts.
- Don't include.

Don't include, as is implied, will only display the predefined items and creates a similar behavior to earlier versions of Moneydance.

It must be noted that when you include Recent Entries it is taking these from account entries, it is not possible to edit them within this facility or include only some or to exclude some. The option to include is either on or off. If you want to change one of the values you must edit the transaction that it comes from and change the value

there.

It may not be obvious where the transaction is located that a value is being obtained from. In such cases you can use tools like the Advanced Search or the Find and Replace Extension to find any transactions involved.

The **Max Entries** options sets the number of free form items to be displayed.

If the **Show Next-Check-Number** option and/or the **Show Print-Check** Option check boxes are selected then the popup will also show entries for those items at the bottom of the pop-up list.

The Balance Box

When in the account register, your balance is listed in the lower right hand corner. Clicking on this box will allow you to see the various balance calculations. Some values are available only for account(s) which download information and transactions directly from your bank.



Balance: The total of all your transactions in an account register, regardless of date or cleared/uncleared status.

Current Balance: The total of all your transactions up to and including today's date.

Cleared Balance: The total of all transactions you have marked "cleared."

Confirmed Balance: The total of all transactions you have 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.

Entering Transactions

To create a new transaction click the New Transaction button at the top right of the Account Register screen. The New Transaction dialogue box is located at the very bottom of your screen. You can also create a new transaction by typing ⌘N. Double-click on an existing transaction to edit it.

Creating a Split Transaction

To split a transaction into several categories, open the Category drop-down menu from the New Transaction Box and select “Split” (or use the keyboard shortcut ⌘L).

Memo	Category	Tags	Payment Rate	Deposit Foreign Amt
Kroger	Flexible: Groceries		41.56	
Kroger- cash back at register	Cash on Hand		40.00	

Date: 12/21/2014 Kroger

Payment: \$ 81.56 Deposit: \$ 0.00

Buttons: New Split, Delete Split, Done

To record a split, click the New Split button for each Category (⌘N). Click the Done button when finished (⌘W). You can only add splits from the “Parent” side of the split – the account where the split was created, not one of splits (in this example, Groceries and Cash on Hand).

To ensure that the total of the transaction is correct, create the transaction in the register, but make sure to enter in a total amount before clicking on the Split button. The first line of the split will have the total amount of the transaction. Enter in the information for this split line, and correct the amount. When you click on the button to add a new split line, the program will autofill in the total transaction amount minus the value of the above split. You can continue this process for each additional split. This should allow you to make sure you have allocated the exact amount of the total transaction, no more no less.

12/21/2014	Kroger	- 2 splits -	81.56	9,650.27
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Each non-parent portion of a split transaction will be noted with a small “s” in the description field.

Split transactions can be used for both deposit and payment transactions. The most common use is to split amounts between multiple categories. This can be on a payment transactions where you may buy multiple items at one business that relate to different categories but there is only a single payment made. On the deposit side the most common use is with a paycheck where you start with the gross amount then have taxation deductions, health insurance payments made before the remaining funds are deposited into a bank account, the next section gives an example of this setup.

12/21/2014	Kroger	s Ally Checking	40.00	73.95
	Kroger- cash back at register			

You can view the details of a split transaction that is in the register by hovering over the transaction and then holding down the ALT key. Note that the focus must be on the register, not that it merely be opened, you can achieve this focus by selecting a transaction in the register if it has just been opened.

Using a Split Transaction for a Paycheck

Split transactions are the perfect way to enter a paycheck, and provide a good example of their use.

Many people want to keep more detailed records of their paychecks, including the amount which is withheld for taxes, insurance premiums, Health Saving Account contributions, or other items. In this example the United States Tax and withholding system is used, but the same strategy can be used regardless of your country.

First, we will create a split transaction. The first line of the split is the “Salary” amount, which will be the gross income amount. The remaining lines of the split will reflect any amount withheld from the check – federal, state, and local taxes, insurance premiums, Social Security and Medicare contributions, and any other items. The total “Deposit” amount will now reflect the amount of your take-home pay. See the example screenshot below:

Description	Category Tags	Payment Rate	Deposit Foreign Amt
Paycheck	Salary		2,300.00
Paycheck	Tax:Federal Income Tax	400.00	
Paycheck	Tax:Social Security Tax	153.00	
Paycheck	Tax:Medicare Tax	62.00	
Paycheck	Tax:State Income Tax	100.00	
Paycheck	Health Savings Account	43.00	
Paycheck	Insurance:Health	100.00	

Date: 09/24/2011 Paycheck

Payment: \$ 0.00 Deposit: \$ 1442.00

Buttons: New Split, Delete Split, Done

In order to simplify the process of entering your paycheck each time, it is often easiest to create a reminder transaction. To do so, first select the existing paycheck selection. Then right click (or Ctrl+clicking or two finger touch on a Mac) the transaction and select “Memorize” from the menu which appears:

09/24/2011		Paycheck	- 7 splits -		
01/01/2011	Veri				79.45
01/14/2011	Veri				79.45
02/14/2011	Veri				79.45
03/14/2011	Veri				79.45
04/14/2011	Veri				79.45
05/14/2011	Veri				79.45
06/14/2011	Veri				79.45
07/14/2011	Veri				79.45
08/14/2011	Veri				79.45

- Memorize
- Duplicate Transaction
- Show Other Side ⌘[
- Mark As Uncleared
- Mark As Reconciling
- Mark As Cleared
- Batch Change ▶
- Delete ⌘X
- Single Line Mode ⌘1
- Two Line Mode ⌘2
- Sort by ▶
- ✓ Ascending
- Show Transaction Details

This will bring up the Transaction Reminder dialogue box. If you are paid every two weeks, then it is often best to set the transaction to repeat every 14 days. If you are paid via direct deposit and your paycheck is identical each week, you may want to have this transaction automatically entered in the register. To do so, check the “Auto-commit” box. To the right of the Balance header is a small double arrow indicator, clicking on this also acts like a right click and brings up the context menu.

Edit Transaction Reminder

Description:

First date: Last date:

Daily Weekly Monthly Annually

Repeat every days

Auto-commit days before scheduled

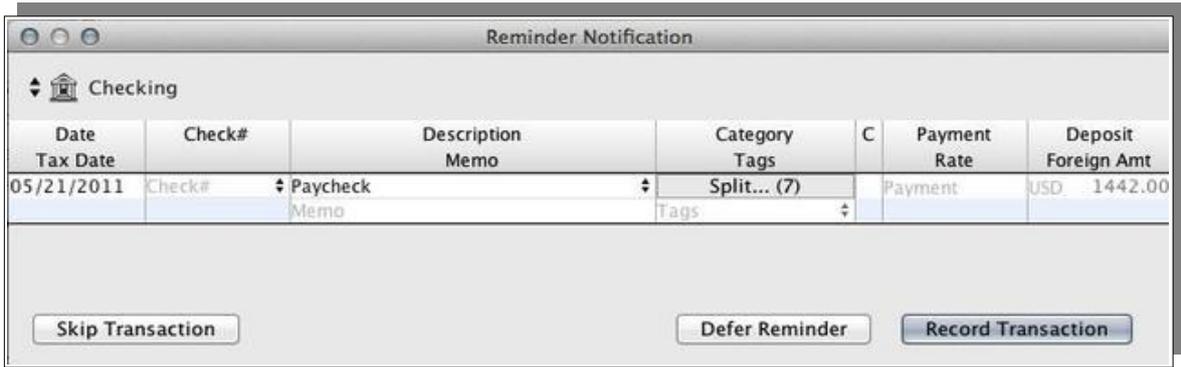
Checking

Check#	Description Memo	Category Tags	C	Payment Rate	Deposit Foreign Amt
Check#	Paycheck	Split... (7)		Payment	USD 1442.00
	Memo	Tags			

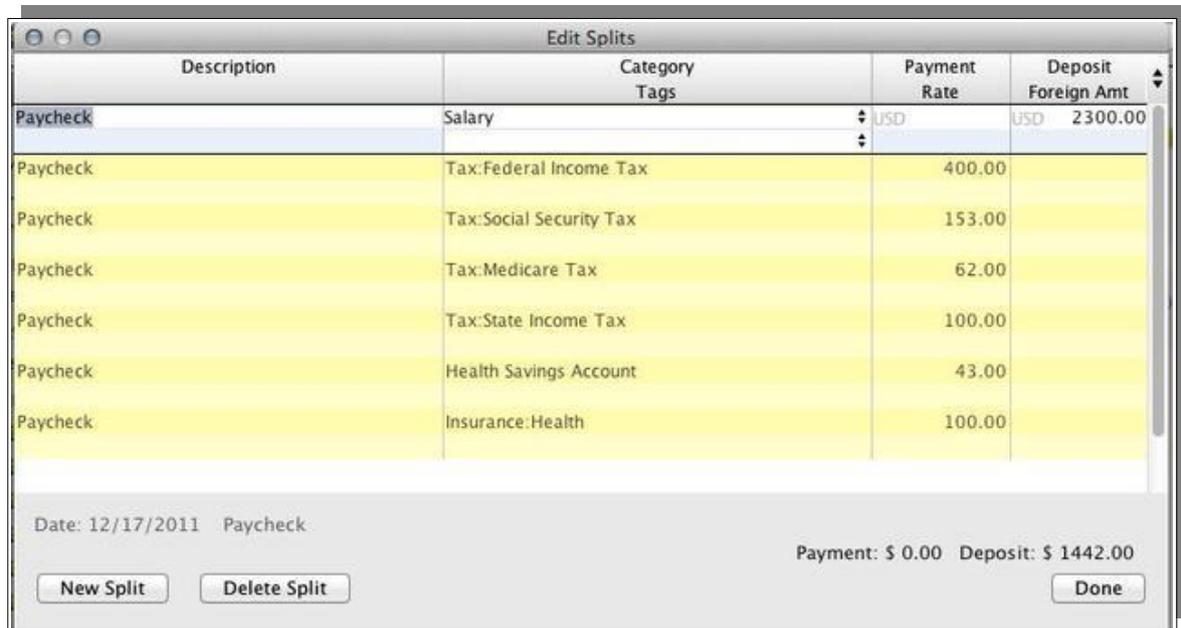
If you deposit your check manually, or your paycheck varies from week to week, it is best to commit the reminder manually. A reminder of your upcoming transactions will show on your home page.

<u>Reminders</u>		<u>Overdue Items</u>	
No Overdue Reminders			
		<u>Upcoming Items</u>	
12/14/2011	Cell Phone Bill		\$ 79.45
12/17/2011	Paycheck		\$ 1,442.00

Click on the paycheck reminder to show the Reminder Notification window.

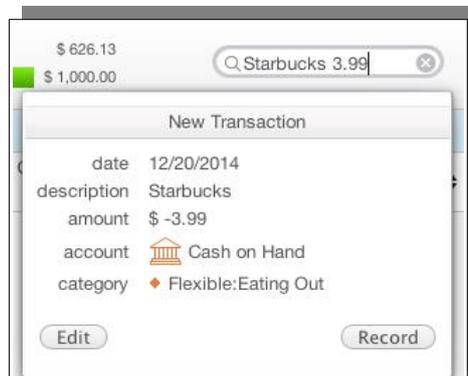


In this window, click on the “Category” field to display the split editor inbox. Then edit the amounts of the individual lines of the split as necessary.



Quick Transaction Entry from the Search Box

The quick transaction entry interface is an easy way to enter transactions from within the search box. Typing within the search box will bring up a quick entry interface.



Moneydance will “guess” the account and category of the transaction based on how you’ve categorized similar transactions in the past. Click the “Edit” button to change the transaction and the “Record” button to enter it into the register. The Quick Entry interface is not available through the Reminders view, Loan registers, the Budget Manager, and graphs or reports.

Auto-Complete

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 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. You can opt to have auto-complete be case sensitive or non-case sensitive. You can edit this preference in the File → Preferences → General menu item.

Auto-complete is always enabled there is no option to disable the feature. Auto-Complete can be overridden to a degree by the order of entering the information, for example if an amount for an existing payee has changed but all other details are the same enter the amount, then the name of the payee. If all details except the payee’s name have change then enter the amount, category and memo first and enter the payee name last.

For downloaded transactions only those that have been confirmed are included in the search.

Getting a List of Field Entries to Select From

The auto-complete feature can also be used to give you a list of items to select from, in order to complete the field. For example in the Description field say you have a variety of transfer transactions and they all start “Transfer”. Type two or three letters of the word then press the down arrow – or click on the double headed arrow at the end of the field – you will be presented with a dialog box with entries that match what you have typed and you can select from these.

Attachments

To more easily track and reference receipts you can attach files (for example PDF documents, JPG and other image files) to transactions. You can attach multiple files to a transaction. You can attach a file to a transaction by dragging the file onto a transaction in the Moneydance program window, or by right clicking on the transaction (or ctrl+clicking on a Mac) or by clicking on the small double arrow indicator to the right of the Balance header and selecting “Add attachment” from the menu which appears. Once you’ve attached a file to a Moneydance transaction a copy of the file will be stored in your Moneydance data set, and the original file can be deleted (if desired). Transactions which have attachments will have a paperclip icon in the description field.

12/10/2014	Stop and Shop	Flexible:Groceries	48.38	711.75
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To see an attachment click once on the transaction. In the window which appears click "Details" to see a thumbnail of the attached file; click once on the file to view, or click the X to delete the attachment. The thumbnail viewer only supports image type documents, to see other documents you will have to click on it to view it within the applications associated with the file type.

The screenshot shows the USAA Checking account interface. On the left, there is a sidebar with account categories: BANK, CREDIT CARDS, INVESTMENTS, LOAN, and BUDGETS. The main area displays a list of transactions with columns for Date, Check#, Description, Category, and Amount. A transaction for 'Stop and Shop' on 12/10/2014 is highlighted. An 'Attachments' window is open over this transaction, showing a thumbnail of a 'Purchase Receipt.pdf' and a close button (X).

Tags

Transaction tags provide another level of expense or income tracking. For example with a vacation while you are likely to have your vacation spending spread across multiple categories, such as Lodging, Food, Gas, etc, a tag will permit you to easily track and run reports to determine the total cost of the trip by ensuring that the same tag is assigned to all expenses associated with the vacation. To enter a tag, begin typing in the Tags field. To assign multiple tags to a transaction enter a comma after each tag. For example, typing: tag1, tag2.

12/21/2014	My Java Joint	Flexible:Eating Out coffee,eating out	12.34	9,719.49
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When you are generating your reports you could elect to use all categories but then use the Tag as a filter with the result that only vacation related expenses are included in the report. The chapter on reports contains details on what reports permit filtering by Tags.

You can see a list of all your tags by going to the Tag Summary report. This report is available within Tools --> Graphs and Reports, or by scrolling down to the reports in

the left sidebar.

Removing a tag from all transactions will delete this tag. Once deleted from all transactions, the tag will no longer be available for selection.



Using the Address Book with Transactions

Moneydance's address book allows you to include information such as street addresses, phone numbers and email contacts for people and businesses. To add, delete, or edit addresses go to the Tools → Address Book menu option.



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 print addresses on checks.

Totaling Transactions in the Register

If you wish to get an ad-hoc total of a number of transactions in the register select the transaction you wish the total and the total will appear in the status bar at the bottom of the register.

Right-Click Menu

Right-clicking a transaction brings up the Transaction Editing Menu. If you are using a single-button mouse, holding Control while clicking will also bring up this menu as will clicking on the small double arrow indicator to the right of the Balance header.

From the right-click menu you can:

Add Attachment: To attach image files to a transaction.

Create Reminder from Transaction: Creates a transaction reminder.

Duplicate Transaction: Opens the New Transaction dialog box and fills in the current information which can be edited.

Show Other Side: Opens the register of the other account/category involved in this transaction.

Mark as Uncleared: Removes green check mark.

Mark as Reconciling: Inserts orange diamond mark.

Mark as Cleared: Inserts green check mark.

Batch Change: Allows you to make changes either to a single transaction, or to multiple selected transactions at one time. (See below for more details.)

Delete: Deletes transaction.

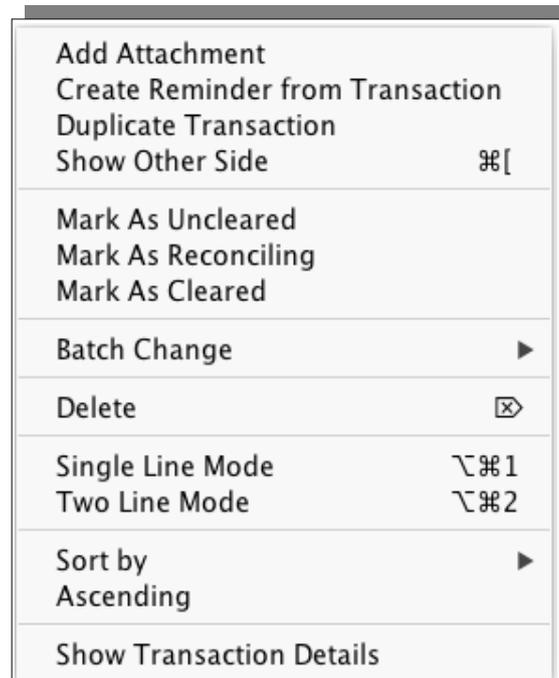
Single Line Mode: Sets the register to display only the Description line entries.

Two Line Mode: Sets the register to display both Description and Memo line entries.

Sort by: Sorts the register by a specified set of variables. See “Sorting the Register” for more details.

Ascending: Sorts the register from earliest to most recent date.

Show Transaction Details: Displays all information associated with the transaction in the format it will be saved to the data file. Generally only used for technical support issues.



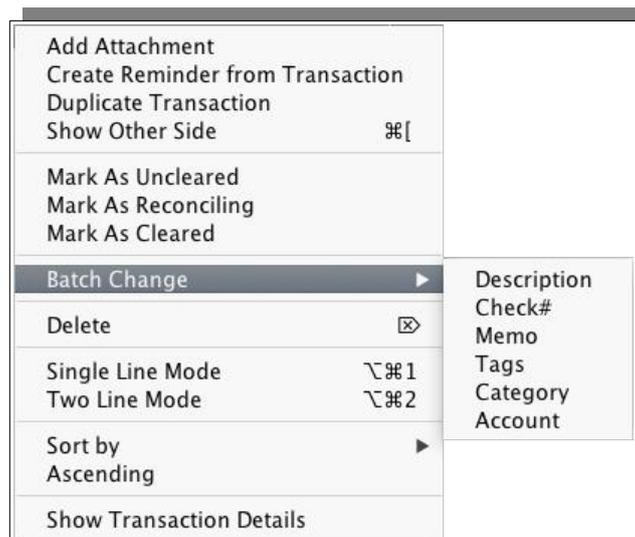
Using Batch Change

Right-clicking (CTRL-click for Macs) one or more selected transactions will bring up a context menu providing functions that can be applied to the selected transaction(s) as does clicking on the small double arrow indicator to the right of the Balance header.

Just to review, the method you use to select multiple transactions makes use of the following keyboard short cuts:

Function	Mac	Windows/Linux
Select all transactions in the register	⌘ A	<Ctrl>A
Select transactions between two transactions	Select first transaction Hold down <Shift> and click on last transaction	Select first transaction Hold down <Shift> and click on last transaction
Select discrete transactions	Select first transaction, use ⌘ Click for subsequent transactions	Select first transaction, use <Ctrl> Click for subsequent transactions

One of the functions of the Transaction Editing Menu is Batch Change, which makes changes to the currently selected transaction(s). Batch Change allows you to make changes to the Description, Check#, Memo, Tags, Category, and Account fields in the register.



Changing the Category of a transaction changes the information which is currently in the Category field of the transaction. Changing the Account of the transactions will move them out of the current Account (or Category) register into a different Account (or Category) register.

Under Batch Change you can change the following values:

Item	Description
Description	The Description (payee) for the transaction(s)
Check #	The text in the Check # field
Memo	The Memo for the transaction(s)

Tags	The Tags that have been assigned to the transaction(s)
Category	The Category that has been assigned to the transaction(s)
Account	The Account the transaction(s) is/are in

In many cases this tool is used to change the value in multiple transactions, perhaps to correct a recurring mistake. In other cases, for example, it may be to add tags to a range of transactions.

Account is a little different in that this changes the Account that the transaction is in so it is effectively a move command, you should note that if an account has been marked as inactive it will not be an option as the destination for the selected transactions. If you need to move transactions to an inactive account you will need to first mark the account as being Active.

You can use Batch Change to move transactions from a Bank Account to a bank register in an Investment Account and vice versa, however you cannot use Batch Change with transactions that are in an Investment Register.

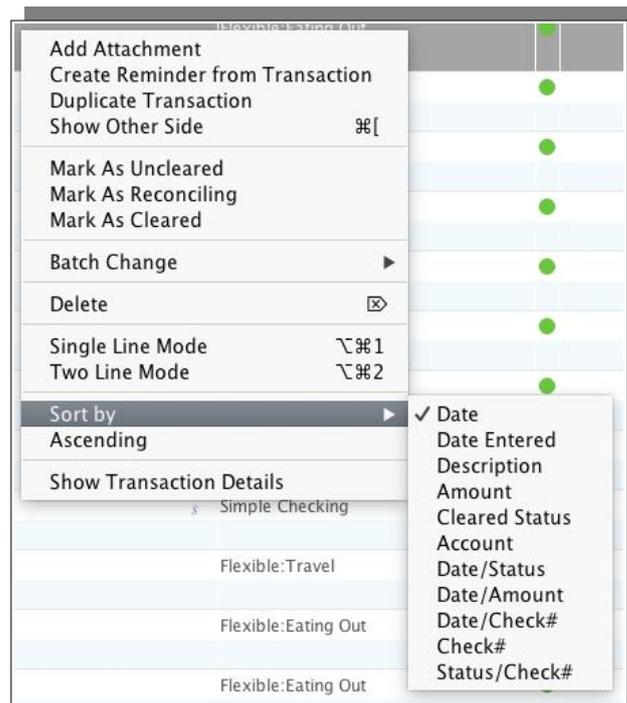
Batch change is a powerful command you should be very aware of what sort of register you are in, for example if you are in a category register and select to change the Category you can get into a lot of trouble quickly.

It is strongly recommended to take a backup before you start using Batch Change.

Sorting the Register

Right-clicking (CTRL-click for Macs) in the transaction register or clicking on the small double arrow indicator to the right of the Balance header will bring up a context menu, selecting Sort By in this menu brings up the following display.

Select how you wish the register to be sorted. The items have the following meaning:



Date: Chronological by Date column.

Date Entered: When you entered the transaction into the register.

Description: Alphabetical by description field.

Amount: Sorts by Payment and Deposits fields.

Cleared Status: Sorts transactions by status under the “C” field.

Account: Sorts transactions by account/category under the Category field.

Date/Status: Sorts transactions by date, then by status within each day.

Date/Amount: Sorts transactions by date, then by amount within each day.

Date/Check#: Sorts transactions by date, then by check # within each day.

Check#: Sorts transactions by check number.

Status/Check#: Sorts transactions by status and check number.

Moving a Transaction Between Accounts

It is not immediately obvious how to move a transaction between accounts. In many applications Cut and Paste is used for this purpose, in Moneydance cut and paste works at the field level, not at the transaction level, transactions comprise multiple fields. To move a transaction you can use the following process.

1. Select the transaction.
2. Right click on the transaction and select Batch Change.
3. Select Account from the drop down list.
4. Select the account you want to move the transaction to then select OK.

The transaction should now be in the correct account.

Duplicating a Transaction

To duplicate a transaction right click on the transaction and choose the menu item Duplicate transaction, you can then change and details like the date and save the transaction.

Copying a Transaction Between Accounts

It is not immediate obvious how to copy a transaction between accounts. It is a two step process.

1. Duplicate the transaction.
2. Use Batch change to move the transaction the newly duplicated transaction to the other account.

Transfers and Categories

When you transfer funds from one account to another it is seen as a simple transfer in Moneydance. There is no provision to also assign a category. As Moneydance is based on account principles that is not unusual, a reduction of the value of one account is exactly matched by an increase in the value of another. To also have it increase the value of a category would be counting the increase in two places.

In many instances the way this works is entirely appropriate, for example the transfer that you enter in Moneydance to pay off a credit card, each individual expense in the credit card has already been assigned to a category so a transfer just removes the debt.

In some cases however it may be appropriate to record the transfer and assign a category. It is accounting principles that are preventing us doing that so the appropriate approach is to use an accounting methodology to facilitate it. The basic problem we have is that we want a transaction to have 3 legs, the transfer out of an account, the transfer into an account and a category. In simple terms we need 4 legs. Moneydance is using Double Entry accounting so everything is done in multiples of 2.

Our original transfer has 2 legs – or two sides to use accounting parlance, we need to create what is effectively a four sided transaction, which in fact we do by creating 2 x 2 sided transactions.

In the example given above we have said there are two account plus one category that we want to use. What we can do is create another category to use with our transactions and thus give us the 4 legs needed. If this is a regular occurrence the category may be named as something as simple as “Money to XYZ acct”.

The first transaction would be drawing the funds from the source account and using the above created account. The second transaction would be the deposit to the new account with the category you require.

Voiding a Transaction

Moneydance does not have a facility to void a transaction.

In double entry accounting you never void a transaction, rather it you post a transaction and for some reason it never completes you post a reversal entry to the account. This technique can be used in Moneydance, if you want to follow what happens in the accounting world.

We can however adopt an approach that mimics the action of voiding a transaction but maintains the details of what the transaction would have been if it had completed, and thus preserve the information that is in the transaction. To take this approach you need to edit the transaction and make changes along the following lines:

- Set the value of the transaction to 0.
- To keep details of the transaction on file it is suggested you edit the memo field to include what the value of the transaction would have been.
- To indicate that the transaction has been voided it is recommended to also add the text VOID to the memo or description field, perhaps as the first word in the Description.

Stop Payment

Moneydance does not have a facility to automatically record a stop payment.

In double entry accounting you never remove a transaction, rather it you post a transaction and for some reason it never completes you post a reversal entry to the account. This technique can be used in Moneydance, if you want to mimic what happens in the accounting world.

If your bank posts the transaction then reverses it, the method described above would be how you approach it.

If the transaction is never posted by the bank but you wish to keep a record and maintain the details of what the transaction would have been if it had completed there methods you can use. An approach you can take to achieve this is you need to edit the transaction to make changes along the following lines:

- Set the value of the transaction to 0.
- To keep details of the transaction on file it is suggested you edit the memo field to include what the value of the transaction would have been.

To indicate that the transaction has been stopped it is recommended to also add the text STOPPED to the memo or description field, perhaps as the first word in the Description.

Parent/Child Accounts

Child accounts are often use when you want to allocate money for a particular

purpose.

A trap that can be fallen into is to name the child account after the specific purpose, like vacation, the trap occurs when you have a category with the same name. So first up ensure the account names you choose do not duplicate a category name.

Child Accounts are not available with Investment Accounts. Investment Accounts use Child Accounts (called sub accounts in this context) for the securities you assign to the account – a separate child account for each security.

We will demonstrate the use of child accounts through an example.

A question that often arises is if it is possible to allocate money toward, and keep track of, say things like a Vacation Fund or Christmas Fund in Moneydance but without having separate physical accounts, so the money is all in the one actual bank account.

We are going to show a worked example of using Parent and Child accounts to achieve the objective, we are going to pack as much as we can into the example, you may not want to go to this level of set up but we hope it gives you some general ideas which you can adapt to suit your own needs.

The setup we are going to have includes having a Vacation Fund, a Christmas Fund and your Savings Account, we are going to have an overarching Parent account and call it Saving Funds

So your accounts in Moneydance would look like:

```
Savings Funds
|___>Savings Account
|___>Christmas Fund
|___>Vacation Fund
```

You may think that we should use the real Savings Account as the parent, and you could do this but our aim in using this structure is that on the Summary page and in the side bar we can see:

- The amount we have allocated to our Christmas Fund
- The amount we have allocated to our Holiday Fund
- The amount we have available in General Savings
- The total amount in the actual Savings account.

The way we are working this example is that there will be no transactions at all in the “Savings Funds” account. You could have the Savings Account at the parent level and transfer general savings to a child account but the way we have done we believe will result in less transactions and the software will calculate the general savings balance through the transactions entered.

Let us look at what this setup looks like on the summary page

The account called Savings Funds will show the bank balance of your Savings Account. The account in Moneydance called Savings Account will have the bank transactions in it but will show the available savings balance based on your

allocation, we have shown the setup with some transactions already entered. You will most likely use better names than we have chosen here.

Lets us examine how we got to this state. We are going to transfer 1000 from the current account and allocate some funds to the holiday and vacation funds:

Date	Cheque#	Description	Category	Payment Rate	Deposit Foreign Amt	Balance
01/12/2021		Chq transfer to savings	Current		1,000.00	1,000.00
22/12/2021	H001	Money for Holiday	Savings Funds:Holiday Fund	50.00		950.00
22/12/2021	C001	Money for Christmas	Savings Funds:Christmas Fund	25.00		925.00

We have used the Check number field to assign some unique references to the transfers to/from child accounts that we will make used of in during the reconciliation process.

Just to show the Holiday and the Christmas funds we have:

Date	Cheque#	Description	Category	Payment Rate	Deposit Foreign Amt	Balance
22/12/2021		Money for Holiday	Savings Funds:Savings Account		50.00	50.00

The screenshot shows a financial software window titled "Savings Funds:Christmas Fund - Documentation". The interface includes a menu bar (File, Edit, View, Account, Online, Tools, Extensions, Window, Help) and a search bar. On the left, a sidebar lists account categories: Summary, Reminders, BANK (Current, Savings Funds, Savings Account, Holiday Fund, Christmas Fund), INVESTMENTS (Investment Account), LIABILITY (Loan Account), and GRAPHS & REPORTS (Account Balance, Asset Allocation, Currency History, Expenses, Income, Income and Expenses, Net Worth, Security Performance, Account Balances). The "Christmas Fund" is highlighted with a balance of £ 25.00. The main area displays a table of transactions with columns: Date, Cheque#, Description, Category, C, Payment Rate, Deposit Foreign Am, and Balance. A single transaction is listed: Date 2/12/202, Cheque# [C001], Description Money for Christmas, Category Savings Funds:Savings Accour, and Balance 25.00. The bottom right corner shows "Balance: £ 25.00".

Date	Cheque#	Description	Category	C	Payment Rate	Deposit Foreign Am	Balance
2/12/202	[C001]	Money for Christmas	Savings Funds:Savings Accour			25.00	25.00

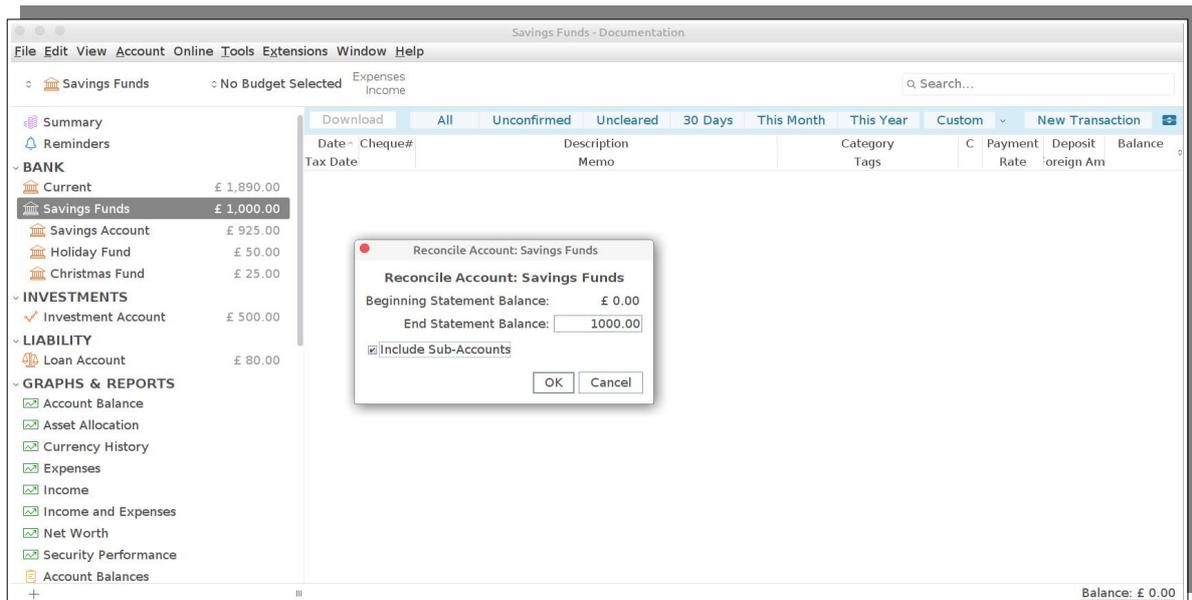
In this method of managing child accounts we will only have transfers in the child accounts, any banking transactions will be entered in the Savings Account and if money is needed from one of the child funds then they are to be transferred back to the Savings account.

While you can use split transactions to do things like deposit money to the saving account and split some of the deposit to the child accounts we are going to suggest you do not do so using this method.

The reason for this recommendation is that when it comes time to reconcile the account you of course only see the actual banking transactions to and from the account. The transactions you have entered to move money to/from the child accounts do not exist in the banking system, hence entering the transfers as standalone transaction helps with identifying them during reconciliation.

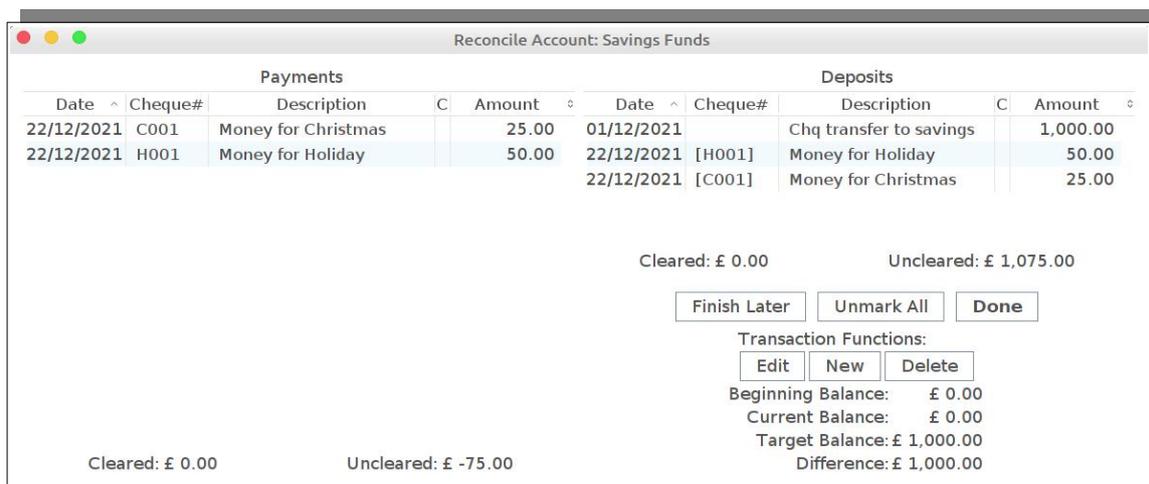
Reconciliation

When you are reconciling the account you select the parent account but you also select to include sub account in the reconciliation Window.



You can see we have selected the parent plus checked on the include sub accounts option as well as entering the end statement balance as usual.

The result of this is that you will see all the actual transactions plus the transfers to/from the child accounts as the following image shows:



The reference details we entered into the check number column can be used to match the transfers between the child accounts and allow us to easily identify and mark them as reconciled.

There are a couple of alternative approaches we could have taken here, we will discuss them briefly.

1. When entering the transactions you could have right clicked on them and marked them as reconciling. The result of this would be when you have the reconciliation window displayed these transactions would have already been selected (marked with an orange diamond).

2. When entering the transaction right click and mark the transaction as reconciled (marked with green circle). By doing this the transaction will never appear in the reconciliation window so that it will only show physical transactions.

We hope that this section has provided some ideas on managing parent and child accounts.

Managing Home Inventory

The ability to have a home inventory within Moneydance, for such purpose as maintaining records for insurance purposes, has been requested on occasions. As Moneydance is based on accounting principles it has been necessary to develop a method that can exist within an accounting based system.

The method given here shows the basics that can be used to record and maintain an Inventory in Moneydance.

You start by creating one or more asset accounts to contain your inventory, with one category to offset the assets.

At the simplest level you use the description and memo fields to record details of the Asset, so things like description, model, serial number etc and the increase field to record the value.

It is suggested that you use tags for the categorization of each item in the inventory if you are looking for more granularity, because by taking this approach you can have one asset account for home inventory. Another alternative is to create different asset sub-accounts, some users have defined sub accounts based on the rooms in the house for example. However if the asset changed "categorization" you may have to move item between sub accounts.

You should record any purchase of an item separately from the asset record. If the purchase is regarded as an expense (including taxes, etc) categorize it in the most appropriate expense category, and create a separate entry in the Inventory Asset account this allows the asset itself to be valued something different than what you paid for it and can be changed over time if needed.

Chapter 6: Investment Accounts

Investment Accounts hold any type of securities (stocks, bonds, mutual funds, etc.) as well as cash.

Investment accounts can also support the entry of standard bank transactions through the Bank register thus enabling Investment accounts that also provide standard banking functionality.

You can setup an investment account by navigating to Account → New Account.

The screenshot shows a dialog box titled "Create Account: Investment". It contains the following fields and options:

- Account Name:
- Bank Name:
- Account Number:
- Start Date:
- Initial Balance:
- Currency Type:
- Check Numbers:
- Hide on summary page (if balance is zero)
- Inactive
- Default Category:
- Comments:
- Website:

Buttons:

The set up screen looks the same as for a Bank account, but the underlying account works in a very different way. With this screen what we are really doing is setting up an account like a Brokerage account. Within the brokerage account you can set up and add your securities and work with them through the brokerage account.

The set up does make provision for the Check Number field and like other accounts the default settings for the Check Number field are to use either the system default or account specific settings. Where the operation of this field differs in Investment account is that it applies to the Bank Register and in the Investment Register to the field used for the other side of the transaction i.e. the field below the Action field.

The set up of the Investment account does not mean that you can only use Investment accounts for share type securities, the setup can be used for any sort of Investment. The main thing to note is that the Investment account is where the individual investments are held in, no matter the type of investment. Some examples of using the Investment account for various types of investments are given later in this chapter.

We have made mention that Moneydance follows the principles of Double Entry Accounting. In most instances this works well This has some limitations when we talk about Investments. In the accounting system the “ledgers” have entries for total

amounts, they are not concerned with how much a specific share costs or what an individual share is worth over time for example. The journal entries will often have the detail of things like these.

When an accountant or bookkeeper needs to work with this detail they will often make use of worksheets. These worksheets are the basis of Spreadsheet programs.

Moneydance has some of this worksheet detail built into it, so in this sense it is a superset of what your accounts would normally be in an accounting system, but it does not include all the details. Hence within this chapter you will encounter times when it is suggested that a spreadsheet (worksheet) be used to maintain the level of detail needed just as you would in Accounting.

Managing Investments

Investment accounts in Moneydance are primarily used to aggregate and track the value of a set of securities, as well as calculate the cash balance that is created by all transactions in that account.

You can display and modify your investment holdings using three different options:

- Portfolio View
- Investment Register
- Securities Detail

and easily enter standard bank-type transactions in the Bank Register View.

Securities

Securities are items 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 change over time. In Moneydance, all securities are recorded relative to your base currency but can be displayed relative to any other currency.

All of the securities in your data file are accessible via the Tools → Securities menu or by clicking on the Stock Prices link on the Summary. You may add, remove or modify individual securities using this window. Double-click on the name of a security to view and modify the Currency/Security History, including price and split history, current price, and currency in which the price is displayed. Click the “Edit” button to make changes to the ticker symbol, suffix, prefix and security name, as well as to display the security’s price on the Summary Page.

Edit Security

Security ID:

Security Name:

Ticker Symbol:

Value Prefix:

Value Suffix:

Show on summary page

Edit Securities

- Ally CD
- Apple
- Google Class A
- Google Class C
- Sprott mutual fund
- Tesco London
- Wolverine

+ -

Currency/Security History

Security Name: Apple

Currency:

Current Price:

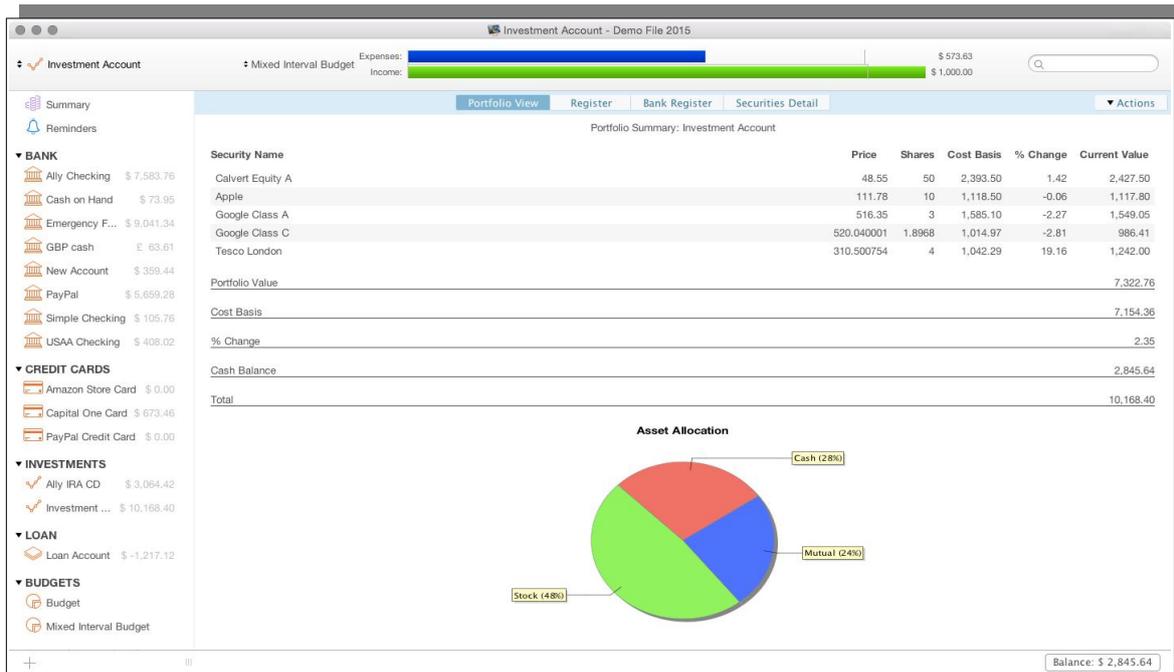
Date	Price	Volume	High	Low
12/11/2014	111.61997417	41258800	113.79995107	111.33997662
12/10/2014	111.9499897	44565300	114.84998869	111.54004455
12/09/2014	114.11994691	60208000	114.29995279	109.34996911
12/08/2014	112.39996403	57664900	114.64997363	111.61997417

Splits

Date	Split Ratio

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 values 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 created showing the distribution of value across the different types of securities.



The Investment Register

The Register view shows all transactions in your investment account, including bank-type transactions. Clicking on a column header in the Investment Transaction Register 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.

Investment Account - Demo File 2015

Investment Account Mixed Interval Budget Expenses: \$ 573.63 Income: \$ 1,000.00

Summary Reminders

BANK

- Ally Checking \$ 7,583.76
- Cash on Hand \$ 73.95
- Emergency F... \$ 9,041.34
- GBP cash £ 63.61
- New Account \$ 359.44
- PayPal \$ 5,659.28
- Simple Checking \$ 105.76
- USAA Checking \$ 408.02

CREDIT CARDS

- Amazon Store Card \$ 0.00
- Capital One Card \$ 673.46
- PayPal Credit Card \$ 0.00

INVESTMENTS

- Ally IRA CD \$ 3,064.42
- Investment A... \$ 9,711.62

LOAN

- Loan Account \$ -1,217.12

BUDGETS

- Budget
- Mixed Interval Budget

Portfolio View Register Bank Register Securities Detail

Date	Action	Description	C	Security Category	Transfer Fee Category	Shares	Amount	Cash Balance
01/01/2013	Xfr	Transfer to Investment Account			Ally Checking		5,000.00	5,000.00
01/02/2013	Buy	Google Class C		Google Class C		1.8968	1,014.97	3,985.03
					Fee	527.187895	15.00	
10/10/2013	Buy	Tesco		Tesco London		4	1,042.29	2,942.74
						260.5725		
01/01/2014	Xfr	Transfer to Investment Account			PayPal		5,000.00	7,942.74
01/02/2014	Buy	Calvert Equity A		Calvert Equity A		50	2,393.50	5,549.24
					Fee	47.57	15.00	
01/05/2014	Buy	Apple Shares		Apple		10	1,118.50	4,430.74
					Fee	110.35	15.00	
05/01/2014	Buy	Google Class A		Google Class A		3	1,585.10	2,845.64
					Default	522.7	17.00	
12/20/2014	Xfr	Nordstrom's			Flexible Gifts		-456.78	2,388.86
		X-mas presents						

Balance: \$ 2,388.86

Entering Transactions in the Investment Register

When editing transactions in the investment register, different fields may be enabled or disabled based on the type of transaction (the **Action**). 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. The possible Action types are listed in a separate table.

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

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 green circle indicates that the transaction has been reconciled (cleared).

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

Category: The expenses or income category that is assigned for this transaction, if applicable.

Transfer: The account or category from/to 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, plus (or minus) any fees.

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.

Investment Action Types

The possible Action types are:

Buy: Purchase shares of a security, or units in an investment from funds in the account.

BuyXfr: Purchase shares of a security, or units in an investment using funds from another account.

Sell: Sell shares of a security, or units in an investment and deposit funds into the account.

SellXfr: Sell shares of a security, or units in an investment, placing the funds into another account.

Div: Dividends or any income earned for a specific security, funds are deposited into the account. In general this is the action to use for any regular income from an investment, with an appropriate category used. The name of "Div" is used for compatibility.

DivReinvest: Dividends or income earned for a specific security are used to purchase more shares of that security. In general the action for any regular income from an investment, that is used to buy further units in that investment with an appropriate category used.

DivXfr: Dividends or income earned for a specific security that are transferred to another account. In general the action for any regular income from an investment, where the funds received are transferred to another account with an appropriate category used.

Short*: Sell shares of a security that you do not own, but can borrow (often from your broker), in the anticipation that those shares will go down in value and can be purchased for less in the future in order to return them to the lender. In the register the Short sale works and looks the same as a Sell transaction. This type of transaction is often referred to as being shorted.

Cover*: Purchase shares to cover those that were previously short sold. In the

register the Short sale works and looks the same as a Buy transaction. This is the transaction that is used in order to repay the shares to the lender.

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. This action can also be used to record income or expenses transactions that are associated with the investment as a whole rather than with a specific security.

* **Short** and **Cover** transactions work in tandem while they show value in the account register they individually do not show any value outside of the register, only any difference in the value of the two transactions is shown outside of the register.

Actions

With some products you will see quite an extensive list of Action Types, this could be because in those product the action type determines not only how a transaction is to be processed but also the category that is to be used. Moneydance does not follow this practice.

In Moneydance the Action Type determines how a transaction is to be processed, the category to be used is determined by you when you post the transaction. This method offers a number of advantages:

- Adaptable to any country
- Facilitates any category structure

This method is therefore more flexible. Some samples of how you may map some of these action types to Moneydance is given in the following table.

General Action	Moneydance Action	Moneydance Category
CGLong	Div	Capital Gains:Long
CGMid	Div	Capital Gains:Mid
CGShrt	Div	Capital Gains:Short
ReinvLg	DivReinvest	Capital Gains:Long
ReinvMd	DivReinvest	Capital Gains:Mid
ReinvSh	DivReinvest	Capital Gains:Short
IntInc	Div	Interest Income
IntIncX	DivXfr	Interest Income
ReinvInt	DivReinvest	Interest Income
MargInt	MiscExp	Margin Interest

In short any routine income event can be mapped to the Div action and its derivatives. Div can be thought of as a synonym for Income (Inc). For example distributions from a Mutual fund can use the Div action type with a category perhaps of Mutual Fund Distributions.

Using the Xfr Transaction

The Xfr transaction is quite flexible but it is also very generic at the same time. The typical use is of course to transfer funds into and out of the investment account, but it can also be used to record any sort of income or expense transaction.

The notable thing however is that with an Xfr transaction you cannot record any income or expense against a specific security, hence it is just recorded against the account. This could be the determining factor of whether to use this action type to record a specific transaction or whether something like MiscInc, MiscExp or Div may be a better choice,

Bank Register View

Moneydance offers integrated support for linked investment and checking accounts. The bank register view makes it easy to enter standard bank-type transactions, and include these transactions in the balance of your investment account. The bank register is also used to enter transactions that the Investment register does not allow for.

Date	Check#	Description	Category	Decrease Rate	Increase Foreign Amt	Balance
01/01/2013		Transfer to Investment Account	Ally Checking		5,000.00	5,000.00
01/01/2014		Transfer to Investment Account	PayPal		5,000.00	7,942.74
12/20/2014		Nordstrom's X-mas presents	Flexible:Gifts	456.78		2,388.86

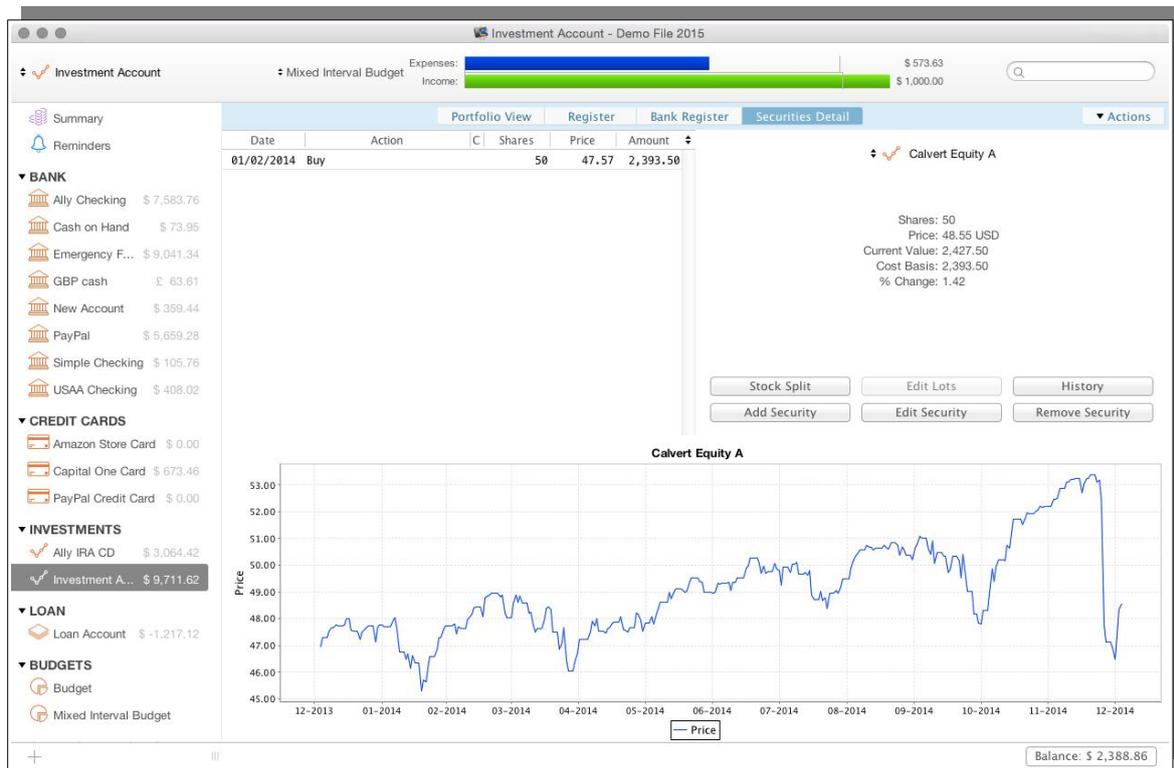
For information on using the Bank Register in Investment Accounts refer to the Chapter on Standard Accounts as it functionally the same.

Transfers from Investment Accounts using Different Currencies

For users that have account and/or investment in two or more currencies it can be necessary to transfer funds between these accounts.

Where you need to transfer funds from an Investment account to another account that is in a different currency use the "Bank Register" instead of the "Register" to enter these transfers, the Investment register does not have any provision for exchange rates. You can either enter the exchange rate or the foreign amount. This keeps both accounts correct.

The Securities Detail View



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. You can customize the graph by CTRL+clicking or right-clicking anywhere in the image field to bring up a number of options, including the ability to copy, print, and save the graph.

Transaction List: A list of all transactions associated with the selected security within the current investment account.

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

Security Function 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. The colors of the elements in this graph can be changed, Title and borders by right clicking and selecting properties. Lines and other elements require using the theme element editor, however such changes are global and effect any graph. The relevant colors are:

Graph data set 1	Color of volume bars in Securities detail graph
Graph data set 2	Color of plot line in Securities detail graph
Graph data set 3	Color for the "Buy Shares" marker in securities detail graph
Graph data set 4	Color for the "Sell Shares" marker in securities detail graph.

Refer to the chapter on Themes for more detail on color changes.

Lot vs Average Cost Purchases

In essence, the cost basis of a set of shares is the amount that was spent acquiring those shares. 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. This is the default selection in Moneydance.

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. This is the appropriate method to facilitate the FIFO (First In, First Out) method of tracking your shares, or where you have the option to specify which lots are sold.

Adding Securities to an Investment Account

Setting up securities in your investment account happens in three stages: creating the security, associating it with an investment account(s), and entering your holdings.

The core information about Securities, like prices, are stored in their own data structure independent of Investments or the Investment Accounts.

With this design, the premise in Moneydance is that a security should only be defined once within the Data Set and it can then be associated with as many investment accounts as required.

If this approach is not taken then you would have individual security definitions defined for every account where the security is used and the same security details and prices would be stored in each definition this leading to significant duplication, at least. We have noted in some instances that only one instance of the price will be updated thus giving rise to problems in things like the net worth report.

Thus you should not define multiple instances of a security.

Creating a New Security

From the "Securities Detail" portion of your investment account, choose Add Security → New Security. There are a number of fields you will need to enter:

Security ID: A unique identifier of a security within Moneydance, it is not something that has any existence or relevance outside of Moneydance.

Security Name: The name of the security.

Ticker Symbol: Enter the symbol for the stock. Moneydance can download stock information from Alphavantage, Yahoo! Finance, TD Ameritrade and IEX Trading.

Price: This value can be changed either from the "History" window or by using a number of the extensions that are available.

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, although some use 4 or 6.)

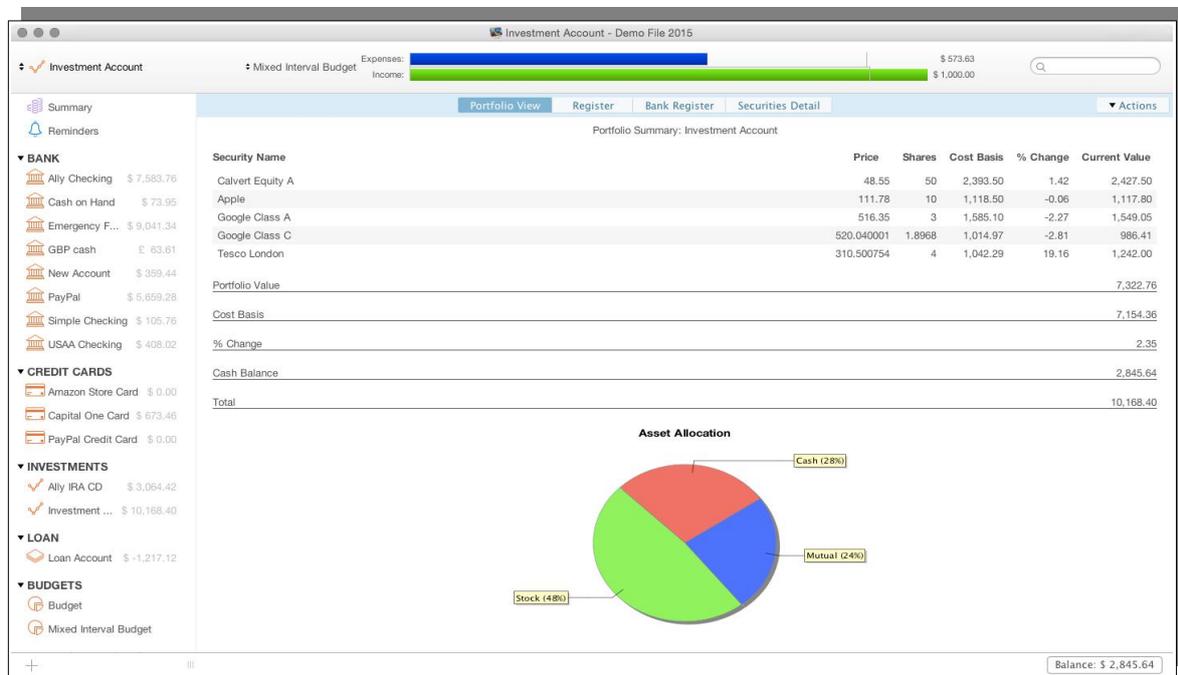
Associating an Existing Security with an Investment Account

If you have already created your security, you can associate it with a particular investment account by opening the Securities Detail view and clicking on the "Add Security" button. Select the appropriate security and 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. Creating a security using this method will automatically associate it with the investment account you are currently working in.

Classifying Securities

If you consider the Portfolio view given earlier you can see that each security

included in the account is listed separately, you can also see the Asset Allocation graph. The table is simply built from the securities. The Asset Allocation graph is not however, you can see in this case it is showing the Cash balance in the Investment Account. The total of Stocks and the value of the Mutual fund.



This is managed using Security Types and Sub-types. You can also create new investment sub-types. The available Security Types are:

Stock
Mutual
CD
Bond
Stock Option
Other

Creating a custom sub-type is one way to add additional tracking information, or to add sub classifications, for example under Mutual you might have sub classifications for different types of funds. This is also especially helpful when holding non-traditional investments such as peer-to-peer notes, precious metals, or barter items, which can be grouped under "Other".

To create a new investment sub-type, open your investment account register. Select "Actions" at the top right of the register, then select "Add Security".

If necessary click "New Security" and create the new security. Alternatively, select an existing security from the drop down menu.

Then look for the Sub-type field and select 'Edit' to the right of this.

Account Info: Investment Account:

Account: British Pound

Security: Apple

Broker:

Phone Number:

Cost Basis: Avg. Cost Lot Matching

Type: Stock

Subtype: None

Dividend:

Comments:

In the window that opens, you can add or delete security sub-types.

Once created, these sub-types will be available for selection in the "Sub-types" drop down menu, in the previous window.

Note that this is the only path you can use to access these particular Security Screens, they CANNOT be access via the Menu item Tools → Securities.



As stated earlier we can use this capability with Mutual Fund type investments to give more granularity to our investment reporting. A Fund can be comprised of other funds, if each of these sub funds are given a sub-type using the method outlined here your Asset Allocation graph will show the splits, for example one fund might be comprised of domestic shares, another of International shares, another of Government bonds, yet another of Property etc.

Another area of Mutual Funds where we can make use of this feature is with the cash balances in a fund. Most funds pass all cash through some type of account, now for some type of funds you may decide that having cash being carried as a balance in the Brokerage account is sufficient, however this does not allow for things like Interest being earned on the cash balance as payments received in Investment accounts must be against a security. Funds will often set the cash accounts up as if they were a security, they may even be in the form of a Money Market Fund. The way the data downloads can also determine the most appropriate approach to take. Setting up a security and doing buys and sells of this security at a fixed value of 1.00 may be the best approach to take for a Cash Account.

The classification of securities into types and sub-types is performed at the Investment account level. This allows for a security to be classified differently depending on which account it is in. This allows for the greatest flexibility, as for example in one account you may broadly classify Investments into classifications like property, CDs, shares etc. Yet in another shares may be broken down based on

industry type classifications e.g. Health, Finance, Utility etc.

Entering Transactions

This section will discuss entering various types of transactions. We will concentrate on the less usual types of transactions.

Methods of Entering Your Holdings

It is important to remember that Moneydance, when working with transactions imported from your financial Institution, can only import the data that the institution provides. Therefore, unless the initial purchase of the security is in the download, along with all subsequent buys and sells you will not have the complete information for your security. You may need to manually enter transactions for the account to reflect your current holdings.

Manual Entry

The most straightforward way to enter your holdings is to manually input all of the account transactions from the date of purchase to the current date into the register. This will allow Moneydance to track capital gains.

Starting with a Current Balance

If you feel you have too many historical transactions to enter manually, or prefer to start from your current balances, you can do so. It is important to remember that if you start from the current balance and do not enter all the historical transactions, Moneydance will not be able to track capital gains.

If this is the method you choose, you must enter some form of "buy" transaction for all the shares of each security you own in the account. To add your current holdings for a security you can enter a Buy transaction for the total number of shares you currently own using the current market value. For example, if you own 50 shares of XYZ stock, enter a single Buy transaction for 50 shares (even if you purchased them over time), using the current market price. You could also enter the original basis for the stocks and the appropriate number of shares, which permits better tracking of your ROI. Repeat for each of your securities. Once you have entered each of your securities this way your account will show a large negative cash balance. To correct this, go to Account → Edit Account (make sure you are in the account you want to edit) and enter the cash balance number as the starting amount in the Initial Balance field (without the negative sign, of course).

An alternative method is you can enter BuyXfr transactions with a category like "Initial Holdings" as a custom income category to reflect that you already possess these securities at the creation of this account within Moneydance.

Fees

Handling fees when you are buying and selling stock, is either added to your purchase cost or is deducted from your sale proceeds and you can handle this in the

Buy or Sell transaction.

With funds there are various ways fees can be handled. Some funds insist that you maintain a Cash Account within the fund. Fees are taken from this account. How to handle this in Moneydance is dependent on how you set up the cash account. You may have to use say a MiscExp action to reduce the cash balance or if you maintain the account like a Money Market security you may need to perform a sell.

In other instances a fund may remove units from your account to pay these fees i.e. the value of the units taken is equal to the amount of the fee.

It is this method that we are concentrating on here, you can also use this approach if you have a Money Market security that is sold down to pay the fee as it is the same approach.

As with many things there are multiple ways of recording the transaction(s) that are needed in creating this section as least three came to mind, but here we will look at what we think is the neatest and simplest approach.

We need to:

- Remove the number of units from the account that we have been advised
- Reduce the amount of the investment by the total amount of the fee
- Record this against a suitable Fee category.

So to record our transaction we need three pieces of information:

1. The number of units that are being taken
2. The price per unit
3. The total amount of the fee

Funds have many ways of providing information. The information we need here may be easily identified or it may be more obscure, you could need to look at the account transactions, you may also need to do some calculations from the data provided.

The only action type we have that reduces our ownership, in a standard way, is the Sell action, so this will be the action used here. For Description and Memo you can enter something informative, in the example here I have just used "Management Fee"

As with any sell you enter the price and the number of units (shares) that are being removed, in the fee amount field you enter the total fee. As the fee is the number of units x the price we should expect the total amount to be 0 and the cash balance in the account to be unchanged. We also enter a suitable category in the Fee Category field I have used Investment:Management Fees in the example The screen shot below shows such a transaction.

Investment Account - Documentation											
Investment Account - No Budget Selected											
Search...											
Download											
Portfolio View											
Register											
Bank Register											
Securities Detail											
New Transaction											
Date	Action	Description	C	Security Category	Transfer Fee Category	Shares Price	Amount Fee	Cash Balance			
22/12/2021	Buy			Acme Corp		10	500.00	0.00			
06/04/2022	Sell	Management fee		Acme Corp	Investment:Management Fees	0.723	0.00	0.00			

Summary:

- BANK
 - Current: £ 1,890.00
 - Savings Funds: £ 1,000.00
 - Christmas Fund: £ 25.00
 - Holiday Fund: £ 50.00
 - Savings Account: £ 925.00
- INVESTMENTS
 - Investment Account: £ 492.77
- LIABILITY
 - Loan Account: £ 80.00
- GRAPHS & REPORTS
 - Account Balance
 - Asset Allocation
 - Currency History
 - Expenses
 - Income
 - Income and Expenses
 - Net Worth
 - Security Performance
 - Account Balances

Balance: £ 0.00

We have included the whole Moneydance window in this shot. To keep the example simple we have used the same price for both the purchase and when the fee was charged, it would be unlikely to be the same in the real world.

You can see the initial purchase had a value of 500.00 with a share price of 10.00 and after the fee has been charged the current value of the investment is 492.77 with a share price of 10.00 but you can also see that we have 0.723 less shares, which accounts for the reduction in total value, which is the management fee.

Return of Capital

Return of Capital is a transaction type that very few finance programs have provision for. In function it impacts the costs of assets and capital gains. In purely financial accounting terms it is a receipt of money and it is easy enough to pass entries to reflect these funds as such. A miscellaneous Income or even a Dividend will process the payment, you can categorize it as a Return of Capital and post the monies to a bank account or to where ever else it may have been deployed, so programs satisfy this basic requirement of recording the funds.

Where programs are not assisting is in fields like taxation accounting, a return of capital reduces the cost basis of an asset. In overall terms you may have shares that cost \$1000 and you receive a Return of capital of \$100 the cost basis of the shares is now \$900. If you were to sell them for \$1200 your capital gain is \$300. Based on the transactions that we have this would not be reflected in any reporting being provided by the software.

To further complicate it shares are often built up over time, perhaps an initial purchase then dividend reinvestment is used to build up the holdings. Each of the purchases is referred to as a lot. When you have a Return of Capital the cost basis of each individual lot is changed. In some jurisdictions it is necessary to measure capital gains on a lot by lot basis at other times it may be desirable to handle it this way as it can impact the taxation position.

In Moneydance we have the situation where the software does support lot matching but does not support Return of Capital, it is able to perform the basics of Financial Accounting but not the additional detail needed to support functions like Taxation Accounting. This leaves us with the quandary of how much to record, what actually to record and indeed how much data do we maintain in Moneydance.

There is no one answer, the position to take may simply be determined by how much recording it would take to keep everything in Moneydance, or what level of detail to keep in the software. What is hoped to present here is some ideas and options.

Keep all data in Moneydance

This is probably the ultimate approach, but not without a downside. The main downside is that you lose pretty much all performance information, for many this may not present a problem.

The method is easy to understand, but it requires some work, this is the other downside, and there may be a considerable amount of work to maintain the data. The assumption is that you will keep all data down to the lot level. You need to have the information on each lot, specifically the number of shares purchased and the cost.

For each lot you will enter a sale for the number of shares and the cost price, so if you have 10 lots you will have 10 sales. At the end you will have a cash balance in the account equivalent to the total cost of the shares.

From your Return of Capital advice you should have the return for each share, or can easily calculate it, i.e. Total Return/Number of Shares.

You will now enter a buy transaction for each lot with the price being the original cost price – the capital return, so you end up with 10 purchase transactions using our example.

The funds left in the Investment account should match with your received Return of Capital, and can be deployed as required.

For a once off return using this method may not be too onerous. For investments that routinely do Returns of Capital it could prove unworkable – I investigated one investment and I have calculated it would require in excess of 1200 transactions to date to maintain the information, so it would require a lot of work and more ongoing work.

Keep only High Level Data in Moneydance

At times it may be the decision to keep only high level data in Moneydance, by this I mean to only keep what really amounts to the basic financial information but to do it in a way that preserves some elements of the taxation data so that you gain some insight into the total performance.

This approach means that you will be maintaining some data outside of Moneydance but in a way that minimizes the work required. I would suggest using a spreadsheet for maintaining the needed data outside of Moneydance. We are dealing with numeric data and calculations, exactly what spreadsheet software is intended for.

What is going to be maintained in Moneydance is the overall position of the investment. At the outset I will say that the cost basis and capital gains reports in Moneydance will show rubbish, there is no avoiding this.

We need to set the security in question to use Average Cost in Moneydance.

When you receive a Return of capital you will enter a sell transaction for zero shares and the amount of the return, you deploy the funds received as required.

On screens like the Security Details the correct total cost base should be correct, on the performance report the total should also be correct.

The spreadsheet is where you will keep the details needed for cost basis, capital gains and taxation use.

A simple structure could be to initially record each buy transaction. If you receive a Return of Capital that is done within a new column, at the type you could record the data, the total amount of the return, the amount per share, really the basic information. A Simple formula is then used to calculate your new cost price per share, you can have additional columns to give you total cost price of that lot etc.

If you do any sales that again is its own column(s).

I leave it to the reader for the most suitable setup.

This type of work is very easy in a spreadsheet and does not take long to do.

An important point to note is that your financial data now comprises not only your Moneydance data but these spreadsheets, so that it is just as important to back these up as your Moneydance data set.

It is not recommended to make them an attachment, these are living documents that can and do require updating not the static type of documents that things like receipts are. We can possibly take note of how attachments work however.

Attachments are stored in a folder within your Moneydance data set. You could create another folder within the data set for the spreadsheets which would mean that any and all spreadsheets are backed up with your Moneydance data. Note that I am not suggesting they will be included in any synchronizing, they will not, just that this ensures they would be included in a Moneydance backup, any movement of these documents between machines would have to be done by hand.

This approach is certainly at odds with the concept of maintaining everything in one place, but it is not so much at odds with the way bookkeeping is often performed. In many systems you have a set of books, these comprise the ledgers, various journals and even worksheets, together they form your bookkeeping system and put simply not everything can be easily done in the one place. Compare this with using Moneydance and then having a number of spreadsheets, as a whole they comprise your Personal Finance System, but what is being done is using the best tool for each job.

Capital Call

A Capital Call is processed in the exact same way as a Return of Capital but with

one import distinction, the flow of funds is in the opposite direction. Capital Calls can occur with partially paid shares or with shares that have been bought on an installment basis. So part of the money is paid on initial purchase and the remaining monies are paid in one or more calls at a latter time. It is very common with projects like mining ventures where the project is staged.

The difference in the process to be employed in Moneydance is that ware doing many things in the reverse order, so whereas in a Return of Capital moving money out of the Investment account is the last thing done, in a Capital Call moving money into the account is the first thing done. From there the processes employed are the same as in a Return of Capital.

Option Handling in Moneydance

When setting up to handle an option you associate a security with the investment account then within that account you edit the security as outlined earlier and set the type to Stock Options. You should name the security to identify which option it is. Each option should have a unique ticker, as options can often be short term it is likely that prices will not be downloadable.

Account: New Account:New Option

Account: New Account:New Option

Broker:

Phone Number:

Cost Basis: Avg. Cost Lot Matching

Type:

Subtype: E...

Call Put

Stock Price:

Exercise Price:

Exercise Month:

Comments:

OK Cancel

This then shows additional options as can be seen above, these options include:

Option	Purpose
Call/Put	Select whether this is a call or a put option
Stock Price	Set the Stock price
Exercise Price	Set the Exercise price
Exercise Month	Set the month the option can be exercised in
Comments	Additional Comments

For information the following definitions are provided.

You can both buy and sell options, we concentrate here on buying options.

Call Options

An option contract giving the owner the right (but not the obligation) to buy a specified amount of an underlying security at a specified price within a specified time.

A call becomes more valuable as the price of the underlying asset (stock) appreciates.

Put Options

An option contract giving the owner the right, but not the obligation, to sell a specified amount of an underlying asset at a set price within a specified time. The buyer of a put option estimates that the underlying asset will drop below the exercise price before the expiration date.

Moneydance does not have Buy to Open (BTO), Sell to Open (STO), Sell To Close (STC), Buy to Close (BTC) transactions that are often used with options but you can use Buy, Short, Sell, and Cover transactions to achieve the same results respectively. There may be an issue if you are downloading transactions from a broker as they may need to be converted to the appropriate Moneydance transaction (i.e. cover, short or sold), an expiration may be simply a "Bought" action at \$0 per share.

You need to enter the quantity as the obligation quantity and not the number of contracts. Each option contract is for 100 shares.

Example of a Call Option

As described earlier a call option is an option contract giving the owner the right (but not the obligation) to buy a specified amount of an underlying security at a specified price within a specified time.

There are various methods you can use to manage the data in Moneydance, this is one of them. The goal of this method is to have a zero real value until the option is executed or lapses. It is a right that has no financial impact until that time and until this time it is unknown if the right will yield a profit or a loss.

Options are general sold as a bundle with each bundle containing 100 shares, for this example we are going to have a call for 10 Acme options i.e. 1000 shares, the exercise price will be \$40 and there is a premium of \$2 per share, in summary:

	Options	Shares	Exercise Price	Premium
Acme	10	1000	\$40	\$2

Note that in Moneydance we need to use the actual number of shares not the number of options.

As already outlined you need to create the investment account (if appropriate) and the security for the options, associating the security with the investment account as per usual. You can then begin to record the option.

The first transaction to record is the Option contract. We will use a Cover transaction to do this. This looks like a buy transaction but the cash amount is not reflected outside of the Investment account. We are using a buy type transaction as this is an option to buy shares.

Typically the entries could look something like:

Field	Value
Date	The date you enter into the contract
Tax Date	The exercise date
Action	Cover
Description	As appropriate
Memo	As appropriate
Security	Select the Option
Shares	1000
Price	40
Amount	40000

This will show a negative cash balance of -40000 in the register but that will not be reflected outside of the register in the sidebar or summary page totals, however it will be included in reports. This transactions shows the total value of the call option.

Now suppose the market price has risen to \$45 and our contract states that the premium is \$2 per share, for our purposes think of the premium as a fee, So we have the following expanded information:

	Options	Shares	Exercise Price	Current Price	Premium
Acme	10	1000	\$40	\$45	\$2

We now enter a short transaction to marry the entries. Typically the entries could look something like:

Field	Value
Date	The date you exercise the right
Tax Date	The exercise date
Action	Short
Description	As appropriate
Memo	As appropriate
Security	Select the Option
Fee Category	Option Premium
Shares	1000
Price	45
Amount	43000
Fee Amount	2000

The result is a net profit of \$3000:

$$\text{Option Value} - \text{Option cost, in this case: } 45000 - 40000 - 2000 = 3000$$

This transaction leaves a balance of 3000 in the account this balance is now reflected outside of the Investment register.

Typically you would transfer these funds to the account where the profit has gone to.

Allowing a Call Option to Lapse

With a call option your maximum liability is the premium i.e. you decide it is not worthwhile to exercise the option so you allow it to lapse, the premium is however payable in any case as it is part of the options contract. To achieve this you use a short transaction with the same price as in the contract for the exercise price but you add in the fee details.

We now enter a short transaction to marry the entries. Typically the entry could look something like:

Field	Value
Date	The exercise date
Tax Date	The exercise date
Action	Short
Description	As appropriate
Memo	As appropriate
Security	Select the Option
Fee Category	Option Premium
Shares	1000
Price	40
Amount	38000
Fee Amount	2000

This leaves a -2000 figure in the register which is also visible outside of it. This is set to 0 by a transfer from whatever account you used to pay the fee.

Example of a Put Option

As described earlier this is an option contract giving the owner the right, but not the obligation, to sell a specified amount of an underlying asset at a set price within a specified time. The buyer of a put option estimates that the underlying asset will drop below the exercise price before the expiration date.

As outlined under Call Options there are various methods you can use to manage the data in Moneydance, we are going to use a similar approach what was used for the Call option. The goal of this method is to have a zero real value until the option is executed or lapses. It is a right that has no financial impact until that time and until this time it is unknown if the right will yield a profit or a loss.

Options are general sold as a bundle with each bundle containing 100 shares, for this example we are going to have a call for 20 XYZ Co. options i.e. 2000 shares, the exercise price will be \$10 and there is a premium of \$1 per share, in summary:

	Options	Shares	Exercise Price	Premium
XYZ Co.	20	1000	\$10	\$1

Note that in Moneydance we need to use the actual number of shares not the number of options.

As already outlined you need to create the investment account (if appropriate) and the security for the option, associating the security with the investment account as per usual. You can then begin to record the option.

The first transaction to record is the Option contract. We will use a Short transaction to do this. This looks like a sell transaction but the cash amount is not reflected outside of the Investment account. We are using a sell type transaction as this is an

option to sell shares.

Typically the entry could look something like:

Field	Value
Date	The date you enter into the contract
Tax Date	The exercise date
Action	Short
Description	As appropriate
Memo	As appropriate
Security	Select the Option
Shares	2000
Price	10
Amount	20000

This will show a positive cash balance of 20000 in the register but that will not be reflected outside of the register in the sidebar or summary page totals, however it will be included in reports. This transactions shows the total value of the call option.

Now suppose the market price has decreased to \$8 and our contract states that the premium is \$1 per share, for our purposes think of the premium as a fee, So we have the following expanded information:

	Options	Shares	Exercise Price	Current Price	Premium
Acme	20	2000	\$10	\$8	\$1

We now enter a cover transaction to marry the entries. Typically the entries could look something like:

Field	Value
Date	The date you exercise the right
Tax Date	The exercise date
Action	Cover
Description	As appropriate
Memo	As appropriate
Security	Select the Option
Fee Category	Option Premium
Shares	2000
Price	8
Amount	18000
Fee Amount	2000

The result is a net profit of \$2000:

Option Value – Option cost, in this case: 20000 – 16000 – 2000 = 2000

This transaction leaves a balance of 2000 in the account this balance is now reflected outside of the Investment register.

Typically you would transfer these funds to the account where the profit has gone to.

Allowing a Put Option to Lapse

With a put option your maximum liability is the premium i.e. you decide it is not worthwhile to exercise the option so you allow it to lapse, the premium is however payable in any case as it is part of the options contract. To achieve this you use a cover transaction with the same price as in the contract for the exercise price but you add in the fee details.

We thus enter a cover transaction to marry the entries. Typically the entries could look something like:

Field	Value
Date	The exercise date
Tax Date	The exercise date
Action	Cover
Description	As appropriate
Memo	As appropriate
Security	Select the Option
Fee Category	Option Premium
Shares	2000
Price	10
Amount	22000
Fee Amount	-2000

This leaves a -2000 figure in the register which is also visible outside of the account. This is set to 0 by a transfer from whatever account you used to pay the fee.

Employee Stock Options

In many ways an employee stock option is very much like a call option, so that presents one way of handling it. There are any number of approaches you can take to managing employee stock options. Moneydance does not have specific actions for this so there is likely to be some trade offs with any solution.

What is presented here is one possible approach.

Suppose you have a scenario where as an employee you were granted options for 100 shares in Acme Corp in Feb 2019 with a strike price of \$10 and a vesting period of 2 years (i.e. 50 shares in 2020, 50 shares in 2021).

These are the steps to take.

1. Go to the "Account" menu
 - a) Select "New Account..."
 - b) Select "Investment" for account type
 - c) Enter your brokerage account info.
2. Open the newly created investment account
 - a) Select "Securities Detail"
 - b) Select "Add Security"
 - c) Select "New Security"
 - d) Complete the fields as follows:
 - Security ID: As required

- Security Name: Stock and grant name
 - Ticker Symbol: Stock Ticker Symbol
 - Price: The exercise price
 - Value Prefix: As required
 - Value Suffix: As required
 - Max. Decimal Places: leave at default
 - Show on Home Page? deselect
3. and click "OK"
 4. Back on the New Security screen complete the rest of the fields as follows:
 - a) Broker: Brokerage details}
 - b) Phone Number: As Required
 - c) Type: Stock Option
 - d) Sub-type: Add & Select Employee Options
 - e) Call or Put: Call
 - f) Stock Price: The exercise price
 - g) Exercise Price: The exercise price
 - h) Exercise Month: Select Month
 - i) Comments: Detail to identify the grant
 - j) Click "OK"
 5. Open the "Register" for you your Investment account. Create the following New Transactions:

Typically the entries could look something like:

Transaction 1:

Field	Value
Date	Feb 1 2020
Action	Short
Description	Stock Option Grant
Memo	Award #{your grant/award number} 1 of 2
Security	Select the Option
Shares	50
Price	10
Amount	500

Transaction 2:

Field	Value
Date	Feb 1 2021
Action	Short
Description	Stock Option Grant
Memo	Award #{your grant/award number} 2 of 2
Security	Select the Option
Shares	50
Price	10
Amount	500

Vesting

There are three possible outcomes with a stock grant when it vests:

1. You could buy and keep the stock.
2. You could sell.
3. You could allow the stock grant to lapse.

As a guide some of the ways you could handle each of these are given below.

1. Buy and Keep

The easiest approach is to change the short action to a BuyXfr action and select the financial institution the funds are to come from in the category field.

You could also enter a cover transaction at the exercise price to close the short out then use a buy or BuyXfr to effect a buy. The overall effect is the same it comes down to the detail you want to maintain. The second method more accurately represent when the funds moved between accounts

2. Sell

To handle this outcome you can build on the buy approaches.

Assuming you do a sell on the same day as you exercise the grant, firstly you can change the short action to a Buy action. You then use a Sell to sell the security. You can then use a Xfr to move the profit to a selected account.

This method should see the profit reported in the Capital Gains report.

Another alternative is to enter a cover transaction at the received price price to close the short out. This leaves the profit in the account that you can then use a Xfr to move it to a selected account.

As of writing Moneydance is not reporting the capital gain correctly so it would be necessary to enter a transaction to have the capital gain reported in an Income and Expense report. Refer to the section on Option Report for a way of handling this.

3. Lapse

The simplest approach is to enter a cover transaction at the exercise price to close the short out.

Option Reporting

Unfortunately, although this method meets many objectives in recording option trading, it does not show the profit in any category as it is a transfer. Through the use of an extra transaction we can however facilitate this.

To record the amount of the profit so that it shows in Income & Expense reports. You will need to create two categories:

- Tax:Investment Reporting
- Investment:Options Profits

To do this record a transaction as follows in the register of the security sold:

Field	Value
Action	DivXfr
Description	<security> "Option Profit"
Security	The security name
Category	Tax: Investment Reporting
Transfer	Investment: Options Profits
Amount	The amount of the profit

This creates a transaction that is reflected in any Income and Expense report but does not contribute to net worth.

Reports like the Net Worth, Investment Transaction report and Investment Performance report are capable of showing the transactions used here.

Using Reminders for Option Trading

Option trading is very much a hands on activity. Transaction reminders are probably not applicable as the transactions are not repeating and the exact nature of the transaction is not know until it is exercised or it lapses.

General Reminders however may prove to be useful, for example you can set up a general reminder for the exercise date.

Demergers and Company Spinoffs

Usually with spinoffs and demergers to get an idea on how to account for it in Moneydance it is usually necessary to understand how the transaction was structured, many methods could be used, for example these include the following:

1. A special dividend was paid that was used to purchase the new stock.

This is the easiest method to account for in Moneydance it is just a Dividend payment that is used to purchase new shares.

2. A capital return was paid which was used to purchase the new stock.

As Moneydance does not a Return of Capital function you will need to examine various method that can be used to account for this.

3. A part sale of the existing stock you hold was used to fund the purchase.

How this is handled can involve such issues as whether you are using Average Cost or Lot Matching for the cost base.

4. It may be handled in a similar way to bonus shares

A spinoff handled this way could be considered a gift. Often such shares have an initial value, which equates to the value of the gift.

In some jurisdictions the gift may be tax free, however for the longer term you need to have a cost base for the shares and it is unlikely to be 0 it is the value of the gift which equates to the number of shares multiplied by the initial value per share so this becomes the buy transaction, for the funds to "purchase" these shares you can either change the initial value of the account, or create a tax free category to draw the funds from.

There is no doubt that the transaction could be structured in other ways.

Each of the above methods has different effects on cost basis, taxation of income or taxation of capital gains/losses, hence different ways of being handled in Moneydance.

What method a company uses can be influenced by the detail around the splitting of the company, taxation considerations and legal requirements within the country. With all of these influences there is not just one way that an event like a spinoff is structured.

Entry of Draw-downs from Retirement Accounts

Retirement Accounts are often investment accounts, normally funds are moved from Investment Accounts to Bank Accounts using a transfer action, however this does not provide any categorization as it is a transfer. In many cases it may be desirable to also categorize this as Retirement Income, for Budgeting purposes for example, there may be taxation considerations as well. The following example shows one of the ways of handling this.

I have used an amount of 200 being taken out of the investment with a tax payable amount of 30.

I am assuming that the money exists in the Investment account in the form of a cash balance, if a share sale is necessary this needs to be complete first. Also there needs to be a category for the Draw-down, I have it as a subcategory of pensions and called it Drawdown

In the Bank account I have completed the basics of the date, description & memo then I select the split option in the category.

The first line I entered was for the retirement income, categorized as such with a suitable description and the gross amount i.e. 200 as a deposit.

The second split it to pull the monies from the Investment account so again a deposit of 200 and a category of the Investment account.

The third split is to account for the investment draw down so a Payment entry with a category of the draw down.

The fourth split line is for the 30 tax paid categorized accordingly as a payment. when the split is exited you end up with a deposit of 170 to the check account.

The entries look as follows:

Edit Splits			
Memo	Category Tags	Payment Rate	Deposit Foreign Am
Retirement Income	Retirement Income:Pensions/Annuities		200.00
Reduce balance in Investment account	Investment Account		200.00
Account for Drawdown of Investment	Pension:Drawdownms	200.00	
Tax On Pension Payment	Tax:Pensions	30.00	

Date: 04/11/2021 Retirement Income Memo: Retirement Income
 Payment: £ 0.00 Deposit: £ 170.00

It may look like there is double handling of the amounts here, but in order to draw money from the Investment account, categorize it as a Pension and allow for the monies to be assigned to Taxation and the Bank account, the number of entries is necessary in order to comply with double entry accounting rules.

Handling Income in an Investment Account

There are a number of ways of handling income received in an investment account. Firstly it needs to be realized that the action types in Moneydance are indicative of the way a transaction is to be processed, it is not an indication of the transaction type. Part of the reason for using familiar names is for compatibility with transactions downloaded/imported from other sources.

Hence a Div transaction, along with its siblings DivXfr and DivReinv can be used for any income received from an investment as cash, transferred to another account or reinvested. The actual type of income is determined by the category you choose.

Likewise MiscInc can be used for any income received as cash, with again the category used to determine the income type.

In both of the above cases you must select a security.

With some investments you have a cash account that you receive interest income from. Some users will create a security for this, perform buys and sells for monies coming into or going out of cash and record things like income against this “security”.

Others may decide to just carry a balance in the base brokerage account. This creates a problem in that the above Action types cannot be used as there is no security involved. To handling Interest received it is necessary to use a different action. What can be done is use a Xfr action type to record the interest going into the account with an interest category selected in the Transfer Field.

Xfr is the only action type that works at the basic account level to bring monies into or out of the account without needing a security.

Event Handling

With investments there are various events that can happen. These are not transactions because there is no money involved, but the event does impact your investment. A stock split is one type of event, no money was involved but the number of shares you hold changes. This section discusses some of these events.

Corporate Name Change

A Company changing its name is not an unusual event, the following describes a general way to get to the “Edit Security” window In order to change the name, there are other paths that you take to get to the screen you need to.

The general way to perform the change is:

- Choose the Menu item Tools → Securities.
- Choose the security and click on edit.
- In the next window click on the edit button next to the security name.
- In the resultant display you can change the name to what you want. The screen should like the following:



Many may like to have a record in the register of the name change and this is possible.

Moneydance does not possess an action type that just allows for the entry of text, however we can make use of one of the value action types to achieve the goal. Given we going to be using a value action we need to use a Category, and for this purpose it may be considered desirable to create a specific category for these, Perhaps a category called “Notes”.

To enter the transaction enter the date, use an action like “MiscInc”, enter the notes you want to make in the Description and Memo fields, choose the category you have created and use a value of zero.

Given we are recording a category, we can use the Income and Expense (Detailed) Report to list all notes, you could also set up a hierarchy of note category in order to group notes into various topics.

Transferring Shares between Accounts

There is no action in Moneydance that will transfer shares between accounts. It is necessary to take the following approach.

1. Perform a sell at the cost basis for the shares in the existing account.
2. Transfer the funds to the account the shares needs to be in.
3. Perform a purchase at the cost price for the shares in the new account.

This method ensures that the “transfer” does not generate a capital gain in your reporting from this event. There are some downsides, it means any reporting in Moneydance on performance is incorrect and when/if you sell the security the purchase dates for investments will be incorrect which could impact capital gains.

Stock Splits

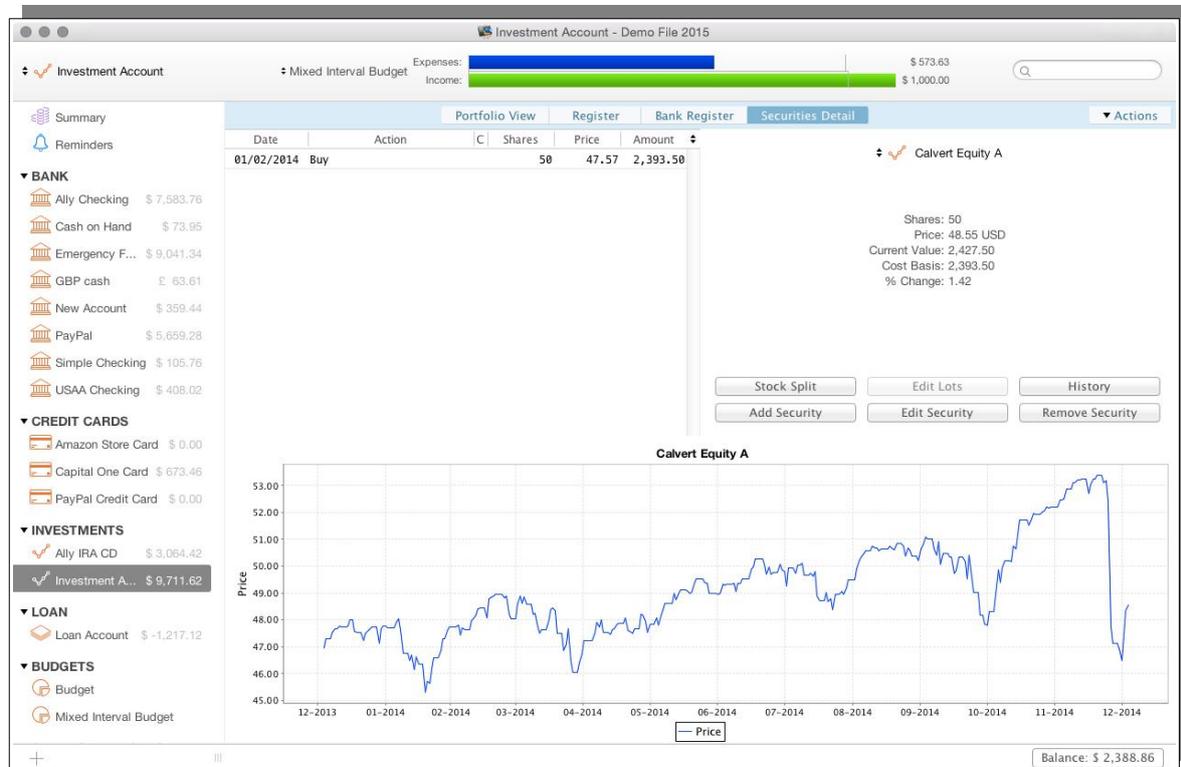
Stock splits are not a financial transaction, they are an event that causes the number of shares you own to change but adjusts the cost price per share so that your overall cost base is not changed.

The following sections discuss various aspects of working with stock splits and stock

consolidations.

Working with Stock Splits and Stock Consolidations

If you open your investment and look at the Securities Detail screen



In the middle of the window in the right hand pane you will see the stock split button, click on it and you get the data entry window shown below.

Stock Split

Date: 04/11/2021

Split Ratio: 1 for 1

New Price:

Buttons: OK, Cancel

The current date will be displayed, this you change to the effective date of the split. Also the window shows a Split ratio of 1 for 1. You will need to enter the correct Split Ratio. If for example the split was on the basis of receiving 2 shares for each existing share then you would enter 2 for 1.

If the transaction is a stock consolidation and for example for each 2 shares you own you received one share then you would enter 1 for 2.

If you enter the split/consolidation from the History Window:

Currency/Security History

Security Name: Acme Corp Edit...

Currency: British Pound ▼

Current Price: 1

Date	Price	Volume	High	Low

New

Remove

Clear All

Import...

Splits

Date	Split Ratio
04/11/2021	0.6667

New

Remove

You select a “New” split then adjust the Date and enter the Ratio, so in the example of a 2 for 3 stock consolidation you enter the ratio as 0.6667 i.e. 2/3.

After entering the Stock Split/Consolidation check the number of calculated shares, it may be wrong due to the calculations yielding a fractional number of shares.

Companies have a number of ways of dealing with a fractional number of shares, these include:

- Round the number of shares up.
- Round the number of shares down.
- Pay out the fraction number of shares.

Each method should result in a whole number of shares being held.

Ideally to handle rounding of shares we need to have Add/Remove share actions within Moneydance, as we do not we will need to use a method similar to what we do when Paying out the fractional number of shares.

To deal with with most straightforward situation first, Paying out the fractional shares. This is achieved with a sell transaction. With Average cost based securities this is easy enough. With Lot Matching you will want to ensure that each lot ends up as a whole number of shares and this should be the goal initially. If following this you end up with the wrong number of shares you will need to do a one off buy/sell of a small number of shares with the remainder of the cash (after deducting the amount of the return) to adjust.

To deal with rounding down you use a similar approach to paying out, except with any balance left over you use a MiscInc or MisExp to absorb the funds, possibly using a category set up for Share adjustments.

Dealing with rounding up is potentially more complex. With Average Cost it is simply

a matter of a buy transaction. You could use a change to the initial balance to fund the purchase or again draw on a Share Adjustment category.

With Lot Matching, it is likely to require more work. Again lots will often show fractional shares, there is no way to add fractional shares so it is necessary to use a Sell transaction to get back to whole numbers. You will then need to use a Buy transaction to get to the required number of shares.

With both stock splits and stock consolidations the total value of your investment is not changed by the action (apart from rounding adjustments), what is changed is the number of shares held and the cost base of the shares so that:

$$\left. \begin{array}{l} \text{Pre Transaction cost basis} \\ \times \\ \text{Pre Transaction number of shares} \end{array} \right\} = \left\{ \begin{array}{l} \text{Post Transaction cost basis} \\ \times \\ \text{Post Transaction number of shares} \end{array} \right.$$

To remove a stock Split select the split in the split window that is shown above and then click on remove.

Stock Splits and Cost Basis

It is easily understood how stock splits will affect your cost basis, the total cost does not change but the cost per share does change based on the split ratio. This is the case for both Average Cost and Lot Matching.

What has been observed in some instances is that the cost basis, when using Average Cost, can be thrown out if you have the combination of one or more stock splits, along with a number of sales occurring both before and after the stock splits, this has been observed even if there is only one purchase transaction. It appears that the stock split is not being accurately used in the cost basis calculation.

User experience indicates that switching to Lot Matching can correct this. It seems that Lot Matching is able to handle the changes that you have in the cost basis that stock splits cause i.e if you have sales before and after a stock split the cost base of the shares sold will be different for those shares sold before the split to those that are sold after the split occurs.

Investment Reporting

This sections deals with some aspects of investment reporting

Reporting Capital Gains in Income and Expense Reports

Moneydance will not include capital gains in the Income and Expense reports. These reports are based on the classification of transactions i.e. the category assigned to each transaction, whereas Capital Gains (or losses) are a calculated value based on the different between Purchase and Sale prices of securities.

However it is possible to include such figures in the Income and Expense reports. A possible method is to create two categories, one called say “Capital Gains” being an Income category and an Expense category called say “Investment Reporting”. In the Investment account where the gain has occurred you create a transaction with the Transfer field being the “Investment Reporting” category and the Category being “Capital Gains” and the amount naturally being the amount of the capital gain.

This method can be readily extended if you need to classify the capital gains e.g. into Short Term and Long Term for example. You could potentially set up a hierarchical structure like:

Capital Gains
 Long Term
 Short Term

Which in the reports will provide a total for each type of gain plus an overall total for all gains.

Reporting Cash Balances in Investment Accounts

The Portfolio Report is often thought of as being the report to use with investment accounts however this report will only report cash balances in account if a security within the account is also selected as a parameter.

There are a couple of ways of generating a report containing just the cash balances in investment accounts.

The first is to use the Account Balances report, just selecting the Investment account and ensuring each security is deselected.

The other method is to set up a dummy security that is not used, it contains no transactions and it is assigned to the account. Then when using the Portfolio Report select the Investment Account and this specific security only.

Importing Security, Stock, or Mutual Fund Prices

Moneydance can automatically download price information (at the time of writing) from Alphavantage. Yahoo! Finance, TD Ameritrade or IEX Trading. Exchange rates can be sourced from Alpha Vantage or the European Central Bank.

First, install the Quotes and Exchange Rates extension. Users who purchased Moneydance from the Mac App Store do not need to install this extension. Now open the extension by going to Extensions → Quotes and Exchange Rates (if you have purchased from our website) or Tools → Quotes and Exchange Rates (if you have purchased Moneydance through the Mac App Store).

You can customize the Quotes and Exchange Rates settings as follows:

Currency Exchange Rates: The default setting, “Do Not Update”, tells Moneydance not to update currency exchange rates. The alternatives are “Alphavantage” and the “European Central Bank” (ECB) and these will update rates based on your chosen Update Frequency, or when you click “Update Now” in the Extension

window. The “European Central Bank” appears to be the best source at the time of writing.

Security Prices: Choose “Alphavantage”, “IEX Trading”, “TD Ameritrade” or “Yahoo! Finance - USA” as the source for security price updates within Moneydance. Many sources concentrate on particular markets and/or certain types of investments. Yahoo is likely to provide the most global coverage. You may need to investigate which source provides the best coverage for the securities you own. Moneydance will apply updates based on your chosen Update Frequency, or when you click “Update Now”.

Update Frequency: Choose the interval at which the extension will automatically update rates and prices. Note that this is only checked when Moneydance is opened.

Next Update: Shows the date of the next scheduled update. Edit this field to schedule an update on a different date.

Only Show Securities that I Own: Tells the Extension to only list securities that you have associated with an account. (View all the securities you have created in Moneydance by clicking Tools → Securities.)

Clicking the “Advanced” button will allow you to test whether quote and price histories are available for the securities you select. To run a test, click “Test” in the Advanced window. If Moneydance is able to download the information, check marks will appear in the “Test Results” field, along with a current quote. If the information is not available — the ticker symbol is incorrect, or the data is not accessible from the source you have selected — “X” marks will be shown.

Current exchange rates, security histories, and current quotes will automatically be integrated into your records. To view this information, click on an investment account on the Summary Page or Sidebar, select “Securities Detail”, and then choose the security you would like to view.

You can also view the price and volume history of each of your securities by selecting “History” from the “Securities Detail” page of an Investment account.

Integrating Manually Entered Security Prices

Moneydance offers the ability to enter stock prices directly from the within Investment accounts. You can do so in the following ways.

- Manual entry Method 1: Open the Securities Detail view and click History. Click the "New" button to add a new price entry, and repeat to enter as many entries as you like. If you have many entries you may need to scroll down to see the "New" line.
- Manual Entry Method 2: Install and use the Security Price Entry extension. This extension makes the manual entry of a series of prices for a single day quicker and easier.
- Importing transaction prices from your security's transaction history: Open the Securities Detail view and click History. Click the Import button. Select “Import from Transactions” and click “Import”. The information from your

security transactions will be integrated into your security's history. You will need to repeat this process for each security you would like to import information for.

- Importing a delimited file: Open the Securities Detail view and click History. Click the Import button. Select "Import from File" and click "Import", then navigate to and select the file containing the security price history. You can import Comma or Tab delimited files.
- Importing a QIF file: Open the Investment account and use the File → Import menu option to select and import a QIF file containing security prices.

Further information on importing price data from delimited and QIF files is given below.

Importing prices from a delimited file

Imports from a delimited file uses the Yahoo! Historical quotes spreadsheet file format as its default, but it is flexible.

- Columns can be comma, tab or | delimited.
- If a header line exists, the importer looks for the following column names to determine the column order:

"Date", "High", "Low", "Close" and "Volume"

- If no header line exists the importer assumes the columns are in the order:

Date, High, Low, Close, Volume, Adj Close

- Date and Close columns are required.
- If columns are comma delimited use of '.' as the decimal point is required.

An example of a file is given below, you can see a different column order used to demonstrate some of the flexibility

```
Close,Date,High,Low,Volume
39.9600,07/02/2021,40.0000,37.7450,78945572
37.2700,07/01/2021,37.3300,35.7600,52485781
36.9600,06/30/2021,37.4100,35.8700,63261393
36.3300,06/29/2021,36.4900,34.3500,64556081
34.7800,06/28/2021,35.2450,33.3500,62111303
```

Note that the date format used is MM/DD/YYYY.

To import each Security you have prices for into Moneydance you can use the following method.

1. Follow the menu path Tools → Securities to open the Edit Securities Window.
2. Double Click on the Security you have prices to load for.
3. Select the IMPORT button in the Currency/Security History window.

4. Select the 'Import from File' option and click on Import.
5. In the Explorer Window select the CSV file to import.
6. Select OK and the data should import.

Importing prices from a QIF file

In the QIF specification published in 1999 Intuit documented the following in relation to price data:

Price Records

The records in a list of security prices do not use any letter identifiers, and take the following form:

"<symbol>",<price>,"<date>"

where <symbol> is the security's ticker symbol, <price> is the security price, expressed as a whole number and a fractional part, and <date> is the date the security had that price.

For example, for shares of Intuit updated 6/30/98, with a price of \$50.00 per share, the price record would be:

"INTU",50,"6/30/98"

Each price is followed by a ^ (end of entry indicator).

An example of a QIF price file is:

```
Type:Prices
"AGK",14.84,"10/17/2012"
"AGK",14.86,"10/18/2012"
"AGK",15.02,"10/19/2012"
"AGK",14.96,"10/22/2012"
"AGK",14.7,"10/23/2012"
"AGK",14.51,"10/24/2012"
"AGK",14.49,"10/25/2012"
"AGK",14.32,"10/26/2012"
^
```

The file can have prices for multiple securities each block of security prices ending with a ^ symbol.

When importing Security price files you must have an Investment account open when you select the menu Item File → Import and import the QIF file.

The QIF file import only supports importing the closing price.

Managing Funds at a Summary Level

You may have funds that you want or need to manage within Moneydance at a summary level rather than individual transactions. For example some funds invest in other funds and there can be many transactions involved which you do not want to have in Moneydance, in some instances the data may be such that it is not available

or readily available in a format that makes it easy to import or enter.

This section discusses an approach that minimizes the work needed yet allows for performance monitoring with Moneydance in an Investment Account (the other alternative is to have simple transactions in an Asset Account).

The method is best explained through an example.

Suppose you have investments in three master funds. A master fund being the type of fund that in turn invests in other (usually wholesale) funds. Each master fund is thus invested in a variety of wholesale funds. For a broad based balanced portfolio there could be a substantial number of wholesale funds, 20 or more would not be uncommon in a reasonable size portfolio.

It may well be impractical to even to try to maintain the full data for all these investments – the data may not be readily available or it may require a considerable amount of manual handling, especially when you consider you may change the mix of funds, perform re-balancing, handle re-investments etc.

In such a situation you may decide to just maintain each master fund at the total level within Moneydance and use Moneydance to give a guide to the overall performance of the funds as a total and to use other tools outside of Moneydance to analyze the performance of individual funds.

The approach we are going to take is to manage the portfolio at the master fund level as if it was just one fund. This will require us to derive some data based on real information that should be readily obtained. Some of the techniques we will use are similar to how individual funds arrive at their quoted prices.

Your initial investment will be a buy. You may have a statement that shows the amount and units in each underlying fund or it might just show a percentage split. For the way we are going to manage the investment all we need to know is the total amount. We are going to assign a “price” at the total fund level of \$1 per unit (share) so the number of shares equals the total purchase price.

After setting the investment up this way only three events have to be accounted for:

- Depositing more money into the fund.
- Withdrawing money from the fund.
- Changes in the total value of the funds.

Moving money around the various wholesale funds is not relevant, neither is re-investments, changing which funds we have invested in etc.

In this example we are updating values monthly.

So if all that has happened in the month is a change in value of your total investment then the current value, which you should be able to obtain from the fund, usually online, divided by your "number" of shares gives you a new value per share which you enter as a new price each month.

If you add or withdraw money you get the value of the fund just before the event to update the price then a division of the amount of the investment added or withdrawn

by this price gives you the number of shares (units) you need to use to perform the buy or sell of the fund within Moneydance.

You are thus deriving the number of units you hold and the price of each unit based on the value of your investment at each point in time. The goal is to update the total value of the investment and we are using derived unit prices and number of units to arrive at this.

To make it easier you can create a spreadsheet with the logic embedded so you just have to enter the relevant data you obtain into it and get the calculated data you need for Moneydance, the spreadsheet is not a complicated one.

Taking this approach there are likely to be some rounding errors, but the quoted total valuation of the funds is an approximation in many instances as in many cases underlying fund prices could be as at a different date so for our purposes the estimation is close enough. It has been noted that some fund prices may even be set only weekly and buys and sells only occur on that day after the price has been set. Extensive usage has shown the estimation is within \$1.00 of the fund quoted value at any point.

Other Types of Investments

In this section we will examine managing other types of Investments in Moneydance

Managing Investments Like Real Estate

An obvious way of managing real estate investments is through an asset account. Enter changes in value as new transaction using an appropriate category, likewise with income and expenses like rent received, maintenance costs etc recording these using appropriate categories.

Handling it in an investment account may prove to be a better approach as well as provide better performance reporting and the ability to see things like capital gains more clearly, as this chapter relates to Investment accounts we concentrate of that approach here.

The key is in the setup and the recording of transactions. The typical transactions that you have with property can be fairly easily mapped to standard investment transactions.

To set this up as usual you need create a security for the property and have an Investment account for it to be associated with. If you have multiple properties you would have a separate security for each.

The buy transaction for the property is not really any different to your normal investment, the number of shares is 1 and the price per share is the value of the property. You reflect changes in the value of the property by entering a new price per share, the same as you would do with other investments, but in the case of property the new price is simply the value of the property.

Other transactions generally map well to Investment transactions. Rent received, given it is regular income can use a Div action with an appropriate Rent Received

category. Expenses can all use the MiscExp action type again with appropriate categories used.

The only problem transaction is when you have capital improvements. In many instance these do not have an immediate effect, rather they may change the cost base of the asset, that is, it increases the cost base by the amount of the improvement. The equivalent Investment action is a Capital Call, sometimes implemented in software by a negative Return of Capital i.e. a Return of Capital with the fund flowing in the opposite direction.

Moneydance does not have a Return of Capital/Capital Call action it is therefore necessary to take some other approach.

When you make Capital improvements you transfer the funds into the investment account. A problem you could face is that the capital improvements could well be represented by expense transactions which you may have already recorded i.e. you have paid for work to be carried out and these are reflected in you accounts as expenses. You thus need to "Capitalize" these expenses. A simple way to do this is to edit the initial balance filed of the Investment account by the amount of the improvements.

An approach you could take is to use a buy transaction for 0 shares and the price and total amount is the value of the improvements (you need to have your costs basis set to Average Cost for this to work). This does change the cost basis in some places but not in all reports.

Another approach you can take is to do a sell transaction at the original purchase price then perform a buy transaction using an amount which is the addition of the original buy price plus the value of the improvements. The downside to this approach is that you lose some of your long term performance data.

The approaches you can use with a Return of Capital/Capital Call are discussed in greater detail earlier in this chapter.

Tracking Precious Metals

Basic tracking of precious metals can be done in Moneydance. What is shown here is maintaining this in an investment account. Two examples are provided here firstly Silver then gold.

Tracking Silver Prices

This first example provides an example of a method setting up an investment to track the price of silver. The fundamental steps are:

1. Create an Investment account by selecting Account → New Account.
2. Name the account "Precious Metal".
3. Set the initial balance on the account to the initial purchase price of the metal.

The example below is to create a security that represent 1oz of silver.

Selecting Tools → Securities. Select the + button at bottom left:

- Set the security name to "Silver".
- Set the ticker symbol to "SLV".
- Set the value suffix to "oz".

Click OK, then select the Precious Metal investment account.

You will be asked if you want to add a security to this account. Select Yes.

Select the security you just created.

- Set the type" to "Other"
- Set the sub-type" to "Silver"

New Sub-types can be created by selecting "Edit", to the right of the Sub-type field

Click OK, then select the 'Register' section of the investment account.

Select "New transaction".

Enter a **Buy** transaction for the number of ounces of silver you own, at the price you paid for them.

Tracking Gold Prices

The example below explains method to create another security that represents gold.

In this example, the gold price will be updated automatically using the Quotes and Exchange Rates extension.

The best ticker symbol for this is GLD. 1 share in GLD is equivalent to 1/10oz of gold.

As before, Selecting Tools → Securities. Select the + button at bottom left.

- Set the security name to "Gold".
- Set the ticker symbol to "GLD".
- Set the value suffix to "1/10 oz".

Click OK, then select the 'Security Detail' section of the investment account.

Select "Add Security" and select the Gold security you just created.

- Set the type" to "Other"
- Set the sub-type" to "Gold"

Click OK, then select the 'Register' section of the investment account.

Select "New transaction"

Enter a **Buy** transaction for the number of 1/10 ounces of gold you own, at the price you paid for them.

Install the Quotes and Exchange Rate extension if you haven't already. This is available via Extensions → Manage Extensions. You may wish to refer to the 'Extensions' section for more information.

Once installed, select Extensions → Quotes and Exchange Rates.

Change the update frequency to "Yearly". This will download the last year of prices.

Select "Update Now."

Once updated, change the update frequency to back to "Daily".

Peer-to-Peer Lending

Peer-to-peer (p2p) lending accounts are growing more popular, and you can track this as a type of investment in Moneydance.

To aid in tracking these accounts, you should create a new "Sub-type" of security for p2p notes.

You may wish to refer to the 'Security Sub-types' section for more information.

Add a new security, and set the security Type as "Other".

Create a new sub-type named "Peer to Peer".

It's best to use the "Average Cost" method of basis calculation for these types of investments.

Create a "New Security" for each individual loan.

- The Security ID and Security Name are the identification code as set by the P2P company.
- Enter a price and the number of decimal places. All other fields can be left blank.

Then record the transfer of funds from a bank account into the investment account. To do this you should enter a **buy** transaction for each security.

When you have purchased initial shares, you will need to track the payments received each month.

As with a traditional bank held loan, these payments are divided into principle and interest payments.

The principle is a return of the initial loan, and is essentially a "sale" of some shares of the note.

The interest is income, using **Xfr** as the transaction type.

The complexity of investment accounts means it is not possible to create split transactions for this particular transaction.

Each month, create two new transactions for each note you hold.

It is suggested that you create reminders for the payments received, a method is suggested below.

Select a transaction within the investment account, right click (ctrl+click) to view the context menu. Select 'Create Reminder from Transaction' to create a transaction reminder.

This brings up the reminder creation interface. You may wish to refer to the 'Reminders' section for more information.

It is important that you do **NOT** set the reminder to auto-commit.

This is because the amount of each transaction changes from month to month.

When the reminder is "due", access each reminder from the Summary Page.

Change the amount of the transaction, and then "Record" the transaction.

You may also wish to create a reminder for any monthly fees. *This generally remains the same amount and can be auto-committed.*

Correcting Issues in Investments

Fixing mismatched securities from OFX downloads

Downloaded transactions come with a security ID and name attached.

If the security ID does not match the ID of the security that you have manually entered, then you will be prompted to match the downloaded security or select "None of the Above".

If you select "None of the Above" then Moneydance creates a new security and all subsequent downloads match this security.

To fix this, we must remove the security that was created when "None of the Above" was selected, reset the sync of the online download, then re-download and properly match the security.

Step one is to go to the Securities Detail area of your investment account and locate the automatically created security. Select the history button and then click the edit button next to the name.

You should see an edit security screen. Change the name to "Remove". This is to make sure you are removing the correct security. Now click Ok and Done to return to the Securities Detail window.

Because you have not refreshed the page the name has not changed.

Now click the remove security button, scroll down until you find the security renamed "Remove". You will be prompted to confirm that you want to remove this security. Type in yes to confirm deletion. At this point the security and transactions should be gone.

Step two is to select Online Banking → Set Up Online banking, then click the Reset Sync button. Now download your data again from your broker. Only the transactions you deleted (or new ones) should download. When prompted, you can now correctly match the security to the one you entered and subsequent downloads will match these.

Correcting Duplicate Securities

Securities in Moneydance are designed around the premise that you should only create one instance of a security with a given ticker symbol. You would normally define the Security under the Tools → Securities. You then add this security to any number of investment accounts. This centrally maintained security definition contains

the name, ticker symbol, historical prices etc, in other words the data for the security that you only need to hold once in one central location.

There are situations however where you may end up with duplicate securities which is not normally a desirable outcome.

The outcome we wish to work towards is having only one instance of the security being listed under Tools → Securities. With all your accounts where you have this security using this one definition.

There are two approaches you can take to addressing this problem. The first that will be discussed is using inbuilt methods in Moneydance, we will then discuss using the Toolbox extension to resolve the problem.

Manually Correcting Duplicate Securities

Unfortunately standard tools like Batch Change and the Find and Replace extension cannot be used to address this problem, we need to use a much more hands on process.

To correct this situation, proceed as outlined below.

Before you start use the menu command File (Moneydance on Mac) → Export Backup to create a backup that can be restored if you should make a mistake.

You will need to perform this process for each duplicated Security.

1. Firstly examine the Security list (Menu item: Tools → Securities) to identify duplicated securities.
2. Examine each investment account to identify where the securities are used and the approximate number of transactions for each specific duplicated security.
3. Based on the findings above it is suggested you look to remove the security with the least number of transactions, to minimize the amount of work required, however you may decide to say keep the security with the best historical price/volume data.
4. Once you have decided on which instance of the security is to be removed return to the security list, Edit this security and rename it, you could for instance rename it to something like "To be Delete". This will also help you to identify each account the security is used in.
5. For each Investment account that contains the security to be deleted check on the Securities Detail tab to see if the security that is being retained is also assigned to the account. If not, from the Securities Detail tab, click Add Security and add the security to be kept to the account. After this stage both the security to be deleted and the security that is being retained should both be assigned to the account.
6. Now click on the Register tab and select the transactions that contain "To Be Deleted" in the Security field using the drop down to select the subject security. You need to do this everywhere a transaction contains "To Be

Deleted”.

7. Back in the Security Detail tab click on Remove Security and select “To Be Deleted” in the drop down. Then click OK.
8. Repeat Steps 5 to 7 for each account that contains the “To be Deleted” security. If you receive a message that the security is still in use it is likely you missed changing some transactions to use the security that is being retained.
9. Once you have completed all accounts you should check under Tools → Securities and the security that is “To be Deleted” should be gone, if it is not it means that it still exists in one or more accounts.

Automated Merging of Securities

As discussed above there is not a core function in Moneydance that can do this, however there is a function in the user written, but Moneydance endorsed, Toolbox extension that can.

The Merging Securities functions performs a number of checks and enforces certain rules to ensure that only appropriate securities can be merged. The checks include:

- Securities must have the same ticker.
- Securities must have the same current price.
- Different cost Basis (Lot, Average) for the securities when they are in the same account are not allowed, different basis are allowed if the securities are in different accounts.
- The securities must have the same Prefix.
- The securities must have the same Suffix.
- The securities must have the same stock splits.

A number of options will be presented for the merging of price histories.

To proceed you need to use the Extension → Manage Extension menu interface to install the Toolbox. You should also ensure that you create a backup before you commence using the tool.

You run the toolbox extension by selecting it under the Extensions menu.

- On the Toolbox extension menu click on TOOLBOX Options and select to enable Advanced mode, acknowledge each of the warnings.
- Select the MENU: Currency & Security Tools.
- On the Currency & Security Tools Menu select “Merge ‘duplicate’ securities” to merge multiple instances of a security into the one security record and click on PROCEED.
- You are then presented with a list of securities that can be merged.
- Select the securities you wish to merge and Click on OK.
- You will then be presented with a window to select the Security that will be the

final master i.e. the security that will be retained. Select the one to be retained and click on OK.

- You are then present with a Window to select the account the transactions will be copied to, again select the appropriate security and click on OK.
- You will then be asked to select the price history strategy you want, you can:
 - Keep the price record from the master record only
 - Merge the other historic records into the master.
 - Only keep the records from the other historic security
 - Remove all price history records
- You will then be presented with a summary of the actions to be taken and the validation rules, click on Proceed to continue.
- You will then be asked to confirm the merging of the securities in question.
- You are then asked if you wish to perform backup, answer as appropriate, if as recommended you have already performed a backup, you can just proceed.
- You then need to enter 'IAGREE' into the disclaimer and click on OK.
- The utility will then perform the merge, provide a completion message and ask you to check the log.
- The utility will then ask if you want to delete the source account afterwards, this is your choice
- Finally a log file will be displayed reporting what has been done.

It is recommended that you restart Moneydance before proceeding.

You should then check your to determine that everything has been done correctly. All references to the historical security should be removed from all transactions.

Yes there are a lot of warnings and you have to confirm the various steps. The tool also prompts for backups to be created. What you are doing here is not reversible, if you wish to go back you will have to restore from backup, hence taking any steps to ensure, as much as possible, that this is what you want to do.

Changing Decimal Places on Securities

The default setting when creating securities is 4 decimal places for the number of shares/units.

With unit funds you are likely to have part units, however with shares they are normally only in whole numbers.

Once the number of decimal places has been set there is no way within Moneydance to change the number of decimal places for a security.

The Toolbox extension provides a way to reset the decimal places setting. The extension can:

- Increasing the number of places
- Reducing the number of places

When reducing the number of decimal places you have the option to

- Round numbers
- Truncate
- Round up all numbers

To proceed you need to use the Extension → Manage Extension menu interface to install the Toolbox. You should also ensure that you create a backup before you commence using the tool.

To proceed run the toolbox extension by selecting it under the Extensions menu.

- On the Toolbox extension menu click on TOOLBOX Options and select to enable Advanced mode, acknowledge each of the warnings
- Select the option MENU: Currency & Security Tools
- Select to Edit a Securities Decimal Places settings and click to Proceed
- You will be presented with a list of securities
- Select the security you wish to change the decimal places for then Click OK
- You will be prompted for the number of decimal places to use. Click OK
- You will be taken through a series of information screens and confirmation windows
- You will then be prompted for how to apply rounding if you are reducing the number of decimal place.
- You then will see a window where you can review the settings and choose to cancel or proceed with the change.
- Again you will be taken through some confirmation dialogues

After all steps have been taken you need to restart Moneydance.

Merging Investment Accounts

There is not a core function within the Moneydance program to merge one Investment Account with another.

This is not a simple function to create however it has been possible to provide a function that can achieve this within the user written but Moneydance endorsed Toolbox extension.

To proceed you need to use the Extension → Manage Extension menu interface to install the Toolbox. You should also ensure that you create a backup before you commence using the tool.

Then run the toolbox extension by selecting it under the Extensions menu.

- On the Toolbox extension menu click on TOOLBOX Options and select to enable Advanced mode, acknowledge each of the warnings
- Select the MENU: Transactions Tools
- On the transactions Menu select “Move/Merge Investment Transactions” and click on PROCEED.
- You will then be presented with a window to select the source account i.e. the account to transactions are to be moved from. Select it and click on OK
- You are then present with a Window to select the account the transactions will be copied to again select it and click on OK.
- At this stage the tool will perform various checks and if for any reason it cannot perform the move it will present a warning screen detailing the issue and allowing you to abort the process.
- If the tool can perform the move it will display a screen that outlines what will be done, you can select Cancel or Proceed at this stage. You may also receive a screen that asks about loop transactions, see the note below regarding this.
- The utility then asks for confirmation.
- If you continue it will again ask about backups.
- In the following screen you need to enter IAGREE to proceed.
- The utility will then ask if you want to delete the source account afterwards, this is your choice.
- The utility will present a window when the merge has been completed to check and review the log.
- Finally a log file will be displayed reporting what has been done.

You should then check your accounts to determine that everything has been done correctly. Your target account should have all transactions and securities that were originally in the two accounts, the source account, if you did not select to delete,

should be empty. If the source account has an Initial balances this will be added to the initial balance of the target account.

There are a lot of warnings and you have to confirm the various steps. The tool also prompts for backups to be created. What you are doing here is not reversible, if you wish to go back you will have to restore from backup, hence taking any steps to ensure, as much as possible, that this is what you want to do, also internally the utility is performing as many checks as it can to ensure the move can be safely and successfully performed.

Loop Message

You may receive the following message:

Move/merge: Would create a loop. Proceed or Cancel?

What this message means is that there is some sort of transfer transaction occurring between the accounts you are asking to be merged. If you proceed what will happen is that you will have two transactions for the same amount one a positive amount and one a negative amount, they will effectively cancel each other out.

This method was chosen because it keeps all transactions that have been entered, if you wish you could manually delete both.

Usage Notes

The utility will take certain actions and will not allow for some merges. The following highlights these

- The utility will merge initial balances.
- Account must be in the same currency
- If there are inter account transfers both transfers will be kept the utility will not marry and cancel transactions.

Chapter 7: Loan Accounts

Loan Accounts

Loan Accounts track a loan, that you will typically have received from a financial institution, with regularly scheduled payments, a known interest rate, and a fixed starting debt.

This type of account is not for an overdraft type arrangement, where you can use a standard bank account. or for a revolving credit type of account, where a Credit Card account is more suitable, nor is this type of account suitable for managing interest only loans.

Loan Accounts cannot track a loan that you may make to others i.e. a peer to peer loan.

When you open a loan account in Moneydance you can choose to add the principal of your new loan to the balance of another account.

With a loan account you may enter payments manually, or choose to schedule a recurring transaction reminder which will allow Moneydance to track how many payments have been made on your loan, how many are left, and the interest to principal ratio. Most financial institutions use slightly different methods of calculating the interest on a per-payment basis, so you should verify these amounts against the principal and interest amounts in your payment schedule.

Loan Accounts can be created by selecting Account → New Account. You can then enter the account details.

When you open a loan account in Moneydance, you can choose to add the principal of your new loan to the balance of another account. The set up screen for a loan account looks as follows:

Scheduling Loan Payment Reminders

The screenshot shows the 'Edit Transaction Reminder' dialog box. The 'Description' field contains 'Loan Payment Reminder'. The 'First date' is '01/02/2015' and the 'Last date' is '01/02/2015'. The 'Repeat on' section is set to 'Monthly' with a dropdown menu showing 'Every'. Below this, there are checkboxes for days of the month from 1st to 31st, and a 'Last' option. An 'Auto-commit' checkbox is checked, and the number of days before scheduled is set to '0'. The 'From Account' is 'Checking- Primary @ AB' and the 'Check#' is empty. The 'To Payee' is 'Loan Account'. The 'Interest Category' is 'Interest Expense' with a sub-menu showing 'Expense'. The 'Next Payment' section shows 'Principal: 123.84', 'Interest: 3.55', and 'Total Payment: 127.39'. There is a 'Memo' field at the bottom and 'Cancel' and 'OK' buttons.

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 the payment reminders.

Entering an Existing Loan

The following instructions are for setting up a loan account with a fixed rate that has been in existence and you have been making payments prior to using Moneydance. You will need to know:

- The original loan amount.
- The correct interest rate.
- The current loan balance.
- The correct loan payment (principal plus interest).
- Any escrow amount.

First you will need to setup the loan, including the reminder, an image of the setup screen is given earlier in this section. You will then need to edit the loan to get the correct balance and number of payments remaining.

1. Setup a new Loan account. From the Menu select Account → New Account → Loan. Click Next.
2. When the Create Account: Loan guide appears, fill in the fields carefully.
3. Name the Loan. Call it Home Mortgage or something meaningful to you.
4. Enter the ORIGINAL amount of the loan. This will calculate a loan payment in the Calculate Payment field further down in the guide. (The original amount is available on your loan disclosure documents or from previous mortgage statements).
5. Enter the correct interest rate. This will recalculate the loan payment. (The loan rate should be available from your annual mortgage statement).
6. Payments per year defaults to 12. Change this only if your loan is structured differently.
7. Enter the number of payments. A 30 year mortgage is expected to have 360 payments. This will recalculate the loan payment and it should be equal to your actual loan payment before any escrow payments, mortgage insurance, or other charges are added. If it is not even close, then some of the above figures you entered are incorrect.
8. Set the Interest Category to the appropriate category.
9. Enter the Escrow Payment amount. This recalculates the Payment Amount and it should equal exactly what your payment is each month.
10. Select the appropriate Escrow Account.
11. Enter the original first payment due date in the Start Date field.
12. Click OK.
13. A window pops up that asks if you would like to transfer this amount of this loan to an account. Answer NO unless you would like to record a deposit of the loan principal into another account.
14. Another window will pop up and ask you if you want to create a Reminder. Answer YES.
15. The Reminder creation box pops up.
16. Enter something like Mortgage Payment in the description field.
17. Enter the current due date in the First Date field. This is different from the Start Date entered previously.
18. Select Monthly, Date to be reminded, from the appropriate account, leave check number blank, enter the name of the loan holder in the Payee field.
19. Note that the Total Payment, including the escrow amount, is equal to your

monthly payment.

20. Click OK.
21. The Loan should appear in the Sidebar and on the Summary with the original loan balance.
22. Select the Loan from the Sidebar and note that the loan information appears in the upper right hand corner. The number of payments remaining is 360.
23. From the Menu select Account → Edit Account.
24. When the Account Info: Loan interface appears, select Specify Payment and enter your regular monthly payment amount.
25. Go back up and change the Principal field to match the Current Balance of the loan provided by your mortgage holder.
26. Click OK.
27. A window pops up that asks if you would like to transfer this amount of this loan to an account. Answer NO.
28. Select the Loan from the Sidebar – it should now display the correct Principal Remaining, number of payments remaining, and the Upcoming Payment should have the correct Principal and Interest amounts, as well as, Escrow amount reflected.
29. If you use the Reminder to enter the transaction for your mortgage payment in Moneydance going forward, the correct amortization should be calculated automatically for this loan.

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.

- Choose the appropriate currency.
- Input the principal amount you intend to borrow.
- Input the anticipated interest rate you will be charged.
- If appropriate input the loan points.
- Input the number of payments per year. Use the drop down arrow if necessary to change the number of payments.
- 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.

Adding Extra Principal Payments to a Mortgage

A number of methods have been proposed to deal with this.

The first option is to record the transaction as normal and then add a split that goes to the loan with the extra principal amount.

The second option is to add the extra principal to the mortgage amount.

In either case, Moneydance should handle all the detail, such as:

- Calculating your next payment correctly.
- Adjusting the remaining number of payments.

You could also enter an additional transfer transaction in a bank account, entering the loan account in the category field as you would with any transfer. If this is something you do on a regular or semi regular basis you could create a Reminder transaction for it, that you edit and set the amount before you commit it and skipping it if you do not make an extra payment.

The amount will automatically come off the principal and the interest should adjust for the next months payment accordingly.

If you decide you are going to always pay a higher amount you could edit the Loan account and specify a fixed payment amount. You then use the Action button that is in the Loan register to edit the reminder transaction to reflect the new payment amount.

Loan Redraw

It is not unusual for Loan accounts to have a redraw facility, where you can withdraw extra payments that have been made. To facilitate such a transaction in Moneydance you can take the following steps:

1. In the account where the funds are to be transferred to e.g. a bank account, enter a transfer transaction drawing on the loan account for the funds.
2. If you need to change any details of the loan open the Loan account register then choose the menu item Account → Edit.
3. Change any details then close the Edit Account screen.

4. If you need to change the transaction reminder use the Action button that is in the Loan register to edit the reminder where you can change any details you need to.

Closing a Loan where the Asset has been Sold

The following instructions can be used to close a loan account where an asset has been sold prior to the end of the loan period, as part of this it allows to loan to be paid out and that account closed.

1. Create an Asset Account for the Item.
2. Create an Income Category for the sale of the asset. Use this category to record the sale amount of the item in the Asset Account.
3. Create a transaction (a transfer) from the Asset Account to zero out the principal in the loan account. If there are fees associated with paying of the loan, create expense categories for these and expense the fees.
4. What is left in the Asset Account should be the gain/loss on the sale. You would transfer this into the appropriate bank account where the proceeds went. If there is a downloaded bank transaction with these proceeds you can merge the two transactions or reclassify the category of the bank transaction to zero out the Asset Account.

The Asset Account should now be zero and can be toggled to inactive.

Interest only Loans

Interest only loans are often used for investment properties.

Moneydance does not have automatic functionality to handle an interest only loan. It is suggested that you create an account of type Liability rather than of type Loan. You would then have the flexibility to create whatever transactions you need in the account.

You categorize the interest to a specific category, usually created for the purpose. Depending on the structure of the loan a Bank may either debit a different account (typically a checking account for the Interest payment) or may debit the loan account for you to then pay. An automatic deduction from another account is very typical of these types of loans. As the Interest is coming through as a standalone transaction there is no great need for Moneydance to be able to calculate the interest amounts.

If you pay down the principal, this is not a category item like interest. You typically enter a principal payment in the bank account the money is coming from and select the liability account in the transfer field – The category field doubles as a transfer field when an account is chosen for the entry. A Principal repayment is an event that reduces the amount of the liability (Loan) by reducing the balance of an asset account (Bank). This transaction does not change your total Net worth it just changes the value of the accounts that make up Net Worth.

Changing Loan Details

To change details of your loan you can Open the loan account then use the menu item Account→ Edit Account, alternatively from any screen select the menu item Tools → Accounts select the Loan account then click on the Edit button.

On this screen you can change details like:

- Interest rate
- Payment amount
- Escrow Amount
- Loan length

Chapter 8: Online Banking

Overview

Moneydance supports direct connections to many banks and financial institutions. Moneydance uses a direct OFX connection to communicate securely across the Internet with properly equipped institutions. You can download information through direct connections into bank, credit card, and investment accounts. To store passwords for your online banking, direct connect enabled accounts, you MUST set a password for your data file as described here. If you have encrypted your file but you do not wish to save this password in Moneydance, go to Online → Forget Online Passwords. Online banking downloads are ONLY available for Bank, Investment, and Credit Card accounts.

Moneydance+ support the automatic downloading of transactions by using an aggregation service provided by Plaid.

The Download button at the top of the registers will download transactions using Direct Connect if configured, if this is not configured Moneydance+ will be used, if Moneydance+ is not configured and there is a URL in the Bank info data the software asks if you want to start the system browser, or if you want to setup online banking.

Comparison of Connection Methods

Direct Connect

This method directly links your software with a server at your bank over a secure connection. This type of connection allows you to download Bank and Investment transactions directly into your accounts within the software. Your institution may also support activities like paying bills online and transferring funds between accounts.

This is an open protocol that any institution or software product is able to freely implement. This protocol is supported by Moneydance.

Moneydance+

Moneydance+ uses an Aggregation service called Plaid to collect your financial transaction information from one or more banks or other Financial Institutions and allows you to download this information via one central provider to your financial software. To facilitate this various methods are used depending on your Financial institution and country, security and privacy issues are discussed elsewhere. Plaid is a paid for service. Paid for services, in general, have better privacy policies.

Moneydance has researched and specifically used a service which has the best Security and privacy policies that we could identify.

Using this service opens up the automatic downloading of transactions to many institutions that do not support Direct Connect, as of writing the number of institutions

in an order of magnitude higher and it is possible to provide the facility in countries that are unlikely to ever support Direct Connect.

There is currently no ability to perform Bill Pay or any other activities with this method, it is strictly for the download of transaction information. Banks in the North American market are supported and support within the European Union and United Kingdom has been announced along with support for Investments.

Web Connect

This method uses a secure connection to your Institution's Internet Banking site. It is not completely automated. When in use the software will open a browser Window when you click on the Update button that displays your Bank's website. You will then have to manually find and click on the button to download your transactions, From here the transactions will be downloaded into the software.

There is no ability to perform Bill Pay or activities other than transaction downloads with this method.

This is a closed protocol owned by Quicken, it is not open to other vendors to use, hence not supported by Moneydance.

Express Web Connect

With this method you are connecting to a server at Quicken to download your transactions.

To set up this method you provide the details of your bank accounts along with your username/password combinations to Quicken. The Quicken system pretends to be you to log onto the Bank sites and downloads your transactions to the Quicken server that you collect them from at a later time. This method is often referred to as an aggregation service.

There is no ability to perform Bill Pay or activities other than transaction downloads with this method.

This is a closed protocol owned by Quicken, it is not open to other vendors to use, hence not supported by Moneydance.

General Aggregation Services

Moneydance does not support the use of user selected Aggregation services. As said earlier we tried to identify a service that offered the best in the way of Security and Privacy. To facilitate downloads you may have to give these organizations your Usernames and Passwords that you use you access your banking data, via Internet Banking or Direct Connect. This also may be a free or a paid for service, in some cases the organizations aggregate the financial data and sell information they glean from it, for example spending habits.

There is no ability to perform Bill Pay or any other activities with this method, it is strictly for the download of transaction information.

Automatic Downloads and Manual Downloads

The current list of financial institutions that are known to support Direct Connect and that Moneydance has Direct Connect information for, and is able to automatically download transactions from, is available at <https://infinitekind.com/FI>. If your bank is not on this list, please email us to see if we can create a connection.

There is currently no tool in Moneydance nor facility provided by The Infinite Kind to “look up” what Institutions are supported by Plaid so it is necessary to go through Plaid or sign up for the free trial to see if your Institutions are supported. Methods that can be used to provide such a facility are being considered for future implementation.

For institutions that are supported via both Direct Connect and Moneydance+ we would recommend using Direct Connect as the preferred method. To this end Moneydance will always use Direct Connect if you happen to define both methods for a connection, note that there is no fall back capability so there is no benefit in defining both connection methods.

Even if your financial institution does not support Direct OFX connections, nor is supported by Moneydance+, most financial institutions allow you to download your transactions from the financial institution's Internet Banking website and import them into Moneydance. For more information, see the section on Downloading from your bank's website.

Automatic Downloads via Direct Connect

Direct Connect Automatic Downloads make use of the OFX (Open Financial Exchange) standard to automate the downloading and importing of transactions from your Financial Institution ready for you to confirm the transactions.

Enabling Direct OFX Connections with your Bank

First, make sure your account at the bank is properly enabled for application-based online banking via Direct OFX connections. This type of online banking often requires a different login/PIN than the ones that are used for ATM or web-based banking.

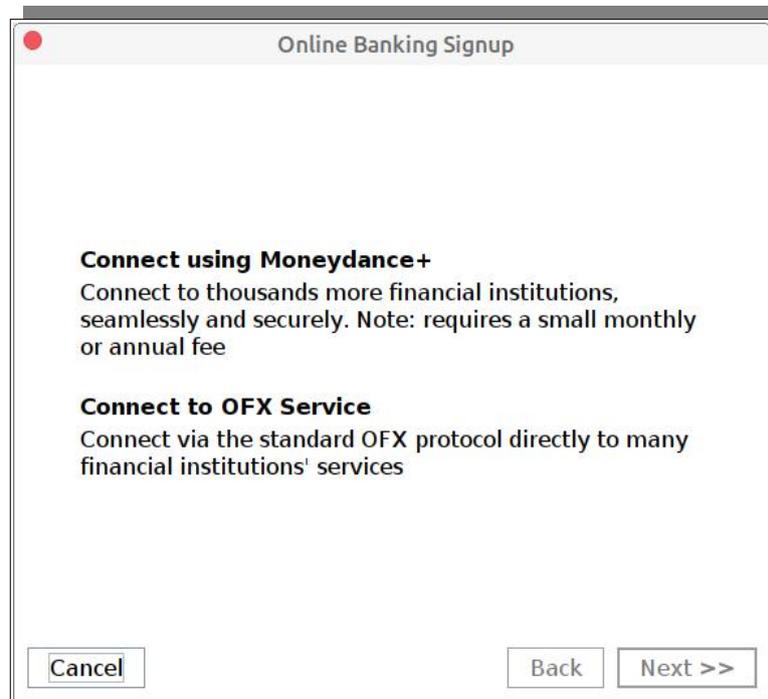
Although Moneydance uses exactly the same OFX server connection protocol as Quicken your bank representative may not be aware of this, and may mistakenly believe they cannot support the program. Calling your bank and saying “Please enable direct connect on my account so that I can connect to your servers directly with Quicken, as well as give the user name and password I need to connect to this service,” should get you started. Some institutions impose a monthly or per-use charge for this type of service.

Some financial institutions will give you a temporary PIN which you are required to change the first time you log into their direct connect system. To change your pin in Moneydance, select the account and click Online → Setup Online Banking → Change PIN.

Setting up Online Banking with Direct Connect

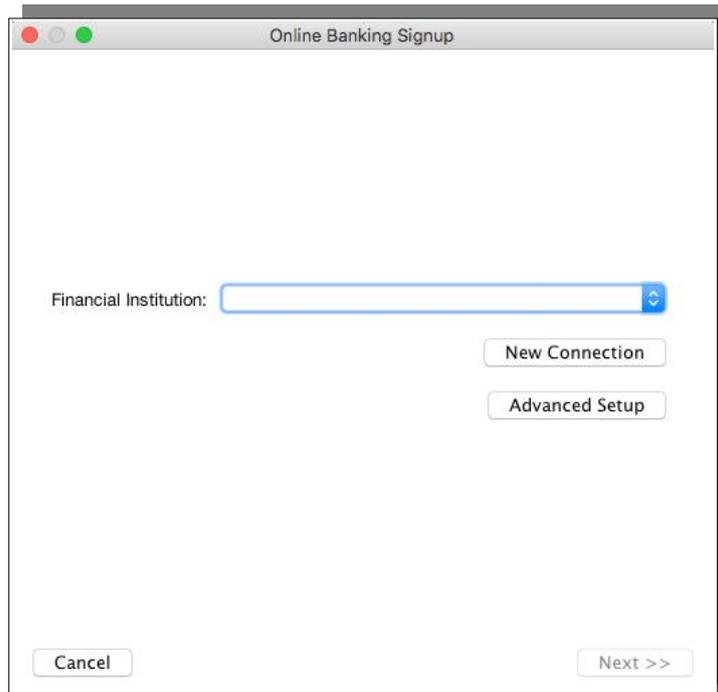
Open the register of the account you are trying to connect to your bank. If you have not yet created the account go to the menu bar, then select Account → New Account. Now open the register. In the menu bar open the Online menu, then select "Set Up Online Banking".

The first screen you will see asks you to select the connection methodology:



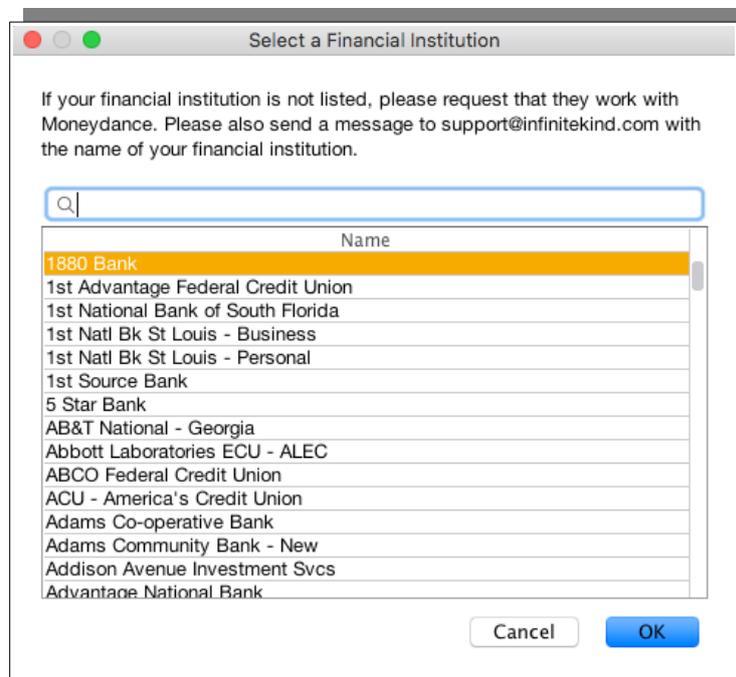
In this case you would be selecting "Connect to OFX Service" (Direct Connect), this screen also allows you select Moneydance+ which is discussed later in this section.

The next screen starts the Direct Connect setup by asking you to select the financial institution for this account.



Click the "New Connection" button.

Select your bank from the list; typing your bank's name in the box at the top of the window to search for your bank.



After selecting OK you will get a dialogue box that Moneydance is retrieving the financial institution profile.

Once the profile has been retrieved you should see a dialogue and your Moneydance account name should be listed in the Financial Institution field.



Click Next.



Enter your Direct Connect username and password, then click OK.

Wait and in due course you should be presented a list of accounts that your bank has available.

Select the account at your bank that corresponds with the account in Moneydance. If you have several accounts at this bank this step is especially important and as the list that is displayed is created from information sent to Moneydance from the Bank's OFX server may take a little time to display, do not get impatient at this step. If you happen to click through the window before the bank's server has sent, and Moneydance has displayed, the account list for you to select from the result will be that the software will map the first account from your bank to this account. This is the

most common cause we see of problems with transactions going to the wrong account in Moneydance.



The link should now be established. It may take a few minutes for Moneydance to download the available transaction history from your bank's server for the first time.

OFX Tunneling

Some banks have started insisting that OFX connections only come from registered IP addresses. To ensure that you can still download your transaction from Moneydance, The Infinite Kind are providing an opaque tunneling proxy capability for these organizations. This is to ensure that connections only come from an IP address that has been registered with the institutions. The Infinite Kind have no interest in proxy connections and it is reiterated that the "proxy" is merely a tunnel and the connections are encrypted using TLS/https between Moneydance on your computer and the financial institutions servers – there is no way for The Infinite Kind to access any information transmitted over the connection.

Multiple Logons with Direct Connect Online Banking

Having multiple online user accounts, even at the same bank, should not present any problems in Moneydance. Naturally you need to ensure that Online Banking (Direct Connect) has been enabled by your bank for all accounts. Within Moneydance when you are setting up your connection you are required to provide your Username and Password, you need to do this for every account as Moneydance stores and uses these details on an account by account basis.

The software does not assume there is a single sign on for a bank to allow for the

possibility that there may be multiple logins. Setting a master password and allowing for the storing of online passwords in the Moneydance data set avoids the tedium of having to reenter these username/password combinations every time you download.

Online Banking – Advanced Setup

The Advanced Setup is intended as a fallback for when a bank does support Direct Connect but Moneydance does not have any OFX settings for an institution's server in the system.

If you enter settings into the advanced OFX setup fields and we have that information already in our system, then Moneydance should automatically use the connection parameters that we have recorded for that institution.

Downloading Transactions Using a Direct OFX Connection

Moneydance allows you to download transactions for an individual account by clicking Online → Download [Account Name] Transactions. You can download information for all accounts simultaneously by selecting Online → Download All Accounts.

Once you have downloaded transactions you will need to Confirm them in your register.

Important Information on Using Direct Connect for the First Time

The first time you connect to your bank through Moneydance, Moneydance will download all transactions available on your bank's server. This may result in duplicate transactions, especially if you have transferred data from another personal finance program. First, try to run through the Confirmation process to merge the duplicates, then delete any undesirable transactions.

Many banks only offer the most recent 30-90 days of transactions on their direct OFX connection server. To get transactions prior to this point you will need to download and import files from your bank's website. Moneydance is able to import OFX, QFX, OFC, and QIF files, which are sometimes referred to by banks as "Quicken" or "Microsoft Money" files.

Special information regarding Investment Accounts: Regardless of which method you choose for entering your holdings, it is important to remember that Moneydance will only download transactions from your account when you import or download from your financial institution. Therefore, unless the initial purchase of the security is in the download, you will not have the complete information for your security. You may need to manually enter transactions for the account to reflect your current holdings. To so do, please see the instructions in Chapter 6, on Managing Investments.

Subsequent Downloads Using Direct Connect

Moneydance implements a couple of methods to avoid downloading transactions that have previously been downloaded.

The prime method is the use of Transactions IDs. These were designed specifically for this purpose and are assigned by the Financial Institutions OFX server. They are stored as part of the transaction. If Moneydance sees a transaction with the same ID it knows to not download it or to discard it, and thus avoiding duplicates.

A secondary method is that Moneydance takes note of the last download date and includes this in the request it sends to the Financial Institution to try and limit the amount of data transmitted,

Regarding the last download date, some banks don't observe the last download date option. When banks don't use this they either send all transactions, or they maintain their own internal 'date'.

When this date is not set in an account, it means the account's transaction register has not yet been opened. When it is zero, it means you have at least viewed the account in Moneydance and the software has primed the field with a zero, at this stage no downloads have occurred. This is also the state an account with only manually entered transactions is expected to be in. When you perform a successful download the field is set with the download date information. Moneydance itself has an option to reset this value to zero, see Reset Sync option in the Online Banking Service Options.

There are times when you may want to set a specific date in this field, for example there have been instances where Financial Institutions have reset the date and this would force a full download of many previous transactions, so setting this date may be desirable to try and prevent these downloads (assuming the institution's servers honors this setting).

We can use the Moneydance Online menu to reset the date of the OFX Last Transaction update.

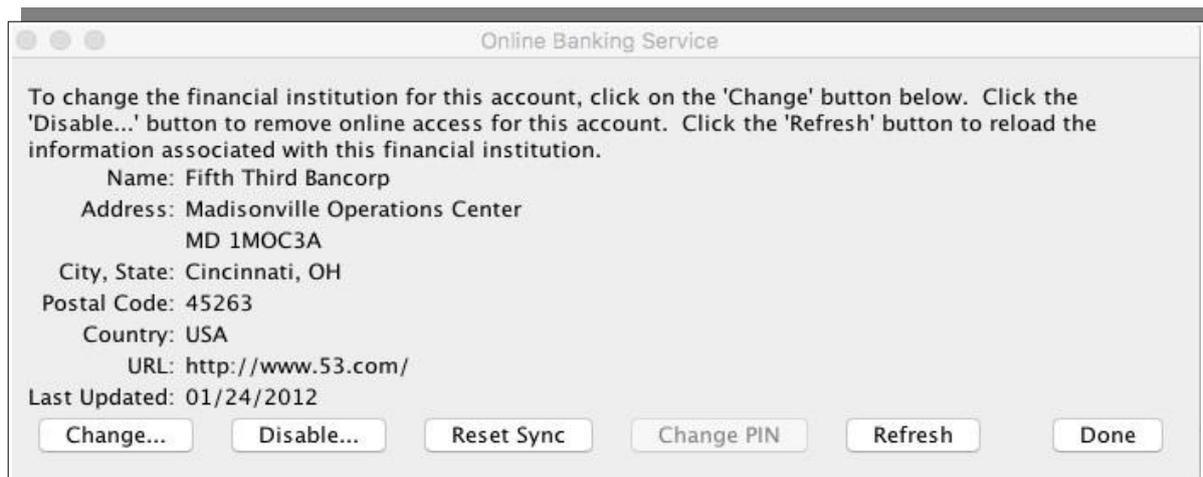
As stated this setting will only work if the Institutions OFX server honors the setting.

Direct Connect Online Banking Service Options

Once you have Online Banking set up you can change aspects of the service through the Online Banking Service screen. You access this screen in the same manner as when you set up the service:

1. Open Moneydance to the register of the account in question.
2. From the Moneydance menu, select Online → Set Up Online Banking.

You will see the following screen:



The options you have are:

Change: This can be used to change the Financial Institution that this account transactions are downloaded from.

Disable: This button is used to disable online access for this account.

Reset Sync: This button tells Moneydance to download any and all available data from the OFX server of the financial institution in question. The Reset Sync button basically resets Moneydance's internal tracker of the last download date back to zero. This means that, the next time you connect, Moneydance will request all available data, instead of just the transactions since the last time you downloaded. This however should not produce duplicates, since the existing transactions should have the same transaction IDs as any past transactions now being downloaded again.

This option is typically used if you have found that transactions have been skipped for some reason as this option is intended to reset the date and force all transaction that the server has for the account to be downloaded.

Change Pin: This option can be used to change your PIN.

Refresh: This reloads the data associated with this bank.

Updated Connection Information

From time to time banks will change the connection information for their OFX server and Moneydance will need to make changes as a result. These changes are made on a central machine that provide the information to your copy of the software.

If you are using any recent version of Moneydance then the connection information should automatically refresh itself. You can also manually refresh the connection information using the Online->Setup Online Banking menu and then hitting the Refresh button in the window that appears if the account is already connected.

On occasions it may be necessary to recreate the connection if the automatic update does not appear to be working and in this case you should following the instructions in the next section.

Recreating your Connection

At times it could be necessary to recreate your connection with your financial institution, for example the connection information may be changed and it is therefore necessary to have this new information to allow Moneydance to connect and the standard refresh method is not working for some reason. To do this you 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. If you do not see a disable button, just close the setup window.
4. Repeat the previous steps for any additional accounts at the same institution.
5. Select the Online → Setup Online Banking button/menu (again).
6. Click the "New Connection" button and select your bank and hit OK.
7. Continue with the setup process, entering your username/password.

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.

Manually Removing a Connection

There can be times where you still will not be able to reconnect, in such instances it may be because Moneydance has retained the connection information yet the user interface thinks there is none. In such an instance you will need to manually clear the current connection information for your bank in Moneydance.

To address this we need to use a maintenance tool to remove references to this service from Moneydance. This is not a routine task so there is no built in menu option.

Maintenance tools for Moneydance are contained in an extension named Toolbox. To install the Toolbox use the menu option Extensions → Manage Extensions, select Toolbox from the list, then click on Install. Once installed close the Manage Extensions.. window

Once installed use the Menu Option Extensions → Toolbox to start the tool, it can take a little while to load so be patient.

You will then see the main Toolbox Screen.

Use the following steps to reset the data set to be a primary:

1. Select TOOLBox Options from the menu bar and then select "Advanced Mode" from the drop down.

On the next dialogue Select to accept the risk

2. The next Dialogue suggests creating a backup, if you have not already done so it is advisable to create a backup.
3. The main Toolbox screen will then show some entries in Red, this indicates you can change options with these selections.
4. Click the button "MENU Online Banking (OFX) Tools".
5. Select "Delete OFX Banking Service/Logon Profile (remove_one_service.py)"
6. Click on the PROCEED Button
7. You should be prompted to select the Bank, do so and continue.
8. The bank information should now be removed from Moneydance.

You should Close and reopen Moneydance. You should now be able to set up the connection to your bank.

Common Direct Connect Error Messages

In using Direct Connect with Moneydance there are a number of error messages you could potentially encounter, this section seeks to highlight the most common ones and the likely solution(s) where we can identify them. The majority of errors that are expected to be seen are in the 2xxx range and generally relate to Username or Password.

OFX Error	Definition	Solution
2000	General error	This error often means that you accounts have not been enabled by your bank for Direct Connect access. The message received from your Bank's server may give additional details A 2000 error should only be used when another more specific error cannot however some banks do group many types of errors under his code.
2002	Other account error	
2005	Account Not Authorized	That error generally means that the account in question is not activated for direct connections. What this means in practice varies from institution to institution.
2006	Source account not found	
2007	Source account closed	
2008	Source account not authorized	

OFX Error	Definition	Solution
2014	Date too soon	
2015	Date too far in future	Use the Reset Sync button in the Online Banking Service options to reset the download dates in Moneydance.
10510	Invalid payee ID	
10519	Invalid payee list ID	
13504	<FI> Missing or Invalid in <SONRQ>	<p>Something is wrong in the sign on request. This is a block of data that includes the user ID, password etc. Such an error is not very helpful given its lack of specifics. This error has been seen when a special character is used in a password, the password in the reported case had a “ and a < in the password. It is not known if one or both characters caused a problem but changing the password to an Alphanumeric resolved the issue.</p> <p>The OFX specification supports non Alphanumeric characters however it seems that some implementations of OFX servers may not.</p>
15500	Signon invalid	An invalid signon was given. Often this will be a subsequent message for example from an Error 2000
15502	USERPASS lockout	<p>You are mostly likely to get this error message because you have tried to log in too many times with the wrong password. In order to clear the error, you will need to contact your bank and have them reset your lockout flag. You may want to make sure you are using the right username and password to authenticate with their server. This will help you avoid the lockout error in the future. Note that this is your Direct Connect password not your Internet Banking password.</p>
15510	CLIENT UID invalid	<p>This error has been seen when the bank requires you to take further steps to authorize your account for Direct Connect. It may need a response to an email message, using a particular web link that you have been sent etc.</p>

The following table lists some of the HTTP error codes seen when using direct connect.

HTTP Error	Definition	Solution
403	Forbidden	This error usually means you can communicate with the server system but cannot communicate with the OFX server software. Possible causes include 1. The URL being used needs to be updated. 2. The bank has suspended access to the service – perhaps for maintenance

Automatic Downloads via Moneydance+

The use of the Moneydance+ features requires a subscription.

Using Moneydance+ is totally optional and because running the service incurs fees from the service provider (and since we do not sell ads or customer data) the subscription is necessary.

We offer a 14-day free trial and the subscription can be canceled at any time.

Subscription Options

There are currently two subscription options.

1. Purchase Moneydance and subscribe to Moneydance+ at a cost of \$2.00 per month
2. Subscribe to both Moneydance and Moneydance+ for a cost of \$5.00 per month.

Changing Subscription Option

We envisage that some may start on the \$5.00 per month option and decide at some point to switch to the \$2.00 option.

The process to do this is as follows

1. Cancel your current subscription. To do this, click the Online → Setup Moneydance+ menu, then click the Manage Account button which will open your Moneydance+ account page in a browser where you can cancel the account. Once you've canceled the account it may be that the account page shows your subscription as still active for the remainder of the period. If so, you might not be able to subscribe until the current period runs out.

If you cannot wait, this can be forced to change you would need to contact support with the email address you used to register the subscription.

2. Once your subscription is canceled then you can purchase Moneydance at

<https://infinitekind.com/purchase> and then enter the new license key into Moneydance.

3. At this point you can subscribe using the Online → Setup Moneydance+ menu again, and should see the \$2/month subscription option automatically.

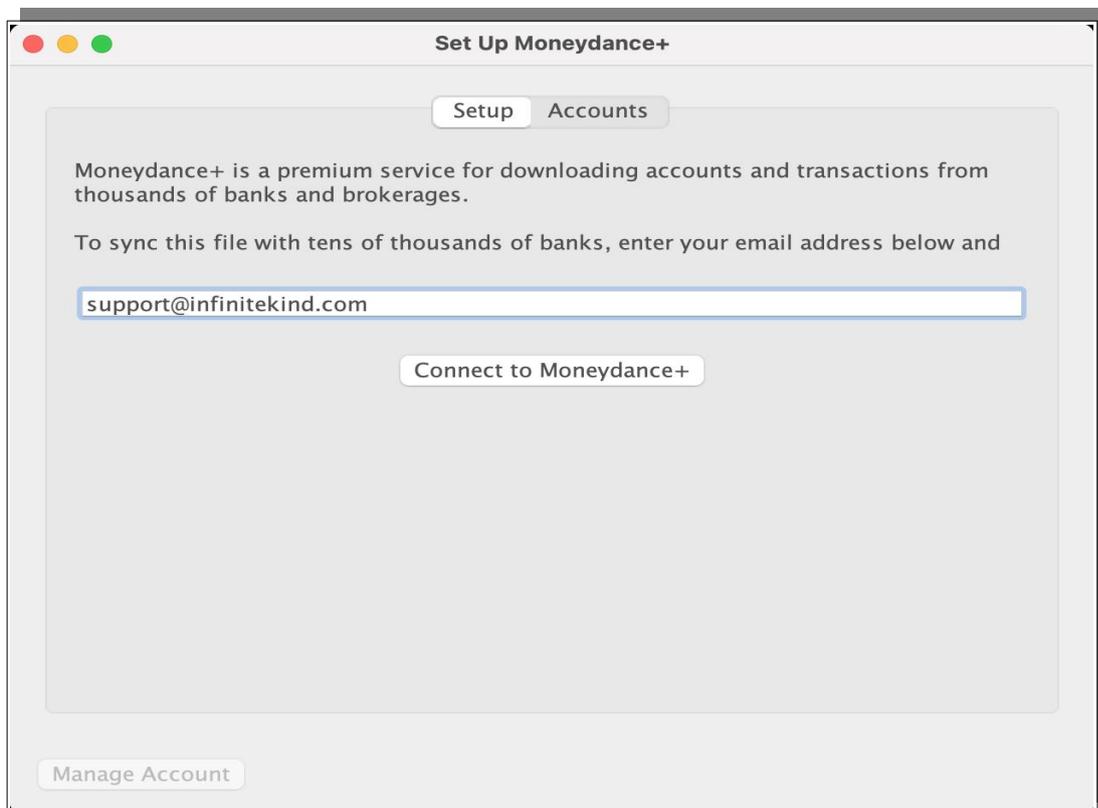
Privacy and Security

For information on the privacy and security of Moneydance+, we recommend taking a look at the relevant blog post, there is also a whitepaper that provides supplemental information.

How to Subscribe

To subscribe to Moneydance+, open Moneydance. Choose the menu item Online → Set Up Moneydance+

Enter your email address and choose 'Connect to Moneydance+' You will then see



the message - *'Waiting for email confirmation. Please check your inbox'*

You should see an email from `moneydance-auth@infinitekind.com`

If you do not see the email within 5 minutes, check your spam/junk folder.

The email contains a confirmation link, and also a code that you will need to enter.

Click the link and you will be taken to a page where you can input the code.

On the next page, you can choose 'Subscribe Now!'

Then follow the prompts to purchase the subscription.

Once the subscription has been purchased, open Moneydance again.

Choose Online → Setup Moneydance+

You will see a message that says '*You're fully connected*', with an option to 'Connect Accounts'

Connect with your Financial Institution

After subscribing to Moneydance+ you will need to connect your accounts.

Select Online → Setup Moneydance+.

Click the 'Setup' tab and choose 'Connect Accounts'

Alternatively, select your account and choose Select Online → Setup Online Banking.

Choose '*Connect using Moneydance+*' and choose 'Connect Accounts'.

You will then be directed to the Plaid Link interface, where you can search for the financial institution you want to connect with.

Select your bank or credit card company, and you will be directed to their website. You should follow the prompts to login (using your regular online banking credentials) and allow access to your accounts.

Multi Factor Authentication

Multi Factor Authentication is supported.

Setting up Moneydance+ for account access supports multi factor authentication by prompting for the access code. However for ongoing use your financial institution must allow for trusted devices as the system does not allow for authentication that needs to be provided at every login, the transaction downloads is not an interactive process hence there is no ability to support prompting for a code.

Assign your Moneydance Account

Once completed, you can navigate back to Moneydance.

Choose Online → Setup Moneydance+ and select the 'Accounts' tab.

You will see a list of any accounts you've connected with.

The name of the financial institution will be displayed, and on the right you will see 'connected'.

Below this you will see your account information and the currency your account uses.

On the right you should see which account the transactions will download into.

If you see 'None', click on this, and you can specify which account in your data file you would like to use.

Once an account has been selected, you can click again to choose 'Don't download', this removes the account you have assigned.

Download your Transactions

To begin downloading, select your Moneydance account.

Then choose Online → Download *AccountName* Transactions.

As this is the first download, you'll be asked how much transaction history you would like to download.

You can choose 'All Available' to download all available history.

Or select the 1st of the month, with the last 12 months to choose from.

Determining Transactions to Download

Moneydance+ keeps track of the most recently downloaded transactions by date, and will not re-download any transactions from an earlier date unless you reset the syncing date, as detailed below.

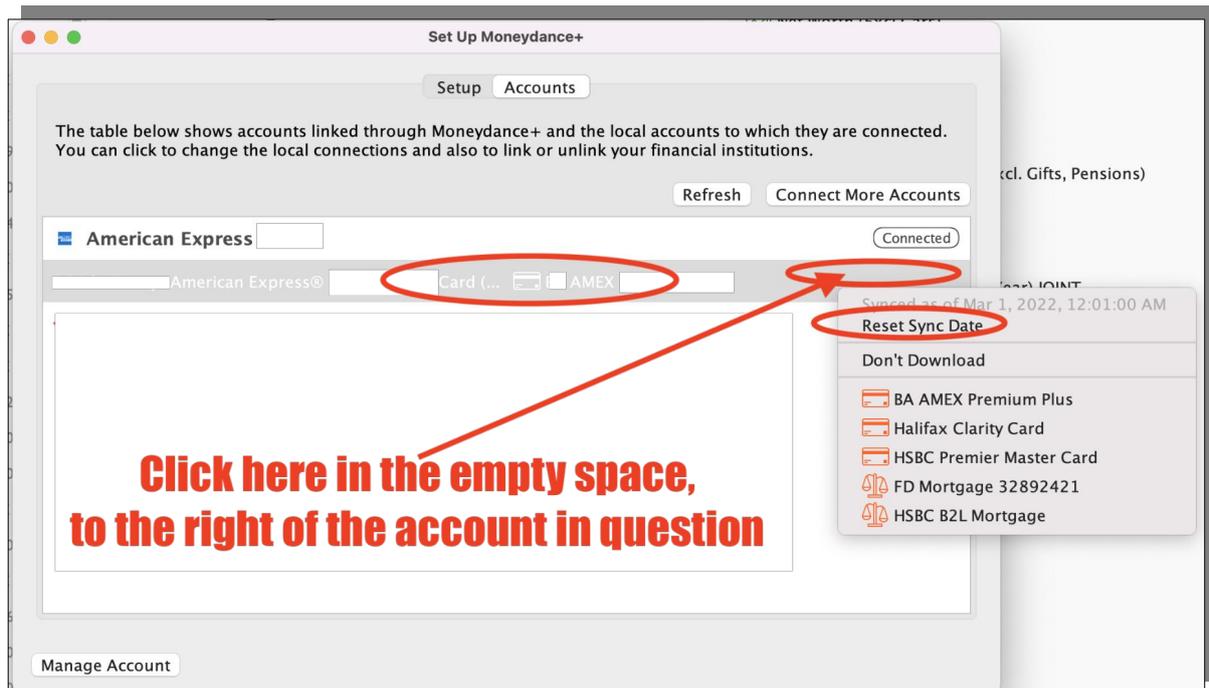
Reset Syncing Date

You can change the transaction history date range at any time.

Choose Online → Setup Moneydance+ and select the 'Accounts' tab.

Select the relevant account and choose 'Reset Sync Date'.

The next time you download transactions for this account, you will be asked how much transaction history you would like to download as if it is the first time.



Moneydance+ Update Frequency

The information we have is that the service provider, Plaid, will typically check for transactions once every 6 hours, but that it may check less frequently (such as once every 24 hours) depending on factors such as the institution and account type.

Direct Connect/Moneydance+ Preference

If you have both Direct Connect and Moneydance+ configured for an account then Direct Connect will be used. The preference is not user configurable, nor is it possible to 'suspend' one or the other.

Note that you cannot use Moneydance+ as a fall back, if Direct Connect is configured, even if it should fail for some reason e.g. a server is down, Moneydance+ will not be used.

To use Moneydance+ you must remove any Direct Connect configuration for an account.

Number of Data Sets Supported with Moneydance+

A single Moneydance+ subscription enables you to register up to 3 data sets for that subscription. Each data set will maintain its own separate Moneydance+ authorized links, you set up each data set separately.

Moneydance+ configuration data is stored in the individual data sets.

Problems Registering Subsequent Data Sets

If you have a problem registering additional data sets you can use the Toolbox extension to help resolve this. Use the Menu item Extensions → Manager

Extensions to install Toolbox if you have not already done so.

Ensure that the data set that has Moneydance+ configured open. Then start the Toolbox Extension using the Extension Menu.

1. Under “TOOLBOX Options” select “Advanced Mode” then “Hacker Mode” in each case following the on screen prompts. Both modes need to be active.
2. Then under the Menu: Online Banking (OFX) Tools select “Export your Moneydance+ (Plaid) settings to a file (for ‘transplant’)”. Click PROCEED and follow-on screen prompts.

Then open the Data set you wish to set up Moneydance+ in. Start the Toolbox extension.

1. Under TOOLBOX Option select “Advanced Mode” then “Hacker Mode” in each case following the on screen prompts. Both modes need to be active.
2. Then under the Menu: Online Banking (OFX) Tools select “Import (‘transplant’) your Moneydance+ (Plaid) settings from a file (exported by Toolbox)”. Click PROCEED and follow-on screen prompts.

Now this data set should have the base Moneydance+ set up and you can proceed to map the accounts read for downloads.

Updating or Canceling your Moneydance+ Subscription

Choose Online → Setup Moneydance+, then select 'Manage Account' at the bottom left of the window. You will be redirected to a page where you can update your payment details or cancel your subscription.

Complete Removal of Moneydance+ Setup

For anyone that wants to completely remove their Moneydance+ setup from your data set you can follow the instructions given below.

1. Choose Online → Setup Moneydance+. Make sure you disconnect all banks and accounts setup. Then refresh. When the screen is empty, proceed to the next step.
2. Choose Online → Setup Moneydance+, then select 'Manage Account' at the bottom left of the window. You'll be redirected to a page where you can cancel your subscription.
3. Once this is done and your Data Set is deactivated use the Toolbox extension. Enable Hacker mode. Then on the Online banking menu choose to delete the Moneydance+ license.

Moneydance+ setup has now been completely removed from this Data Set.

The Plaid Account

Plaid is the aggregator that The Infinite Kind has chosen to use, a significant driver in the selection being Plaid's privacy policy. The Plaid account is owned by the Infinite Kind who get charged for your downloads hence the monthly fee you pay. As such

you do not have an account with Plaid, you do have a set of connections that are links between you and a login/username at each bank to which you connect. Depending on how data is retrieved this could be an username/password or it could be a token issued by the financial institution. Because you do not have an account with Plaid you cannot manage access via the Plaid site. When subscriptions (or data files) are deactivated The Moneydance+ server uses a token it holds to disable any data access tokens.

Common Moneydance+ Error Messages

In using Moneydance+ there are a number of error messages you could potentially encounter, this section seeks to highlight some of the most common and the likely solution(s).

Errors While using Moneydance+

Error #	Error Text	Solution
880011	Moneydance+ Connection Needs Relinking	This usually means one of your Moneydance+ connections has expired and needs to be re-linked.
880012	INVALID_ACCESS_TOKEN	This means that MD+ is trying to refresh but Plaid is saying there is a problem with the token. See brlow for more information

Invalid Access Token Error

This is a common error message. You should go to the Online → Setup MD+ menu and look in the connections list. Hit refresh. You should have an account that is now not mapped or a connection that is disconnected, you may see “no name” indicating it is disconnected. You will need to correct this.

Your account might require a re-link which should be resolvable by selecting the Online → Setup Moneydance+ menu then clicking on the row in the table for the institution (not one of the accounts, just the header row) and clicking the rounded button as in the attached screenshot and selecting the "Re-link Connection" entry.



Errors when setting up Moneydance+

Error	Definition	Solution
N/A	INVALID_CREDENTIALS	You may be redirected to the bank login

Error	Definition	Solution
		screen. If the bank is being accessed via Web login then ensure username/password are correct. If via OFX ensure that access is granted.
N/A	ITEM_LOCKED	It is likely you have been locked out of your account because of too many login attempts.

Manual Downloads

Many institutions worldwide provide the ability to download transactions through their Internet Banking websites.

Downloading from your Bank's Internet Banking Website

If your financial institution does not support the direct connect online banking protocol used by Moneydance, you may still be able to download transaction files from their website in QIF, OFX, QFX or OFC. Formats, and in some cases CSV. You can quickly access your bank's website by using the Open Account Website tool. Many institutions will provide filter tools in order to allow you to limit the transactions you download, the most useful tool generally allows you to filter by date which can be very useful if you need to download transactions in older formats like QIF so that you can minimize duplicate entries.

In the finance world you can see references to formats like MT940 and ISO20022. These formats, in general, are used between organizations or in international payments systems and files in these formats are rarely provided to personal customers.

Using the Open Account Website Tool

Clicking Online → Open Account Website will automatically open your browser to a page you have pre-set. The Download button at the top of the transaction register by default opens the Institutions website in an internal browser implemented inside of Moneydance. This does not work with all institutions so as a short cut holding down the Ctrl key (Command key on a Mac) when clicking on this button will open up your system browser.

Designate the page you would like this function to open (your bank's home-page, a link to the Internet Banking log on page, etc.) by typing in the URL once as prompted. To edit the account website, go to Account → Edit Account and enter the new URL in the Website field. If you have not yet entered a web address for an account, clicking Online → Open Account Website will display the following where you can enter the appropriate web address.



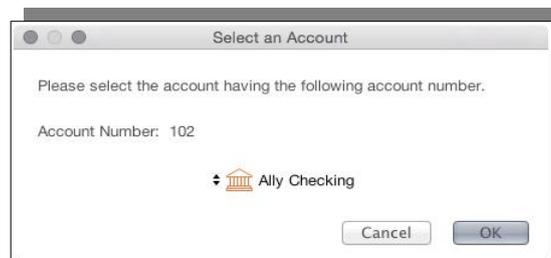
Performing the Import

Many web browsers will automatically ask which program you want to use to open the downloaded file. If your web browser prompts you in this manner select “Moneydance”. If your browser does not offer this option save the file on your computer, then import the file by opening Moneydance and dragging the downloaded file into the Moneydance program window, or by opening the File menu and selecting Import. The “Import file” dialogue box will appear. From here the process differs depending on what type of file you are importing – QIF or OFX, OFC, and QFX files.

QIF is one of the earliest formats, it was original developed for the use of support staff to correct data problems, but has proven to be useful for data imports as well as data migration.

OFX, OFC and QFX files are related. OFC was developed first and OFX was developed from this, QFX is a variant of OFX. OFX provides the ability to add vendor specific data, Vendor specific data is ignored by other systems. QFX is just Quicken’s variant of OFX.

Importing Open Financial Exchange (OFX), Open Financial Connectivity (OFC) and Quicken Financial Exchange (QFX) files



Moneydance will attempt to match the imported account with your existing accounts and should identify the correct account in subsequent imports. If the correct account is not currently visible, select the account to which you wish to import and click “OK”.

There is also a check box on that screen to “Remember This Choice”.

If you tick that box, from that time on the OFX file gets imported immediately into the account you selected.

Clearing the “Remember This Choice” Option

To reset the “Remember This Choice” option, you need to use the match online window.

To access this use the menu path Online → Match Online Accounts.

Within this window ensure that “Imported OFX/QFX” is selected then identify which account you want to clear the option for.

Select the account and in the drop down select “None”.

You may need to Close and reopen Moneydance. You should now be able to perform the import and be prompted for the account.

Importing Quicken Interchange Format (QIF)

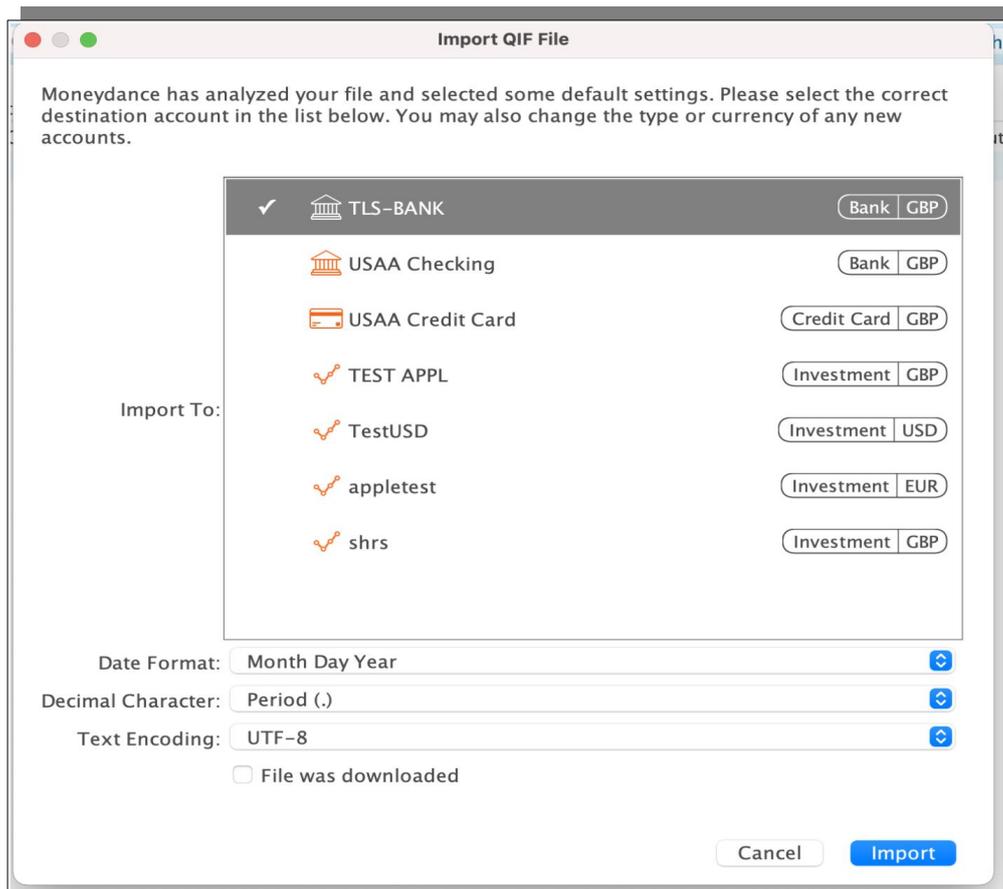
Using Moneydance, when you attempt to import a QIF file you will see a list of your accounts.

You may also see 'Imported Bank Account' which will allow you to import the transactions into a new account.

At the bottom of the window, the program will try to determine which date format and decimal character have been used within the file, it will also try to determine the text encoding of the file. The date format may not always be the format you would expect. If you want to check which date format has been used, open the QIF file with a text program like TextEdit or NotePad to view the file contents.

The text encoding options include:

- Windows-1252 – Windows character set for Western languages.
- UTF-8 – Unicode 8 bit character encoding.
- ISO-8859-1 – ISO Western Europe Character set.
- US-ASCII – Standard ASCII character set.
- UTF-16 – Unicode 16 bit character encoding.
- UTF-16LE – Unicode 16 bit Little Endian character encoding.
- UTF-16BE – Unicode 16 bit Big Endian character encoding.
- ISO-8829-8 – ISO Hebrew character set.



When importing QIF Transaction files downloaded from a financial institution ensure that the “File was downloaded” checkbox is marked. This will tell the software that these are downloaded transactions rather than being an import from another financial program, and as a result mark them with the blue dot so that you can use the confirmation process to assign categories, merge with existing transactions and accept the new transactions into the register as confirmed transactions.

Importing Comma Separated Value Files (CSV).

The CSV (comma separated values) format is essentially a table of rows and columns, like a spreadsheet. It is very versatile but is not specifically designed to contain financial information.

As such there is no standard way for a bank to store data in such a file. There is no standard order for the columns in a CSV file or names for those columns.

As a result of this the import process for CSV files is much more involved than any of the other formats used here.

For this reason, we recommend using either OFX, QFX, OFC or QIF files for importing your data whenever possible. OFX and QFX files are the best format, with QIF files being the second best and CSV files being a distant third.

Moneydance provides two tools for importing CSV type files. The first is the inbuilt importer. The other is the Text File Importer extension.

Inbuilt CSV Importer

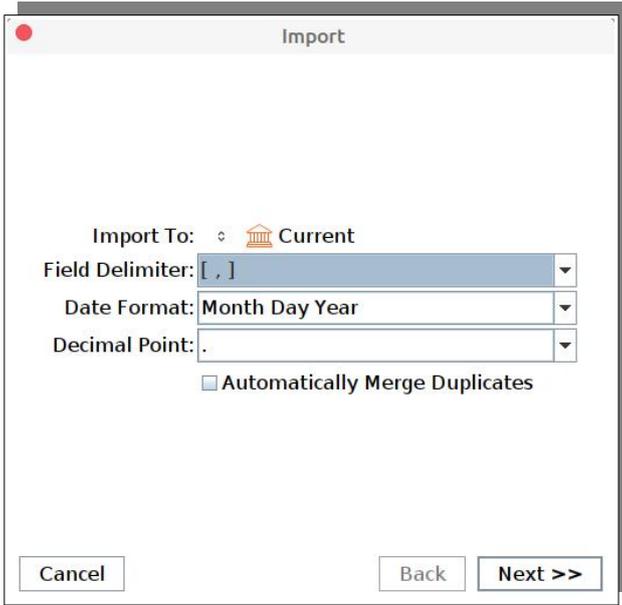
CSV files imported in “download” mode are supported as part of the Blue Dot confirmation process, older versions of the standard CSV import function do not support the Blue Dot process nor does the Text File Importer extension.

Importing CSV Files Using the Inbuilt Importer

Navigate to File → Import, then select the file CSV you would like to import.

You can then choose the import settings.

1. Specify the account you would like to import data into.
2. Field Delimiter is the character that is used in your CSV file to separate the fields. Comma is quite common and so is tab, but if you are using something different you can specify that as well. If you are unsure, select comma.
3. You may also need to change the date format to the format used within the file.
4. Then specify either a period '.' or comma ',' as the decimal used in the file and click Next.



The screenshot shows a window titled "Import" with the following settings:

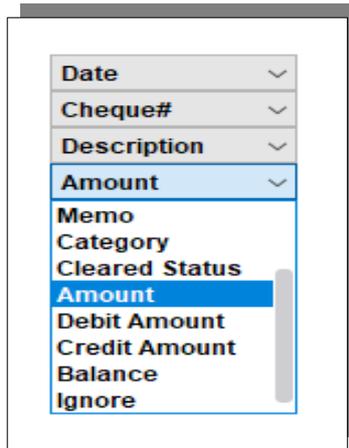
- Import To:  Current
- Field Delimiter: [,]
- Date Format: Month Day Year
- Decimal Point: .
- Automatically Merge Duplicates

At the bottom, there are three buttons: "Cancel", "Back", and "Next >>".

5. You may also choose to automatically merge duplicate transactions. The next window displays a list of fields. Each of these fields represents a column in the CSV file.

E.g. "Field 1" is the first, left most column in the file. "Field 2" is column 2, to the right of the first column, and so on...

The inbuilt CSV importer now has the ability to import files that have amounts in a single field with the sign differentiating whether it is a debit or credit. The following screen shot shows the amount options you can select for a field



Therefore there seems to be little reason to install and use the Text File Importer, as this was the primary reason for using the extension.

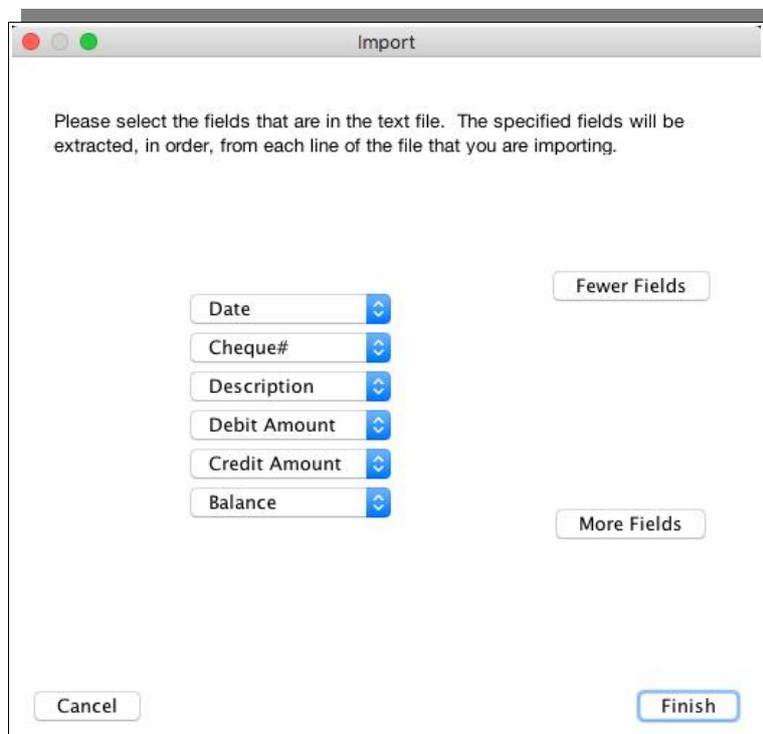
You need to select the Moneydance transaction field that corresponds with the column in the CSV file.

To do this we suggest opening your CSV file in a spreadsheet program to see which column is which, and use that as a reference to match the different field values to the corresponding columns in the CSV file.

Use the "More Fields" and "Fewer Fields" buttons to adjust the number of fields to import, corresponding to the number of columns in your CSV file.

You should remove any unnecessary fields, rather than assigning as 'Ignore'.

Click "Finish" to import the file.



CSV Importing Problems

If data has imported, but the information displayed is incorrect (e.g. dates are wrong) then it is possible the wrong settings were selected during the import process.

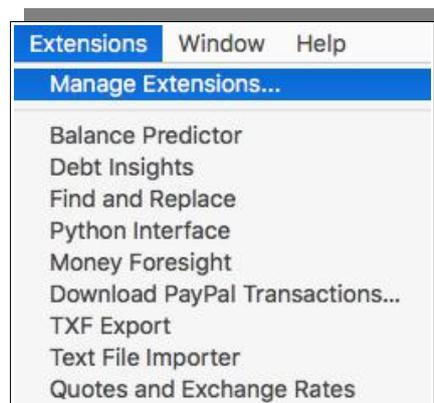
You can create a new dummy account by selecting Account → New Account. Using this new account will allow you to test the import settings, until you find the correct settings to use. When you are done, you can delete the 'Test' account without affecting your other accounts or balances.

You can then proceed to import your data into the correct account, using the correct settings.

Text File Importer Extension

The functionality of the Text File Importer has largely been incorporated into the inbuilt CSV Importer. However as there may still be some usage cases we have included details of this extension. As with the CSV import the 'Text File Importer' extension allows you to specify which columns in a CSV file should correspond to which fields in a Moneydance transaction.

To install the Text File Importer extension, navigate to Extensions → Manage Extensions and install the extension there. *If you purchased Moneydance from the Mac App Store, then you download the extension, then drag and drop it onto the Moneydance window to install it.*



Importing CSV Files Using the Text File Importer

Once you have installed the "Text File Importer" extension, select Extensions → Text File Importer.

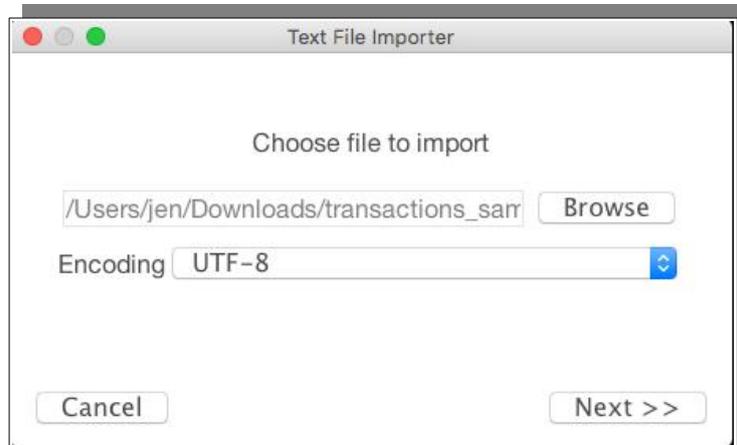
A window will open, allowing you to browse to the CSV file you want to import. Navigate to the CSV file and select it to begin the import process.

You will be given the option to select the file encoding from these options:

- UTF-8
- UTF-16BE
- UTF-16LE
- UTF-16

- US-ASCII
- ISO-8859-1

In most cases, you can leave it to the default option. Click Next to continue.



In the next window:

1. Specify the account you want to import the data into.
2. Select the Fields Delimiter from these options:

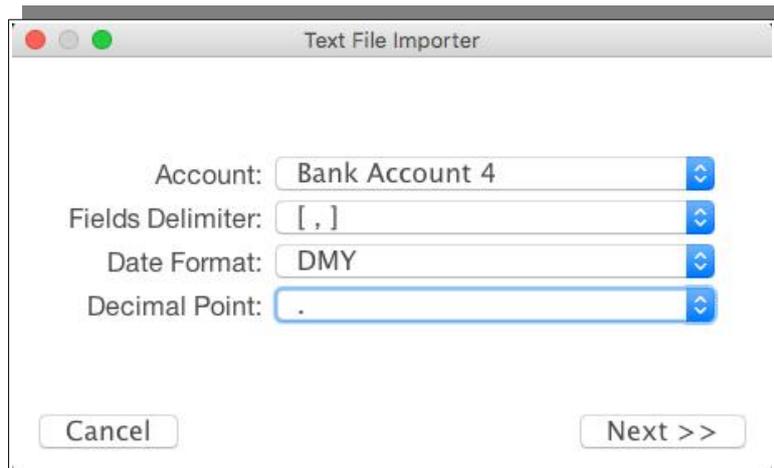
[tab] [space] [,] [.] [/] [] [-] [] [*] [~] [;]

This is the character that is used in your CSV file to separate the fields. Comma is quite common and so is tab, but if you are using something different you can specify that as well. If you are unsure, select comma.

3. You may also need to change the date format to that used in the file. To do so, select the Date Format from the following options -

MDY, DMY, YMD, YDM

4. After that, specify either a period '.' or comma ',' as the decimal used in the file and click Next



The next window displays a list of fields. Each of these fields represents a column in the CSV file.

For example: "Field 1" is the first, left most column in the file. "Field 2" is column 2, to the right of the first column, and so on..."

You need to select the Moneydance transaction field that corresponds with the column in the CSV file.

To do this we suggest opening your CSV file in a spreadsheet program to see which column is which, and use that as a reference to match the different field values to the corresponding columns in the CSV file.

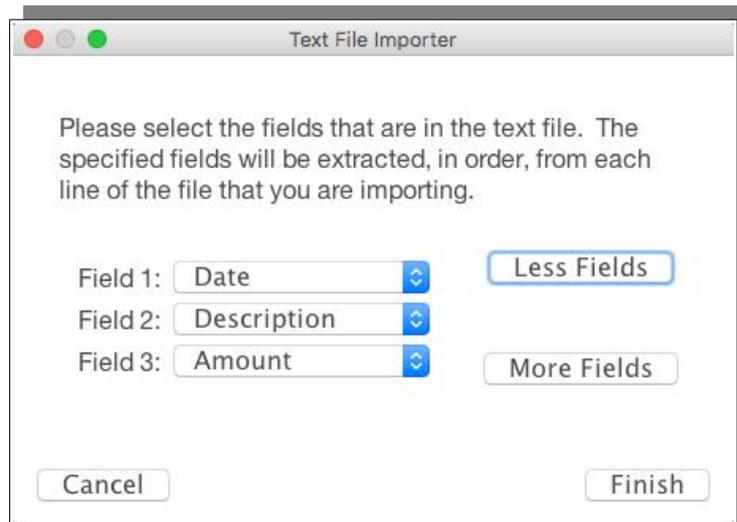
Use the "More Fields" and "Fewer Fields" buttons to adjust the number of fields to import, corresponding to the number of columns in your CSV file.

You should remove any unnecessary fields, rather than assigning as 'Ignore'.

Then, for each field/column, select the transaction field in Moneydance that the column value corresponds to from these options:

- Date
- Check Number
- Description (Payee)
- Account (*this is "Category" in the register*)
- Amount (*positive for deposit, negative for payment*)
- Memo
- Status
- Ignore

Click "Finish" to import the file.



Text file importing problems

The Text File Importer supports dates in the format of XX/YY/ZZ and XX/YY/ZZZZ. If your dates are in a format that includes letters (Jan-1-2015, for example), the Text File Importer will not be able to recognize your dates. You will have to change the format in a spreadsheet program to a format that the Text File Importer can recognize.

If your file has your credits and debits in one column, and another column that specifies whether the row is a debit or credit – you will have to adjust the amount column in your file to make the credits negative (with a minus sign in front of them).

If your file has credits and debits in two columns, then you will have to merge the columns into one to be able to import it with the 'Text File Importer' extension, or use the inbuilt 'CSV Importer' to try importing the data.

Recognizing Downloaded and Imported Transactions

When you have transactions in an account which need to be confirmed, you will see a blue dot next to that account's name in your sidebar. Note that this capability is only available with Importers that support this functionality. The Text File Importer does not support the blue dot process, the OFX/QFX, QIF and CSV importers do support this process.

▼ BANK	
Cash on Hand	\$ 368.95
Checking- Primary @ AB	\$ 16,941.55
Emergency Fund	\$ 9,181.34
PayPal	\$ 5,655.77
Secondary Checking-USAA	\$ 2,830.55 ●
Simple Bank Card	\$ 105.76

Downloaded and imported transactions are placed according to the current sort order of your account's register and so may be dispersed throughout the register. You can easily identify these transactions by using the "Unconfirmed" filter at the top of the register, or by looking for the "blue dot" in the description field.

Confirming Downloaded and Imported Transactions

Once you have downloaded or imported new transactions you will review and accept them (or "confirm" them) into your register. To begin the confirmation process, click on the first transaction in your account register with a blue dot. After you confirm a transaction Moneydance will "look" for and select the next unconfirmed transaction.

The screenshot displays the Moneydance software interface for the 'Secondary Checking-USAA' account. The main window shows a list of transactions with columns for Date, Check#, Description, Category, and Tags. A transaction from 12/19/2014 with a description of 'ALLY BANK \$TRANSFER ...' is highlighted, and a blue dot is visible in the description field. A confirmation panel is open on the right side of the screen, showing the details of the selected transaction and offering options to 'Confirm', 'Merge', or 'Split' the transaction. The panel also shows a 'Merge Choices' section with a 'Merge' button. The bottom of the screen shows the account balance as \$ 2,830.55.

Date	Check#	Description	Category	Tags	Amount	Balance
01/01/2015		Royalty Check	Other Income		-134.60	
12/19/2014		ALLY BANK \$TRANSFER ...	Default		-134.60	2,213.74
12/19/2014		PAYPAL INST XFER ****	Default		-134.60	
12/19/2014		CAPITAL ONE ONLINE PMT ****	Default		-134.60	
12/18/2014		Transfer from Ally	Checking- Primary		-134.60	
12/17/2014		VZWRLSS*PREPAID 888-294	Default		50.00	2,213.74
12/16/2014		TRACFONE *SE TRACFON	Default		-134.60	
12/15/2014		CVS 01893 NORTHAM	Default		53.48	2,354.54
12/15/2014		STOP & SHOP 078 NOR	Flexible: Groceries		20.85	2,408.02
12/11/2014		CVS 2 Rx, Pantene shampoo	Default		282.88	2,428.87
12/10/2014		Loan Payment	Loan Account			

When you highlight an unconfirmed transaction a matching panel will pop up on the right side of the screen which will contain suggested options for you to choose how to handle the transaction.

Current Transaction: Accept the transaction in its current form as displayed in the register.

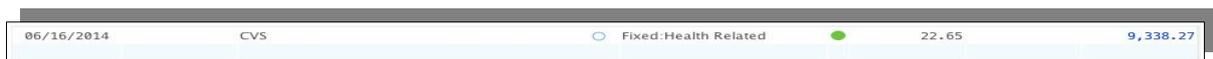
Transaction as Downloaded: Accept the transaction in its original format as Moneydance has received it. This option will reverse any changes you have made to the downloaded transaction.

Merge Choices: Merges the downloaded transaction with the duplicate in the register. Note that Merge is not supported in Investment accounts.

Similar Payees: Changes the Description and Category to match the similar transaction. A confirmation with a similar payee match will change the description to match the prior transaction and adjust the category on the incoming transaction. If the prior transaction being matched to had a split category the split will be applied to the incoming transaction adjusting the splits proportionally for the total. If the prior transaction being matched to had a split category the split will be applied to the incoming transaction adjusting the splits proportionally for the total.

Select and click the desired option to process your transaction and click "Confirm" or "Merge".

Once you have accepted the transaction into the register the blue dot disappears, and the blue circle signifying the transaction has been imported remains.



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 its description you can expect Moneydance to suggest the same category and/or description for similar transactions.

Moneydance uses a weighted fuzzy matching algorithm to automatically assign categories to newly downloaded transactions based on the transactions that were already in your register. This matching algorithm takes into consideration the description, memo, date, amount etc. giving each of these a different weight. The field with the most weight is the description that the bank originally gave the transaction. The problem with using the check field and checks in particular is that some banks give all check transactions exactly the same description, e.g. the word "check". This results in every check transaction getting a very high matching score and results in a false positive match. There is nothing that Moneydance can do about this.

If you change a description it does not cause a problem because each transaction actually stores two descriptions. The description that the transaction had that was assigned by the bank and the description that you manually change that to. The description that the bank gave the transaction has more weight than the description that you manually change it to. This means that if you download a transaction that has description "PAYPAL *AVANGATE BV 35345634781" when you download it and you change it to "AVANGATE" and if you then download a transaction that your bank gives the description "PAYPAL *AVANGATE BV 35345634781" it would be a perfect match on the other transactions bank assigned description and would almost

certainly get a high enough score to be used for category assignment.

The categories are not learned, they are calculated on the fly from the transactions in that account.

Inter Account Transfers

When you have multiple accounts (say Savings and Current) with the same bank when downloading transaction files from the bank to Moneydance the inter account transfers (between the Current and Savings accounts) may just appear as transactions as opposed to transfers to the relevant account within MD.

After downloading your transactions, you should go through the confirmation process to handle the recently downloaded data. Your unconfirmed transactions display a solid blue dot. Once confirmed, the dot changes to a blue circle.

In this situation you should download your Current account and Savings account transactions so that the relevant transactions are unconfirmed. Then navigate to either account (in this example, we will go to the Current account).

Highlight the relevant unconfirmed transaction, and you will see the confirmation panel appear on the right of the window. You can amend the transaction category within this panel. Amend the category to your Savings Account, then choose 'Confirm'.

This will create a transfer between the accounts.

If you then navigate to the Savings account, you will see a new transaction has been created. This new transaction is the 'other side' of the transfer from the Current account.

You should then go through the confirmation process for the transactions in your Savings account. When you reach the relevant transfer transaction, you will see it is a duplicate. One copy of the transaction is downloaded from the bank, and the other is the transfer from your Checking account.

Highlight the downloaded transaction, and you'll see the confirmation panel on the right. Then look for 'Merge Choices' in the panel on the right. You should see the transfer transaction displayed as a merge choice.

By merging the transactions, one will be removed from the account register. The transaction identification information will be retained which means the transaction should not download again assuming you are using OFX Direct Connect, or download OFX/QFX files from your banks website.

Options for OFX Data

Open Financial Exchange (OFX) is comprehensive specification generally use with Online Application based banking, but the specification is also often used to create manually downloaded transaction files. Some options exist to determine the operation of OFX and how some items are to be handled. These options exist on the Network tab under the menu item File → Preferences.

Automatically Download Transactions in Background

When selected this option initiates transaction download for all Direct Connect enabled accounts upon program start as a background task.

Automatically Merge Downloaded Transactions

You may choose to have Moneydance automatically merge and categorize transactions downloaded via Direct Connect and also by manual downloads and imports instead of going through the confirmation process. To enable this option, click File → Preferences → Network, and select "Automatically Merge Downloaded Transactions".

There is a feature of the auto merging function called the "Similar payee" feature. The intended purpose of this feature is to homogenize manually modified payees, for example if you download a transaction from your bank and the bank assigned the payee as "STARBUCKS 123 fake st. #98765" and you changed the payee to be simply "Starbucks" when you confirmed the transaction, the next time you download a transaction that is a good match for "STARBUCKS 123 fake st. #98765" it will have its payee modified to match the change you had made to the similar transaction. This feature is tied to the auto merging feature. Turning of the auto merging feature also turns of the similar payee feature.

If you write a lot of checks it is suggested that you turn of auto merging. The similar payee feature is primarily focused on finding transactions that have similar bank assigned descriptions. If the bank gives all checks the same description the algorithm will not work well.

The current merge matching algorithm will only offer a merge if the totals are identical.

Automatically Mark Confirmed Transactions as Cleared

To have your confirmed transactions automatically marked as cleared, click File → Preferences → Network, and select "Mark Transactions as Cleared When Confirmed". Some Moneydance users choose to use this option in lieu of manually reconciling their accounts. This option only applies to downloaded and imported transactions, and does not apply to transactions in Investment Accounts.

Use Bank Dates for Merged Transactions

This option allows you to select whether the date in a manually entered transaction is to be used or if the bank supplied date is used. Typically this means the date when you say wrote the Check or the date when the Check was cleared by your bank. When this box is checked and the date on a manually entered transaction is different from the date of the downloaded transaction it is being merged with, for example when a check is written on December 4 and cashed on December 8, the bank's date replaces the manually entered date. When this box is not checked the manually entered date will remain.

This option is one of personal preference.

Ignore Transaction Types in Favor of Amount Sign

It has been observed that some financial institutions have reinterpreted the OFX specification and as such have changed the structure of the data they are providing.

We have seen this reflected in data being incorrectly categorized between deposits and withdrawals when they are stored in Moneydance.

To deal with this an option has been implemented under the menu path File → Preferences → Network to Ignore Transaction Types in Favor of Amount Sign.

Selecting this option will result in Moneydance interpreting OFX data in a different way to account for the change in structure that some financial institutions are providing.

Proxy Settings

This setting is for those that need to use a Proxy Server to connect to the internet. If you think you need to use proxy settings, contact your network administrator for the required information.

Observe Online Payment Date Restrictions

If this option is checked, Moneydance will re-set the date given to initiate a new payment forward by the number of days your bank requires for processing. If you initiate a payment for a date earlier than your bank says it can be processed, Moneydance will send you an error message.

Matching Timeframe

You can select the number of days that transactions are apart that Moneydance will use to determine potential matching transactions, click File → Preferences → Network, and enter the number of maximum days apart that you want Moneydance to consider for matching transactions.

Chapter 9: Paying Bills – Online Bill Payment and Check Printing

Moneydance bank accounts have 2 tools to help you pay bills – online bill payment and printing of paper checks. Online bill payment is only available if your bank supports this type of connection from personal finance programs via Direct Connect, check printing merely depends on your ability to purchase and print printable checks.

There is a setting if you need to use a proxy to connect to the Internet. To enable this option, click File → Preferences → Network, and select “Use Proxy”. You will need to type in the name of your Proxy server and the port number used.

Online Bill Payment

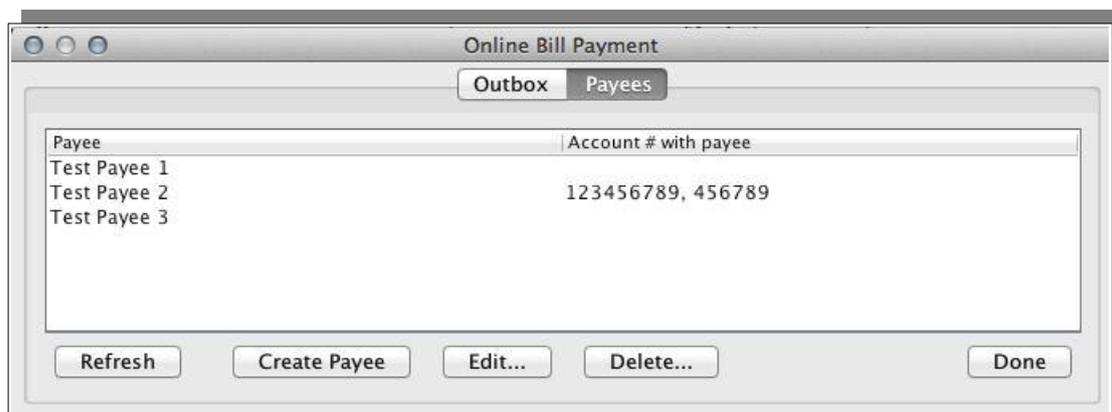
Setting up Online Bill Payment uses the same procedure as setting up regular online banking. Note that not every financial institution that supports online banking will allow application-based online bill payment, so you may receive an error message if you attempt to set up bill payment with an institution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

Using Online Bill Payment

Once you have set up Online Bill Payment, go to Online → Online Bill Payment to begin creating an electronic payment.

First you will need to create a Payee entry for the recipient of your funds. Select the Payee tab to begin.

Next, click the Create Payee button to begin creating a new payee.



Enter the desired information for the payee. It is important to use the 2 letter abbreviation in the State field (if the payee is located in the United States).

To create an online bill payment, click the New Payment button.

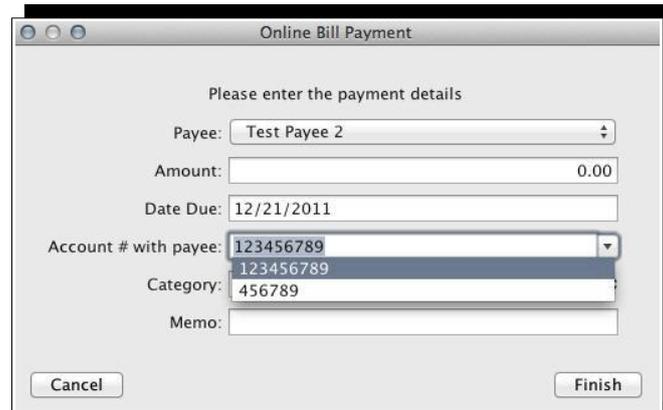
Payee	Date	Amount	Status
7-0000000000004	12/15/2011	\$ 1.00	Canceled
7-0000000000004	12/15/2011	\$ 1.00	Canceled

Select the payee you would like to process a payment to, then click Next.

Fill in the appropriate amount, due date, account number with the payee, Category, and memo field (if desired).

Finally, click Finish to send the payment request to your bank's server. 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. Please note that it may take a number of days for the payment to be processed and sent to the Payee, and some banks require that you set the "Due Date" of your online bill payment request a specific number of days in the future. You can set your Moneydance Preferences to automatically detect and Observe Online Payment Date Ranges.

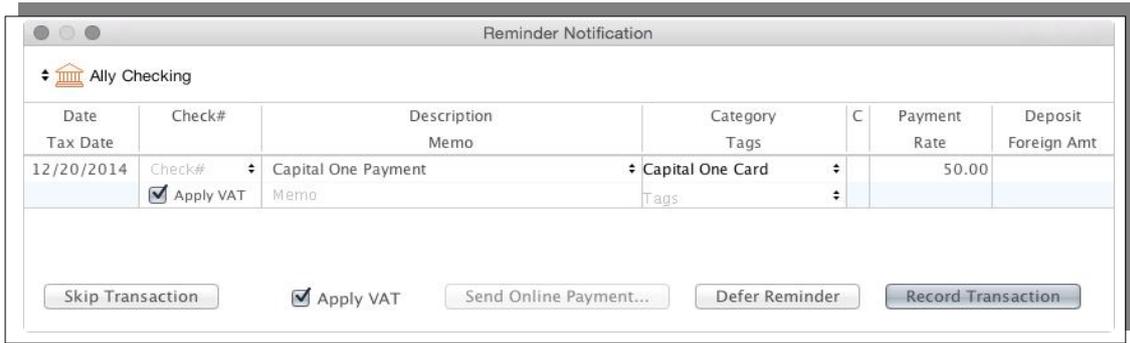
Moneydance will communicate directly with your Bank's Direct Connect server when it sends payments. Nothing is stored or backlogged in Moneydance. After you have sent the payment request you should see the payment in your outbox has a status of "Will Process" – this will occur once the payment instruction has been received and acknowledged by your bank's server.

Note that some banks do not provide any feedback on their Internet Banking website that the payment request was received, executed or dropped. Without feedback, the only immediate status you have is the "will process" and "processed" indications in Moneydance. The transaction is likely to only show up on the Bank's Internet Banking site when the transaction has been processed.

As has been outlined, the payment will show up as "will process" or "processed" in Moneydance's Online Bill Payment outbox once you have completed it. To access the "Outbox" select "Online/Online Bill Payment" you should see a pop-up window titled "Online Bill Payment" this window will have "Outbox".

Initiating an Online Bill Payment from a Reminder

Moneydance makes using Online Bill Payment even easier! Just click "Send Online Payment" when confirming a transaction reminder and you'll be sent to the bill payment interface.



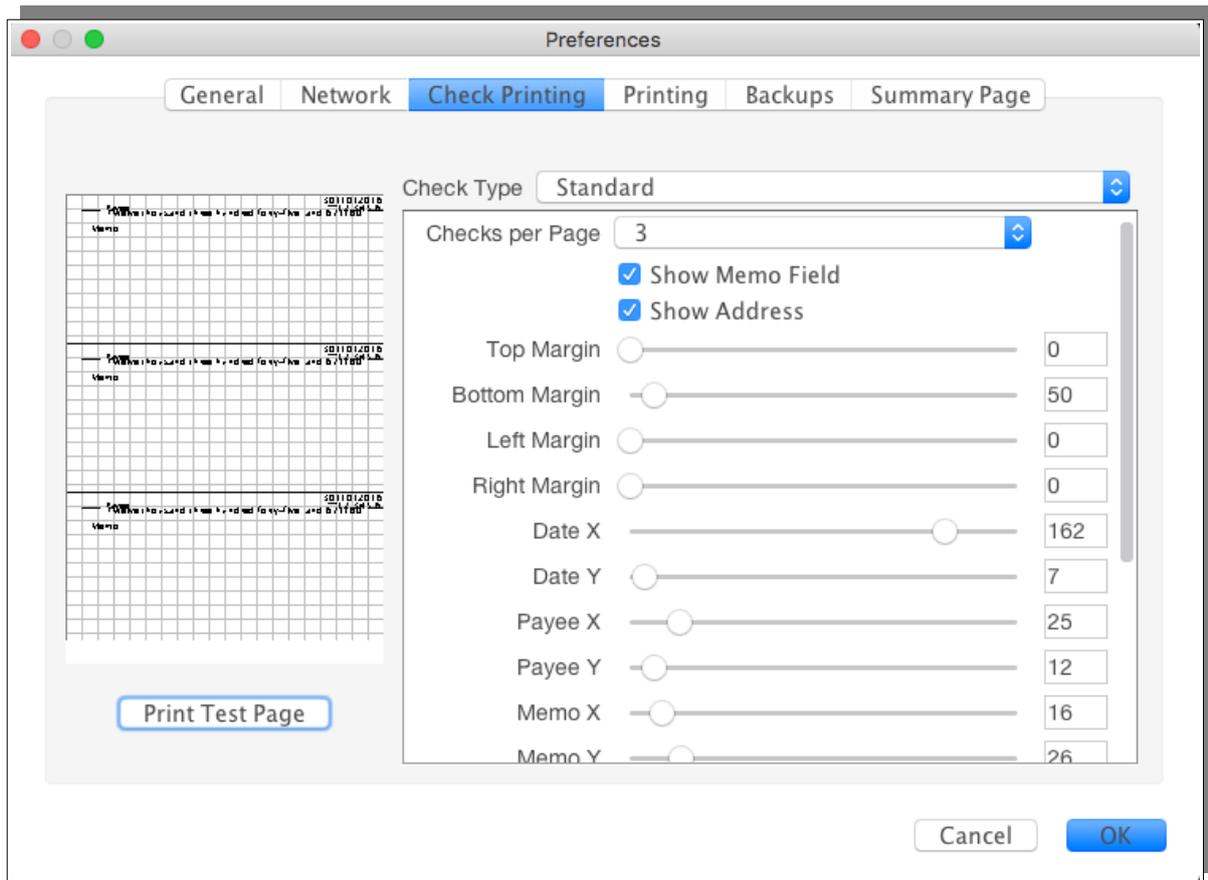
Options for Online Bill Payment

Observe Online Payment Date Restrictions If checked, Moneydance will re-set the date given to initiate a new payment forward by the number of days your bank needs for processing. Otherwise if you initiate a payment for a date earlier than your bank says it can be processed, Moneydance will send you an error message. To enable this option, click File → Preferences → Network, and select “Observe Online Payment Date Restrictions”.

Printing Checks

It is possible to print Moneydance transactions on virtually any style of pre-printed check stock, including standard checks, checks with stubs, and voucher checks. To print checks with Moneydance you will first need to obtain pre-printed check stock. Moneydance will print the date, amount, payee, memo, and optionally the address of a payee on your checks. Moneydance cannot print the account and routing number on a completely blank check, due to special ink requirements, some banks will also use special security paper stock.

You will need to set the appropriate check printing preferences in Moneydance by going to Moneydance → Preferences → Check Printing (or File → Preferences → Check Printing on Windows or Linux). You use the following screen to set up the check stock layout.



The font and size to be used when printing checks is set on the Printing Tab in the Preferences area. The same setting is also used for printing reports.

In respect of the Check Printing preferences the following should be noted:

- Margins relate to the page.
- X and Y settings are from the top left hand corner of each voucher.

Check printing settings are across your entire data file, so are the same for all accounts. Hence if you have different check stock for different accounts you would either need to change your check printing settings each time you want to print from a different account, or perhaps set up those accounts in different data files.

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}".

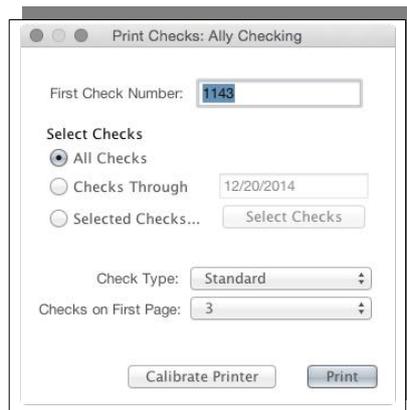


In order to print the address of a payee on the paper check you will first need to make sure that an address book entry has been associated with the transaction to print. You will also need to select the "Show Address" option for the style of check you are printing in the check printing preferences. If an address book entry has been

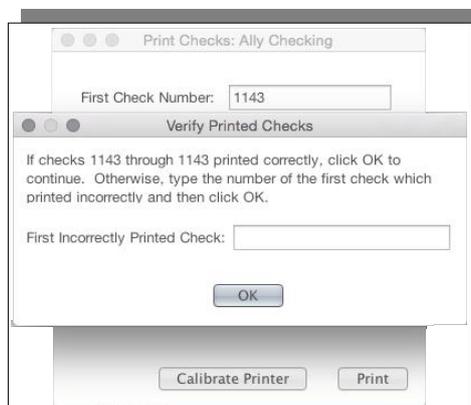
associated with a transaction, the @ symbol will appear next to the payee name in the transaction editor, or in the description field in the account register.

12/20/2014 {Print}	My Hometown Bank	Fixed:Rent	1,000.00	8,731.83
	Mortgage Payment			

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. You will have the opportunity to select the first check number to use, which checks to print, and other options.



After printing the checks Moneydance will ask you to verify if all checks have printed correctly, and give you the option to reprint any that were not.

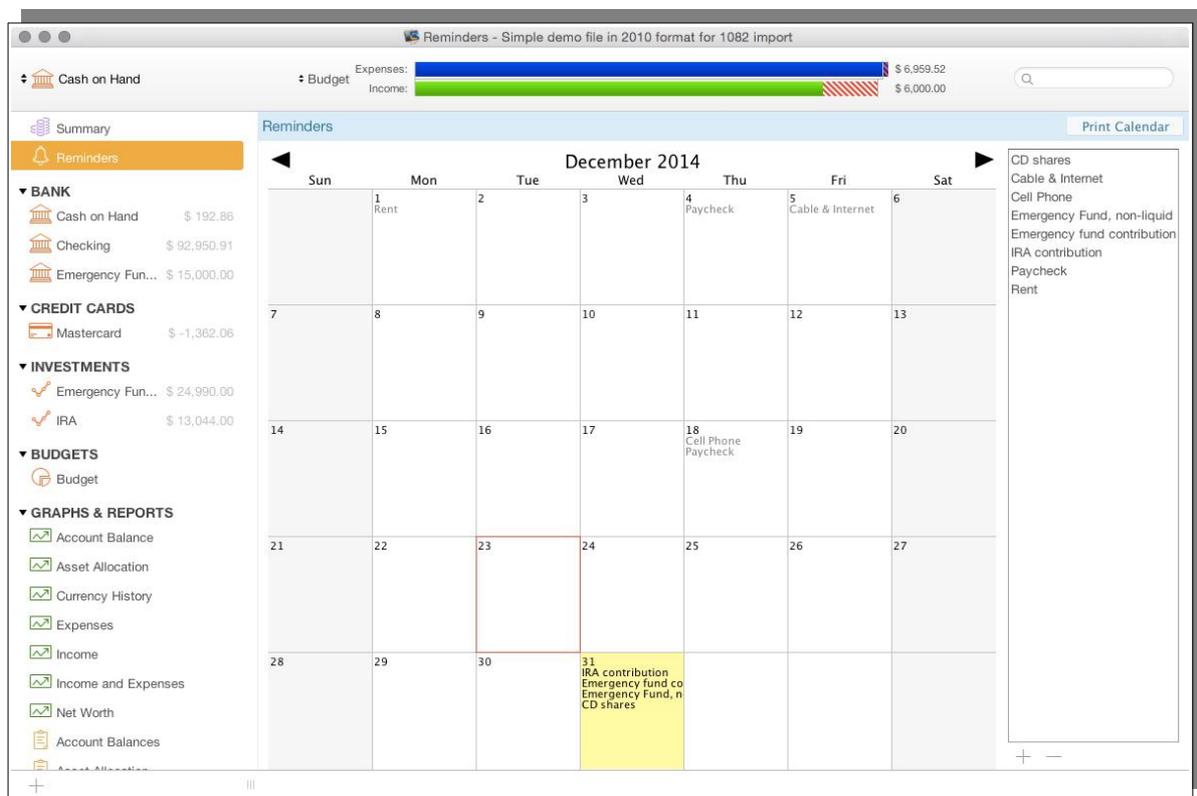


Chapter 10: Using Reminders

About Reminders

You can use the Moneydance “Reminder” function to schedule reminder notes or transactions in advance. Click on Reminders in the Moneydance sidebar to open the Reminder Calendar.

Existing reminders are listed in alphabetical order to the right of the calendar. All reminders are also listed in the calendar on the date(s) they are scheduled to occur. Dates in the calendar which have reminders that have not yet been recorded or acknowledged are highlighted in yellow.



There are two different types of reminders:

1. General Reminders are text notes that appear in the Calendar and on the Summary according to a set schedule.
2. Transaction Reminders are transactions that appear on the calendar and Summary according to a set schedule and can be recorded into your register directly. These transactions can be entered automatically or manually.

Note that you cannot create or edit a Reminder for a Loan Account from within Reminders you must use the interface that is provided within the Loan Account. Loan Account reminders have a very specific setup that is only catered for from within the Loan Account.

Create, Edit, or Delete a Transaction Reminder

First, bring up the Reminder calendar by clicking on Reminders in the Moneydance Sidebar (or by going to the Tools → Reminders menu item). To create a new reminder click on the appropriate date in the calendar, or on the + (plus) button at the bottom right of the page.

Check#	Description	Category	C	Payment Rate	Deposit Foreign Amt
Check#	Description	ATM Withdrawal			
	Memo	Tags			

The Reminder Description field is for your information, and is used in the reminder list to the right of the reminder calendar.

The First Date is the first date the reminder will occur on, the Last Date is the last date the reminder will occur and is an optional field.

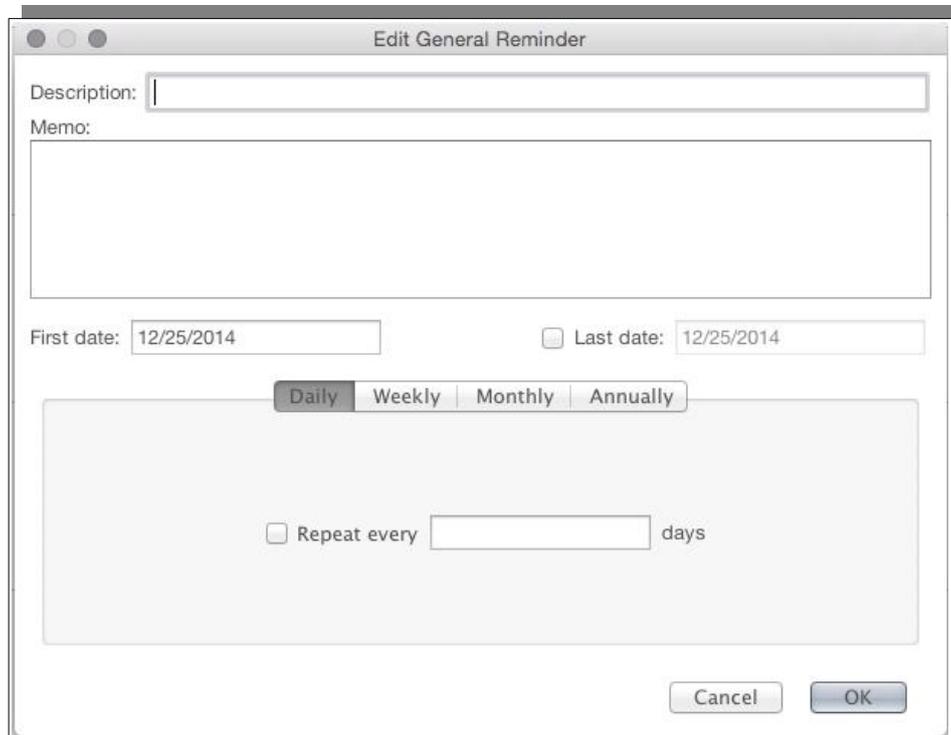
Reminders can occur one time, or can be Repeated. Reminder can be applied manually or auto-committed. Reminders that are auto-committed will not automatically result in an online payment being made, the decision has been made that any online payment need to be deliberately initiated using the Send Online Payment option within the reminder screen.

Select the appropriate Account by clicking the up/down arrows. Enter a Description, Category (or multiple categories using a split transaction), and Payment/Deposit amount. You may also choose to enter a Check #, Memo, or Tag(s).

To delete a reminder click once on the reminder in the right panel of the reminder calendar, then click the – (minus) sign at the bottom right of the page. To edit a reminder double-click on the name of the reminder in the right panel.

Create, Edit, or Delete a General Reminder

When you select to create a General reminder the following Window is displayed:



General Reminders are text notes, they are designed to remind you of an event, bill, or other financial event. Reminders can occur one time, or can be Repeated. The First Date is the first date the reminder will occur on, the Last Date is the last date the reminder will occur and is an optional field.

To delete a reminder click once on the reminder in the right panel of the reminder calendar, then click the – (minus) sign at the bottom right of the page. To edit a reminder double-click on the name of the reminder in the right panel.

Repeating Reminders

A repeating reminder offers a number of different date “tabs”. A reminder will occur on all dates you specify in ANY and ALL tabs.

Daily: Repeat the transaction every X number of days. This can be any number from 1 to 100,000. If you are paid bi-weekly you could set a reminder to repeat every 14 days. If there is a payment which needs to be made every 2 years, you could set it to repeat every 730 days.

Weekly: Repeat the transaction on every First, Second, Third, Fourth, Fifth, or Last Monday, Tuesday, etc of the Month. For example, a transaction could be repeated on the second and fourth Tuesday and Thursday of the Month.

Monthly: Repeat the transaction on specified days of Every, Every Other, Every

Third, Every Fourth, or Every Sixth month. For example, a transaction could repeat on the 1st and 15th day of every third month.

Annually: Repeat the transaction on the same day, once each year.

When creating a Transaction Reminder selecting "Auto-Commit" will enter the transaction in the appropriate account register a set number of days before the transaction is scheduled. Selecting "0" in the "Days Before Scheduled" field will apply the transaction to your account on the day it is scheduled. If the Auto-Commit box is not checked when you create your Transaction Reminder, the transaction will not be applied to your register until/unless you manually apply the reminder.

Auto-Committed Reminders When Syncing

When your data is synced automatically it is possible for the reminders to be auto-committed on multiple computers nearly simultaneously (or at least while one or all are offline), this results in duplicate transactions.

An option has been introduced to resolve this. The option can be found under the menu item Preferences → Network and is "Auto-commit Reminders (applies to current file on this computer)" Tick this box on the primary or secondary computer as appropriate.

Note that this option ONLY appears if you are syncing to another device. By default this option is enabled on the computer that created the data set, and disabled on the rest. We recommend enabling this option only on the computer which is the most used and most often connected to the Internet.

What this option does is delay auto-committing of reminders until after the first sync pass is complete. This is to ensure that a reminder that is auto-committed on this computer has not already been auto-committed and synced on another computer.

In some instances you may find that auto reminders are not working until his option are selected.

Manually Applying Reminders

Upcoming and overdue reminders appear on the Summary if you have selected this module in your Preferences.

Date	Check#	Description	Category	C	Payment	Deposit
Tax Date		Memo	Tags		Rate	Foreign Amt
12/20/2014	Check#	Capital One Payment	Capital One Card		50.00	
	<input checked="" type="checkbox"/> Apply VAT	Memo	Tags			

Apply VAT

Click on a reminder to choose from the following options:

Skip: Skips only this instance of a recurring reminder.

Send Online Payment: Opens the Online Bill Payment interface. This option is only available if you have already set up online bill payment with your bank through Moneydance.

Defer: Performs no action. Leaves the reminder in the overdue or upcoming list.

Record: Enters the transaction into your register.

Acknowledge: Removes the current instance of the General Reminder from your Summary.

Creating a Transaction Reminder from a Transaction

From a posted transaction you can create a transaction reminder by right clicking on the transaction and select the option to Create a Reminder from the Transaction. In the reminder setting screen that appears you can change any detail you need to before you select OK to create it.

Duplicating a Transaction Reminder

Moneydance does not provide a function to duplicate a transaction reminder, There is a method you can use however to create a copy with a minimal amount of effort.

From one of the previous posted transactions generated from the existing reminder right click and select the option to Create a Reminder from the Transaction. In the reminder setting screen that appears you can review and change any details you need to before you select OK to create it.

Recovery from a Skipped Reminder

You may find that you have inadvertently skipped a reminder that you should not have. It is not possible to reset a reminder hence other methods need to be used to recover.

The simplest method in most instances is to go back to the last transaction that was

committed from this reminder click on the transaction and Select Duplicate, in the new entry change the date and any other needed fields and then enter the transaction.

The same methodology can be used with loan reminders but you will need to change the amounts in these.

Chapter 11: Reconciling Your Accounts

Why Reconcile?

The purpose of reconciling an account is to ensure that neither you nor your bank have made a mistake in recording transactions, to identify transactions that are missing in your accounts and to identify transactions that may have gone missing, e.g. checks that have been written some time ago but never presented to your bank. Reconciling accounts in Moneydance is akin to balancing a paper checkbook.

You can choose to reconcile your account manually, or have all transactions which you have downloaded/imported from your bank automatically marked as cleared. To do this, click File → Preferences → Network, and select “Mark Transactions as Cleared When Confirmed”.

Reconciling

To begin, select Reconcile from the Account menu. You will be shown a non-editable Beginning Statement Balance. The Beginning Statement Balance on the reconcile window is a calculated value, which is:

Initial Balance of the Account + Cleared Deposits – Cleared Payments.

You will be asked to enter an Ending Statement Balance, usually the balance listed on your most recent bank statement, or on your bank’s website.

Reconcile Account: PayPal

Reconcile Account: PayPal

Beginning Statement Balance:

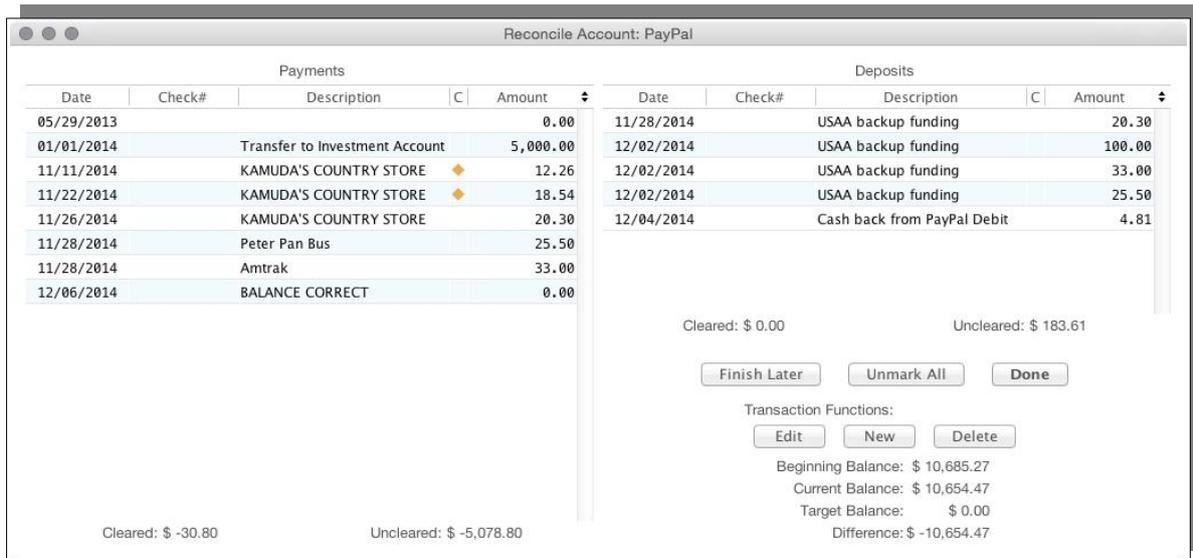
End Statement Balance:

As of:

Selecting the 'as of' option will automatically mark all downloaded transactions posted on or before the given date as 'reconciling'. This often results in an easier reconciliation process, however you should also double-check your transactions as they are downloaded.

The "As of" date is only enabled if you download transactions for that account online using OFX. If this box is selected, then all transactions that were downloaded/imported on or before the date chosen will be marked as reconciling.

You can use the Moneydance Online menu to reset the date of the OFX Last Transaction update.



The Reconcile Accounts window lists all transactions in the account which are not Cleared. You can change the order of transactions in this window by clicking on any of the column headings (Date, Check#, Description, C, Amount).

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

When performing a reconciliation you will sometimes find that you have missed entering a transaction. You may think that you have to click on “Finish Later”, so that you can go and create a transaction. If you do this however when you come back to resume the reconciliation you have to type in the balance from the statement again, as if you are starting the reconciliation from the beginning, this can be annoying.

What is often not realized is that you do not have to stop the reconciliation process to deal with the missing transaction.

What you do is keep the reconciliation window open, perhaps moving it to a position on the screen where you can easily find it again, then click on the main transaction window of the account so it gains focus. You then enter the transaction.

Going back to the reconciliation window, the transaction you have just entered will appear in the appropriate transaction list in the reconciliation window and you can continue with the process.

Once you have marked all the matching transactions from your statement as Reconciling and the Current Balance and Target Balance are now the same, you have successfully reconciled your account. Any remaining transactions in the account should be those that the bank has not received as yet. Click Done to exit the reconcile window. The transactions marked as “Reconciling” will now be displayed as “Cleared” in the account register. If you select “Finish Later”, transactions which are marked as “Reconciling” will display this status in the account register. Select

“Unmark All” to mark all transactions as “Uncleared” and return to the account register.

If a transaction in Moneydance does not seem to match with your bank’s records, the error may be in your entry. Click on the appropriate transaction and use the Edit button to change its value in your account’s register. If you suspect the error is on the bank’s end, you will need to contact them to have this investigated and rectified.

Beginning Statement Balances do not Match

If you reconciled last month, and this month the beginning statement balance does not match the ending statement balance from last month, there are a limited number of possible causes.

The possibilities are that you have:

- Modified the amount of a transaction that was already marked as cleared.
- Deleted a transaction that was already marked as cleared.
- Manually cleared a transaction in the intervening time.
- Deleted a category that contained cleared transactions.
- Deleted an account that had transfers to or from the account you are reconciling.
- Changed the "Initial balance" of the account under Account → Edit Account.
- Manually marked a cleared transaction as uncleared.

If you have done anything in this list, it can be quite difficult to track down the cause of the change in the cleared balance.

The only way to fix such a problem is to go over the register and your old bank statements, to see if you can find anything that has changed. It can be useful to find points in the account in the past where they balanced and work forward through them until you find a point where it does not balance.

It has been suggested, on occasions, that the Beginning Statement Balance should be user changeable, being able to change the balance would however only hide that there is an error somewhere in the account. The method that in use will disclose that there is a problem with the data in some way.

Some Moneydance customers find it helpful to enter a dummy transaction with a zero amount. Then enter a description stating what the cleared balance was on this date, as a marker they can refer back to later.

Reconciliation Report

You may be used to generating and keeping or printing a reconciliation report. Moneydance does not have a defined report for this however there are a couple of ways of creating such a report.

1. In the previous section you can see an image of the reconciliation window. An approach you could take is to take a screen image of this window just before you hit the done button and save or print this.

This provides a good snapshot of the position in an easy to see way, provided that all data fits on the screen without any scrolling being required.

2. Another approach you can take is to generate a Transaction Report using specific parameters.

Within parameters set:

- i. Set the date to range to match the period reconciled.
 - ii. Tick box for using the Cleared field and then select the boxes for "Cleared" and "Uncleared" transactions.
 - iii. Then generate the report.
3. You may notice there is a reconciliation report in Moneydance. This will give you a report containing data similar to the reconciliation screen but only if you create it **before** you perform your reconciliation, it cannot do so afterwards.

A reconciliation report is a point in time report, it shows the position at that point in time and it is not possible to generate it at a later date as the status of transactions will be different to what they were before a reconciliation was performed.

Moneydance reports are not able to determine the date when the status of transactions change as this is not information that is tracked within the transaction and this, at a minimum, would be required to be able to go back and re-generate a reconciliation report as of a specific date.

Reconciliation vs Confirmation

There appears that there may be some confusion at times around the purposes of reconciliation and confirmation including around the cleared status of transactions.

The confirmation process is all about downloaded/imported transactions. It is the process by which you accept these new transactions into the register, assign categories to them and merge them with existing manual entries if applicable. The confirmation status is reflected by filled and unfilled circles in the Description column.

Reconciliation is the process by which you check off the transactions in your register with your bank statements to identify missing transactions on both sides and to check that all entries are valid. This process can also enable you to see what transactions are outstanding i.e. have not as yet been presented to you bank. The reconciliation status is reflected by various symbols in the column headed with a "C".

From these two descriptions you may see that there is an amount of crossover in that if a downloaded transaction is confirmed into the register then you could say it has also been reconciled and should therefore be marked as cleared. Hence Moneydance provides the option to "Mark Transactions as Cleared When Confirmed" that you can use if desired. Whether to use this option depends on your personal workflow.

Outside of this crossover the two process serve quite different purposes.

Chapter 12: Budgeting and Forecasting

Moneydance has a number of tools which make it easier to create, customize, and track your budget.

Creating a Budget

Open the Budget manager by going to Tools → Budget Manager. and select either a fixed time interval (weekly, biweekly, monthly, or annually) or mixed intervals for the budget style. Fixed and Mixed Interval budgets are discussed separately in this chapter as their operation is different. It is not possible to convert budgets between the budget formats.



Fixed Interval (New Format) Budgets

Once you have created your budget you must close the Budget Manager then click on the budget name in the sidebar to open the budget for editing.

Budget View

Three columns will be displayed – showing the previous interval, current interval, and upcoming interval for example, Last month, this month and next month for a budget with a monthly time interval.

The center column is the active time period being budgeted for. Within this you will see two columns of numbers.

The left number is the amount (either income or expenses) currently in the category.

The right number is the amount you have budgeted for the category. To set the amount, click the number on the right and enter the amount that you want to budget for that item. The number will be 0 if you have not budgeted anything for that category.

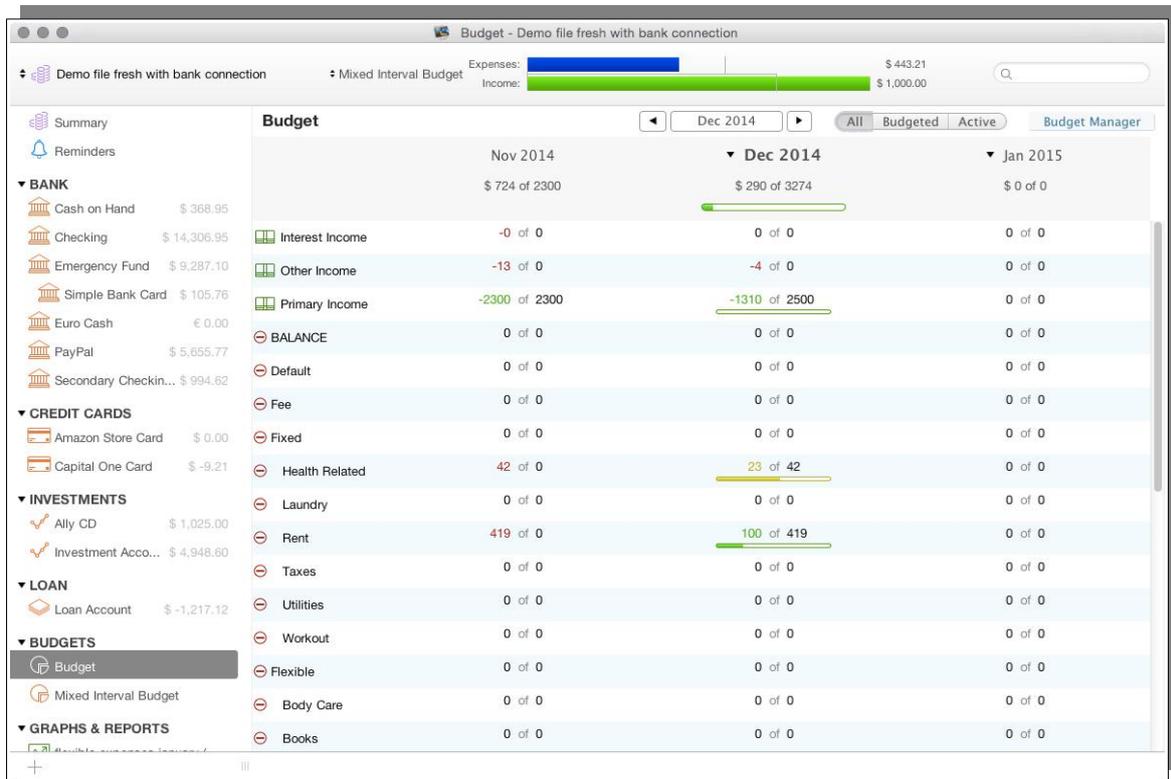
The Buttons at the top have the following effect:

All: Displays all categories in your data file. To add, edit, or delete categories go to Tools → Categories.

Budgeted: Displays only categories that you have set budgeted amounts for the

current calendar year.

Active: Displays all categories which have been used this calendar year.



Setting Budget Amounts in the New Budget Format

You can easily set your budget based on past spending by right-clicking on the heading of a one of the columns and selecting one of the following options:



Copy and rollover previous period: Sets this period's budget as the sum of last period's budget and the difference between the previous period's spending and budget. For example, if last period's grocery budget was \$200 and you spent \$150, this period's grocery budget would be \$250.

Copy previous period: Sets this period's budget as the last period's budget. For example, if last period's grocery budget was \$200 this period's grocery budget would be \$200, regardless of what your spending was in the previous period.

Use actual spending from previous period: Sets this period's budget as the amount spent during the last budgeting period. For example, if last period's grocery budget was \$200 and you spent \$150, this period's grocery budget would be \$150.

To individually edit the amount budgeted for each category click on second zero of the “0 of 0” in the budget table.

In this style of budget you specify categories to be budgeted by place a budget amount against the category.

Mixed Interval (Old Format) Budgets

After creating your budget, close the Budget Manager window, and select the budget in the left sidebar to view a Mixed Interval Budget. To edit the budget click on the “Edit” button in the upper right hand corner of the screen.

Mixed Interval Budget							Edit	Budget Manager
Amount		Category	Interval	Start Date	End Date		⌵ This month	
600.00	to	Fixed:Rent	Monthly	01/01/2013	12/31/2013		\$ 0.00	
35.00	to	Fixed:Utilities	Monthly	01/01/2013	12/31/2013		\$ 0.00	
200.00	to	Fixed:Workout	Monthly	01/01/2013	12/31/2013		\$ 0.00	
200.00	to	Flexible:Body Care	Monthly	01/01/2013	12/31/2013		\$ 0.00	
100.00	to	Flexible:Clothing	Monthly	01/01/2013	12/31/2013		\$ 0.00	
150.00	to	Flexible:Eating Out	Monthly	01/01/2013	12/31/2013		\$ 0.00	
100.00	to	Flexible:Entertainment	Monthly	01/01/2013	12/31/2013		\$ 0.00	
300.00	to	Flexible:Groceries	Monthly	01/01/2013	12/31/2013		\$ 0.00	
50.00	to	Flexible:Home Stuff	Monthly	01/01/2013	12/31/2013		\$ 0.00	
50.00	to	Flexible:Stuff	Monthly	01/01/2013	12/31/2013		\$ 0.00	
200.00	to	Flexible:Travel	Monthly	01/01/2013	12/31/2013		\$ 0.00	
2,500.00	from	Primary Income	Monthly	01/01/2013	12/31/2013		\$ 0.00	

From the Edit Budget window, press the “+” button and enter the appropriate values for each column to create the budgeted items.

Amount: Enter the amount of money you would like to budget for this category.

Category: Click on the drop-down menu to select the category you would like to budget for.

Interval: Use the drop-down menu to select the frequency at which your budget will repeat. When selecting the interval, you can also choose whether you want the time period to be prorated or not.

Start Date: Select the date you would like your budget for this item to begin.

End Date: Select the date you would like your budget for this item to end. *If you do not enter an end date, the budget will continue indefinitely.*

Total Income/Expenses: Use the drop-down menu to the left of these values to specify the time period for which you would like this information to be displayed. When you are done editing the budget, close the 'Edit Budget' window. You will see your budgeted items displayed in the main window.

Edit Budget

Budget Name:

Start Date:

End Date:

Amount		Category	Interval	Start Date	End Date
200.00	to	ATM Withdrawal	Monthly	01/05/2016	
20.00	to	ATM Withdrawal:Serv...	Monthly	01/05/2016	
100.00	to	Automotive:Fuel	Monthly	01/05/2016	
100.00	to	Bank Charge	Monthly	01/05/2016	

This month
 Total Income: £ 0.00
 Total Expenses: £ 420.00

Mixed Interval Budget Edit Budget Manager

Amount		Category	Interval	Start Date	End Date	Year to date
200.00	to	ATM Withdrawal	Monthly	01/05/2016		£ -466.18
20.00	to	ATM Withdrawal:Service Charge	Monthly	01/05/2016		£ 10.37
100.00	to	Automotive:Fuel	Monthly	01/05/2016		£ 52.54
100.00	to	Bank Charge	Monthly	01/05/2016		£ 138.26

Calculating a Budget

To have Moneydance automatically calculate a budget based on your past spending, click the Calculate button in the Budget Editor window.

The “Effective On” field is the date you would like your new budget to begin. In the Date field, select the pre-defined date range for transactions you would like to have used in the calculations. Or you can use the "Custom Date" option and specify the date range manually. The final field allows you to select the range you would like to use when calculating this budget- Annually, Tri-Monthly, Bi-Monthly, Monthly, Semi-Monthly, Tri-Weekly, Bi-Weekly, and Weekly.

Calculate

Moneydance will calculate a budget based on income and expenses for the time period of your choice.

Please select a date range that you would like to use in calculating this budget.

Effective On: 01/01/2015

Date: Year to date

Start Date: 01/01/2014

End Date: 12/23/2014

Monthly

Cancel OK

Setting Budgeted Amounts Manually

To add a new budget item, press the “+” button and enter the appropriate values for each column. You can print and copy the budget from this screen.

Budget Name: Name your budget.

Calculate: See Calculating a Budget.

Amount: Enter the amount of money you would like to budget for this category.

Category: Click on the drop-down menu to select the category you would like to budget for.

Interval: Use the drop-down menu to select the frequency at which your budget will repeat. When selecting the interval, you can also choose whether you want the time period to be prorated or not.

Start Date: Select the date you would like your budget for this item to begin.

End Date: Select the date you would like your budget for this item to end. If you do not enter an end date, the budget will continue indefinitely.

Total Income/Expenses: Use the drop-down menu to the left of these values to specify the time period for which you would like this information to be displayed.

Note that if you have an expense or income item that has an irregular interval or changes amounts throughout the year, you will need to enter individual line items for each instance, using the Start Date and Interval fields to define them. In this case you may find it easier to use the new budget format.

Edit Budget

Budget Name:

Start Date:

End Date:

\$ 200.00 monthly for everything under category Fixed:Workout

Amount		Category	Interval	Start Date	End Date
600.00	to	Fixed:Rent	Monthly	01/01/2015	12/31/2015
35.00	to	Fixed:Utilities	Monthly	01/01/2015	12/31/2015
200.00	to	Fixed:Workout	Monthly	01/01/2015	12/31/2015
200.00	to	Flexible:Body Care	Monthly	01/01/2015	12/31/2015
100.00	to	Flexible:Clothing	Monthly	01/01/2015	12/31/2015
150.00	to	Flexible:Eating Out	Monthly	01/01/2015	12/31/2015
100.00	to	Flexible:Entertainment	Monthly	01/01/2015	12/31/2015
300.00	to	Flexible:Groceries	Monthly	01/01/2015	12/31/2015
50.00	to	Flexible:Home Stuff	Monthly	01/01/2015	12/31/2015
50.00	to	Flexible:Stuff	Monthly	01/01/2015	12/31/2015
200.00	to	Flexible:Travel	Monthly	01/01/2015	12/31/2015
2,500.00	from	Primary Income	Monthly	01/01/2015	12/31/2015

+ - Total Income: \$ 0.00
Total Expenses: \$ 0.00

In this style of budget you specifically set the categories that you wish to use in your budget.

Budget Status Graph

You can also monitor your budget using the Budget Status Graph. The Budget Status Graph provides you a quick overview of your financial status compared to your budget, and will adjust automatically each time you record a change in your budget or enter a new transaction.



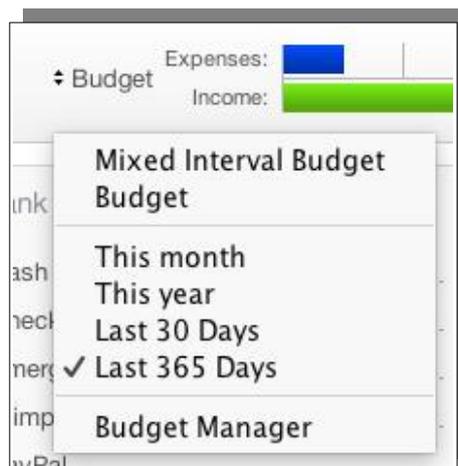
The Budget Status Graph is located at the top of the register.

You can display this feature by selecting View → Show Budget Status.

Clicking anywhere on the Budget Graph will bring up a chart of your budgeted categories.



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.



Any striped orange bar in the budget status is a "warning" indicating a problem within the budget.

If it appears on the expense side, the striped orange line shows one is over their budget for the period selected.

If it appears on the income side, the striped orange section shows one has not received the income expected for the budgeted period.

Summary Budget Bars

Budget Bars provide a detailed graphical view of how you are managing your budget. By default, once you have created a budget using Budget Manager, the Budget Bars will be automatically displayed on your Summary Page.

Select the time period you would like to monitor by clicking on the double arrows at the top of the Budget Bars.

Hovering over a budget bar will display the percentage of your budget for that category that is already spent. Hovering over the budgeted amount for that category will show the interval, time period, and budgeted total for that category. Right click on any bar to move it up, down, or delete it from the graph.

Each bar corresponds to a budgeted Category. The bar itself has several features:

Category Name: Located directly above the bar on the left.

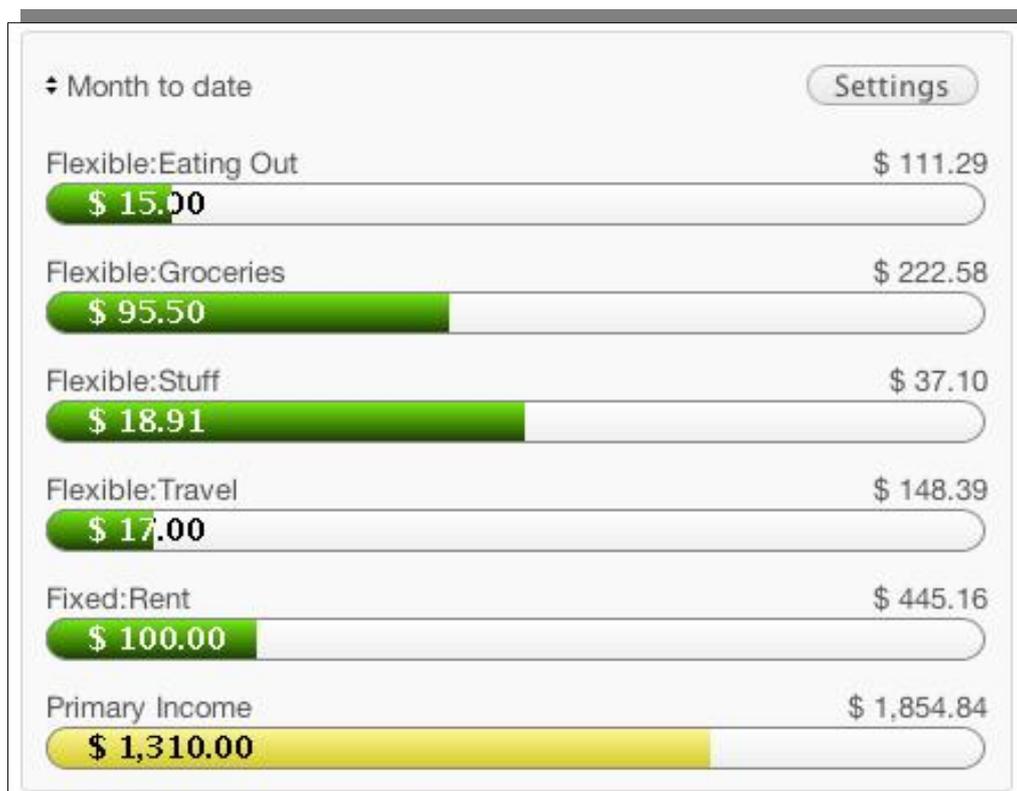
Budgeted Amount: Located directly above the bar on the right. This number represents the total budgeted amount for the selected time period.

Actual Spending Amount: Located on the budget bar at the left. This shows the current spending in this category for the selected time period.

Color: The color of the budget bar shows where you stand in relation to your budget based on a customizable color warning system.

Bar Length: Current actual spending for the selected time period is represented as the horizontal length of the colored area.

Over Budget Limit: In a budget you have overspent, a vertical line will appear in the budget bar to mark 100% of the budgeted amount.



Customizing the Budget Bars

You can customize the Budget Bars by selecting the time frame, categories and order. Click the Settings button above the Budget Bars to set your preferences.

Budget: Select which of your budgets you would like to display.

Categories: Click the Select button to choose which categories you would like to display and drag them to the “Included Items” window.

Show full category names: Check this box if you would like to see full category names displayed, such as “Bills:Electric” rather than just “Electric.”

Show income bar limit as maximum: Checking this box will track income categories as if they were expenses, so that exceeding your income budget will display as being “over” the budgeted amount. Leaving the box unchecked will display the income categories in green.

Under: Categories in which you have spent less than your budgeted amount will display in the color selected here. The default color is green.



Warning: Select the percentage of your budget to be spent before being notified that you are nearing your budget limit. You can also modify the default color (yellow) for “Warning” categories.

Over: Select the percentage above your budget required for the Bar to turn red. You can also modify the default “Over” color.

Cash Flow Budgeting

Cash Flow budgeting is where you budget for all cash items including loan repayments and other selected transfers between accounts. The budgeting in Moneydance is about budgeting for variable type expenses, it therefore concentrates on Categories. You could also refer to it as discretionary budgeting.

A primary issue with cash flow budgeting within software concerns revolving lines of credit type accounts, that is accounts like Credit Cards. The problem is that you can have an amount that you are paying down, hence would like to budget for this cash flow as you would do with a standard loan, yet you could still be using the card for everyday expenses that are in other parts of your budget, the issue is how do you separate these, within the one account and potentially one transfer to the account that covers both but without double counting.

Users have developed various methodologies to extend the existing budget model to provide for a cash flow budgets the following method to create a cash flow budget for use with loans. It requires an extra entry for each transfer between accounts – like for example a mortgage payment which is usually a transfer between a bank account and the loan account.

The method presented here can be used to budget a variety of transactions, plus it minimizes the number of transactions in your register.

Essentially you set up a budget category for each type of transfer that you want to include in your budget plus a single contra category to offset the amount. You post entries to these for each loan payment you make or transfer you which to budget for, for example regular planned savings.

This method also keeps the transactions isolated in one set of entries, so it is relatively compact, the steps involved are:

1. Create an expense category with a unique name for the transfer or loan payment you want to include in your budget.
2. Create another expense category to act as the contra which you will use as an offset, you may even name it "Contra" but you can call it anything that makes sense to you.
3. Add your new budget category to your budget.
4. Now when you enter the transfer transaction, click on the split option in the category field, and add two additional splits. These will be in addition to the normal account transfer category which just shows the account receiving the funds which will be listed first. In the first extra transaction split just repeat the amount of the transfer with the new unique transfer category then in the second extra transaction split use the "Contra" category to offset the extra amount you added.

Now the transaction will show the transfer that you need and the budget will capture the activity from the expense category you added. You can memorize the transaction with the splits and just set it up as a reminder so you do not have to repeat the process. The reason for using two expense categories is that they will offset each

other so that the overall expense are not overstated since the budget categories will cancel each other and give a net zero amount is zero within the greater account set.

The transactions will look like:

Edit Splits			
Memo	Category Tags	Payment Rate	Deposit Foreign Am
Loan Repayment	Loan Account	80.00	
Loan Payment	Budget Entries:Loan Payments	80.00	
Offset Entry	Offset Amounts		80.00

Date: 04/11/2021 Loan Repayment

Payment: £ 80.00 Deposit: £ 0.00

Foresight

The primary purpose of Foresight is to predict your future spending, as part of this it also compares your actual past spending with what was planned. Foresight has two modules, these are introduced below.

Forecast

See how much money you'll have in the future.

Review

Keep your spending under control and on track.

Transaction Reminders

Foresight uses transaction reminders to project your future spending and to review your past spending.

Transaction Reminders are a feature provided by Moneydance. You set up a reminder for each income, expense or transfer transaction that you want to be reminded about. They could be for a one-off transaction or for something regular like a paycheck or a utility bill. They are very closely related to items that you would configure in a Moneydance budget. Every budget item should probably have a corresponding transaction reminder.

Budget Items vs Transaction Reminders

Budget items and transaction reminders are very closely related but budget items are from a different side of the family. Any item you can add to a budget you can represent as a transaction reminder. A reminder contains all the same information

but it has extra capabilities that can make them more useful. In fact, the Foresight Review functionality, which is based on transaction reminders, can take the place of budget items.

Transaction Reminders can Offer Advantages

The advantages that transactions reminders can have include:

- Transaction reminders allow you to specify which account the transaction is associated with. This makes it possible to forecast account balances.
- They have a more flexible scheduling feature. For example, maybe you buy groceries every 4 days.
- They can be displayed on a calendar or list on the summary page to see the exact day the transaction will take place.
- They can be entered automatically into the account register at the right time.

Create Transaction Reminders For Everything

To really get the most out of Foresight, create transaction reminders for everything you expect to be coming in, going out or moving between accounts. Everything. Even if its a one-off transaction. Even if it varies a little in frequency or amount. The closer your transaction reminders represent the reality of your transactions the more accurate Foresight's predictions will be.

To read more about transaction reminders, including how to create them, see the section in this manual on Transaction Reminders.

Forecast

The Forecast shows you when you'll be able to buy that thing you want to buy.

When you create transaction reminders for all your expected income and expenses, the Foresight Forecaster can generate a cash flow forecast showing your account balances into the future. For some, this is the most valuable feature that personal financial software can provide. The recording of transactions and the managing of budgets are necessary functions but the ability to see how your spending affects your future is where some of the real value lies.

Getting Started

Create Transaction Reminders

The generated forecast is based on Transaction Reminders and transactions in account registers with a future date. Begin by creating Transaction Reminders for everything you expect to earn and everything you expect to spend. The more accurate they are the better but it doesn't matter if you have to take a rough guess to start with and refine the numbers over time.

Configure a Forecast

Open the Forecaster from the Moneydance main menu: Tools -> Foresight Forecast. Select from the available accounts the ones you want to see a forecast for, choose the Future Period and click Calculate.

Features

Chart View

The chart view gives a visual representation of your account balances over time. This is the standard view access via the Foresight Forecast menu item.



Transactions View

This view contains a table of all the transactions that will occur during the selected future period.

Categories View

This view contains a breakdown of your projected income and spending in each category, displayed in a tree table that matches the hierarchical structure of your categories.

Summary Page Widget

The summary page has provision for two Foresight graphs, these are Foresight and Foresight – Reminder Review. To set the display options for these from the Moneydance main menu choose File → Preferences..., → Summary Page.

Save Forecast Configurations

You can save any number of configurations to be displayed again later. For example, you might want to view a forecast for your 'working' accounts to make sure you leave enough in them to pay the bills and then you might want a separate view for your savings or investment accounts or maybe a view that shows your net worth.

Account Markers

Some accounts have an amount that is significant in some way. A credit card has a maximum credit limit. A savings account may require a minimum balance in order to earn interest. The Forecaster allows you to create markers that will be displayed as horizontal lines on the chart so that you can easily see if you are going to go over your credit limit.

Credit Card Reminders

Transaction Reminders allow you to specify that a transaction of a fixed amount occurs on some configured frequency. But if you pay off your whole credit card balance each month the payments are seldom the same amount. There's no way to create a Transaction Reminder that can figure out what that amount will be each month. But when you tell the Forecaster what your statement date is, what your payment date is and which account it gets paid from it can then figure out what your payment will be and add a 'transaction' into your forecast.

Note: This is only reliable if you pay off the whole statement amount each month. It is unable to work out the correct amount if you make a partial payment.

Export to CSV

A forecast can be exported and saved as a CSV file on your computer which you can then load into a spreadsheet program for different types of analysis.

Reminder Summary

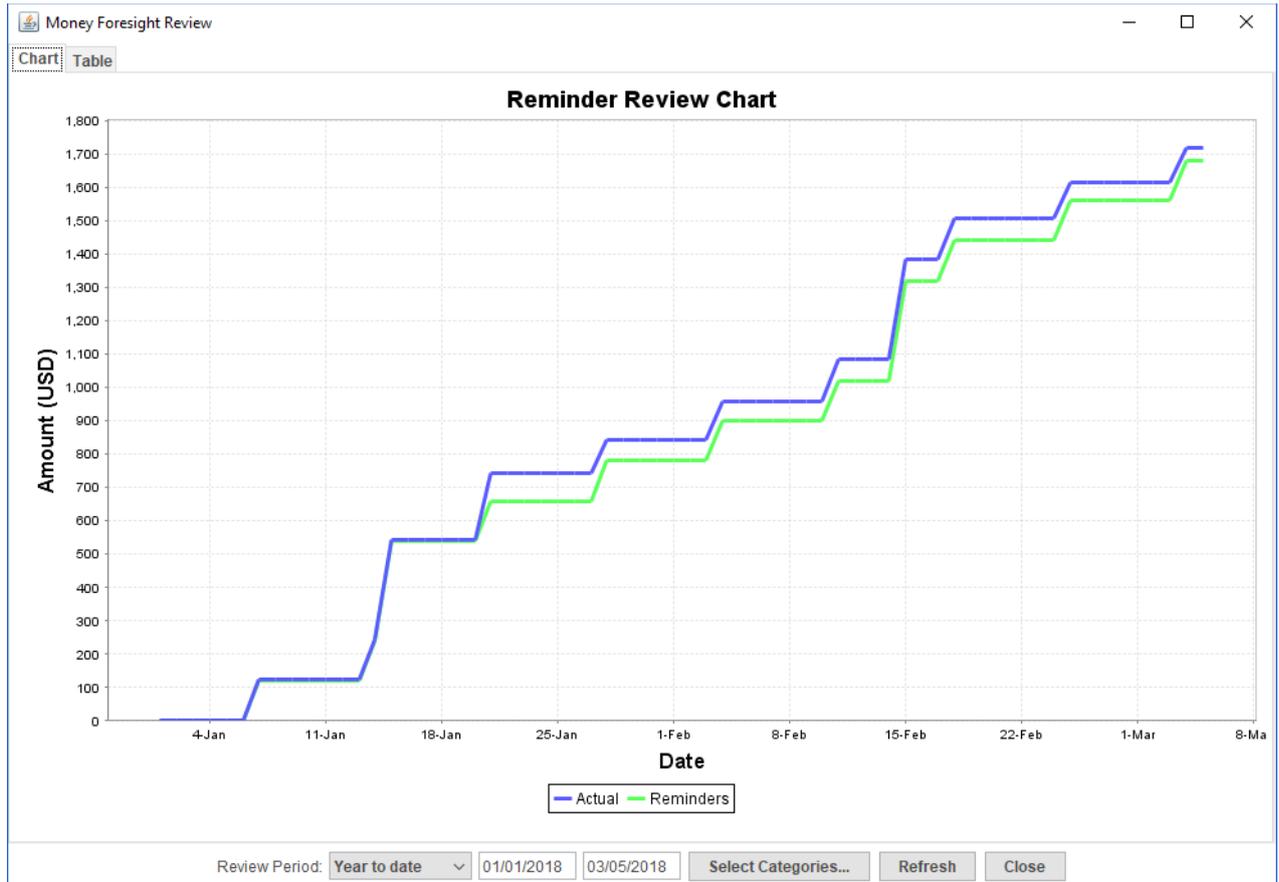
This is a table view that lists all the reminders you have configured.

Reminder Review

The Reminder Review feature shows you if you are overspending. You can access this by Opening the Forecaster Review from the Moneydance main menu: Tools -> Foresight Review.

When your budget is setup as transaction reminders, the Reminder Review can show you if you're on budget by comparing your actual spending over a given period in the past against your transaction reminders for that period.

You can see the result on a chart like this...



and/or in a table like this...

Money Foresight Review

Chart Table

Category	Reminder	Actual	Diff	Reminder (inc. subs)	Actual (inc. subs)	Diff (inc. subs)
Sample Finances	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,680.00	\$ 1,716.00	\$ 36.00
Automotive	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Bank Charge	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
• Interest Paid	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
• Service Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Bills	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	\$ 600.00	\$ 0.00
Business	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Cash Point Withdrawal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
• Childcare	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Education	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Healthcare	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Holiday	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Home	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Insurance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Investment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Loan	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
• Miscellaneous	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Personal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,080.00	\$ 1,116.00	\$ 36.00
Pet Care	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Tax	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Review Period: Year to date | 01/01/2018 | 03/05/2018 | Select Categories... | Refresh | Close

Getting Started

Create Transaction Reminders

Create a transaction reminder for everything you spend money on. Everything. You can even create a reminder for an expense that only occurs once. For anything that doesn't deserve a reminder of its own, you can create a single 'miscellaneous' reminder to cover them all.

Configure the Review

Select Categories

Open the settings dialog to select the categories you want to include in the review. Select everything to begin with. You can refine later once you become familiar with how the review works.

Select a Past Period

You have a lot of options to choose from but I recommend going for one of the options that shows you a sliding window, e.g. 12 months ago, 3 months ago. At any point in the year it will show you the preceding number of months. This gives a good picture of how well you are managing to stay on track. If you select something like 'Year to date', things might look good at the end of January but that could be masking a December blowout.

Another Budgeting Option

Moneydance Budgeting provides two ways to do budgeting. Foresight offers a third option that offers you a different approach.

Why Another Option?

Foresight started out with just forecasting functionality. The Reminder Review feature was added as a way to verify the accuracy of the forecast. If your reminders aren't in line with your actual spending then you cannot trust the forecast. So the review functionality was intended to show where reminders needed to be adjusted. But it does an equally good job of showing where your spending needs to be adjusted. And that is essentially the purpose of a budget. It shows you where your spending needs to be adjusted to keep you on track. So as it turned out, the review functionality can perform a similar function to a budget and some may find it preferable.

Why it may suit you better

Foresight uses your configured Transaction Reminders to generate a forecast or review. Transaction Reminders are similar to budget items that you would set up in a Moneydance budget. They both indicate an amount, a category and a frequency. But that is about as far as a budget item can take you. Transaction Reminders can take you further.

Given the displays Foresight generates it may give you a more suitable way to manage your finances, reasons for this are discussed below.

Categories are Hierarchical

Expense and income categories can be arranged in a tree structure. The Reminder Review displays them in this same structure and aggregates totals at each level. This is useful if you don't care too much about where money is being spent in a given sub-tree as long as you don't exceed a total.

For example, you may have a Food category with subcategories of Dining Out and Groceries. If you go out to eat more often, you'll spend less on groceries. You may be over budget on one and under budget on the other but as long as they balance out it makes no difference.

No Need for Prorated Budget Items

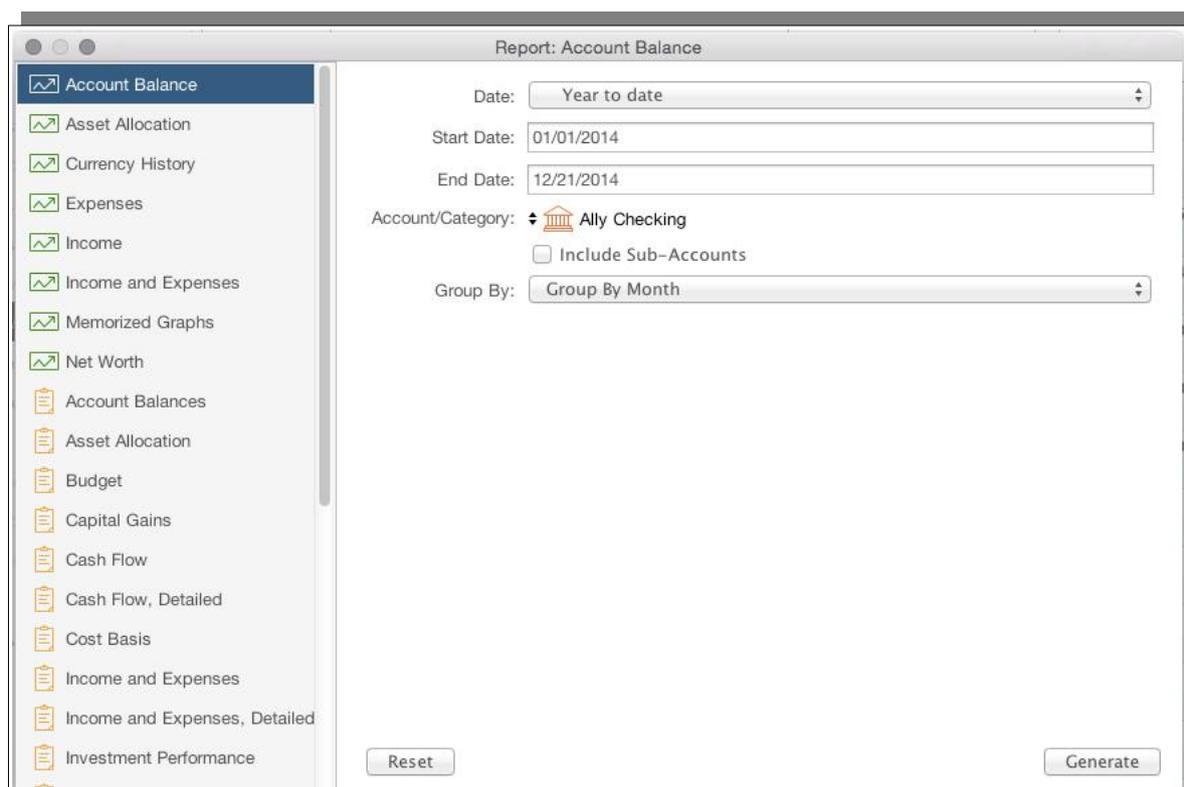
With the mixed interval budget, if you have a budget item that occurs less frequently than the budget period you are viewing, you can choose to treat it as a prorated amount. Let us say you have an annual expense but you want to view 'this month's' budget. If this month happens to be the month that the annual expense occurs then it's going to look like you are way overspending this month. Unless you specify the budget item as prorated. But then for 11 months of the year it will look like you are under spending a little.

A Transaction Reminder knows exactly which day of the year the expense occurs so it doesn't suffer from that problem.

Chapter 13: 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 create 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. You can also access graphs and reports from the sidebar.

Moneydance cannot print any attachments that you have, the only way of printing these is to double click on the preview icon and print using the program that you view the attachment in.

Graph Types and Uses

The following graphs are available in Moneydance.

Account Balance: Displays the balance of one 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.

Asset Allocation: Displays the division of your assets, including securities, cash, and other assets.

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.

Expenses: Displays a selection of expense categories over a period of time. You can choose to display expenses incurred from all accounts or a subset of accounts. This graph can display expenses grouped by different time periods including Day, Week, Month or Year, can be filtered by tag, and displayed as either a stacked or cumulative graph. You can also limit the graph to display the Top "x" number of expense categories, by spending.

Income: Displays a selection of income categories over a period of time. You can choose to display income which passes through all accounts or a subset of accounts. This graph can display income grouped by different time periods including Day, Week, Month or Year, can be filtered by tag, and displayed as either a stacked or cumulative graph. You can also limit the graph to display the Top "x" number of income categories, as sorted by amount of income.

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 a subset of accounts. This graph can display income and expenses grouped by different time periods including Day, Week, Month or Year, and can be filtered by tag.

Net Worth: Displays your net worth over a certain time period in terms of a currency of your choice. This graph can be customized to include all accounts or a subset of accounts. This graph can display your net worth grouped by Day, Week, Month or Year.

Security Performance: Provides a graph of prices or value of select securities. The graph can be grouped by various time periods.

Memorized Graphs: (Only available using the Tools → Graphs and Reports menu) 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.

Working with Graphs

Right click (CTRL-click for Mac) anywhere on a Graph will bring up a sub menu containing the follow options:

- Properties ...
- Copy
- Save As ...

- Print ...
- Zoom In
- Zoom Out
- Auto Range

Most items are self evident.

The Properties options is the one that allows you to change the look of the Graph. There is no standard set of options here as what is available will depend on the nature of the graph, i.e whether it is a pie chart, a line chart, an area chart etc.

This is the place to investigate when you wish to change the look of a graph.

For example to change the range of the “Y” axis to always start from 0 on a line chart the process would look like:

1. Click the 'Plot' tab.
2. Click the 'Range Axis' tab.
3. In the 'Other' section, click the 'Range' tab.
4. Untick, the 'Auto-adjust range' checkbox.
5. Set the 'Minimum range value' to 0.
6. Click OK.

The Y-axis should now begin at 0.

Report Types and Uses

The following reports are available in Moneydance.

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

Asset Allocation: Displays the division of your assets, including securities, cash, and other assets, and can be grouped by time period.

Budget: Displays your budget performance for any given time period. You can also choose to include categories not defined in your budget, and/or to include items with zero actual and budgeted amounts.

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

Cash Flow: Displays income earned and expenses incurred for a given time period for all or a sub-set of accounts. This report can be grouped by time period and filtered by tag, and displays the total for each account but not transaction details.

Cash Flow, Detailed: Displays the same information as the Cash Flow report, but

includes the transaction details.

Cost Basis: Displays the cost basis of 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.

Income and Expenses: Displays a summary of your income and expenses. You can specify which income and expense categories to include in the report, as well as the source accounts. This report can be filtered by tag, grouped by a time period, and can be set to include liability/loan accounts.

Income and Expenses, Detailed: Similar to the Income and Expense report except that it also lists the individual transactions that make up the totals.

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.

Investment Transactions: Displays investment transactions, with numerous subtotaling options.

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

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.

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.

Reconciliation: Generates a reconciliation report of transactions at a specified date. Showing uncleared and optionally reconciling transactions.

Security Price History: Report displays prices for one or more securities from Moneydance's price history.

Tag Summary: Displays a summary of all transactions marked with a particular tag. A sub-set of accounts can be selected, and the report can be grouped by time period.

Transactions: Displays transactions for one or all accounts for a specified time period. Settings include the option to include transactions for sub-accounts, filter transactions by tag, display memos, or sub-total the transactions by day, week, month, year, account, payee or check number.

Transaction Filter: A highly customizable report. If the "And (Intersection)" box is checked the report will display transactions which meet ALL of the report criteria, if the "Or (Union)" box is checked the report will display transactions which meet ANY of the report criteria.

Transfers: Displays the movement of funds between selected accounts, offering filtering by tag and grouping by week, month, quarter, or year.

Transfers, Detailed: Similar to Transfers report, but breakdown displays individual transactions instead of just account/category totals.

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 (see below for how to memorize a report). 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.

Working with Reports

The reports, as provided, are a template. The majority of the customization that you can perform with reports are set through the Parameters screen, accessed via the Edit Button at the top of the report window. The parameters that can be changed are determined by the report in question, there is not a standard set of parameters across all reports.

For example it would not be logical to have "Group By" options for those that report on individual transactions. The "Group By" option is restricted to those reports that provide totals only.

Other options that can be changed are:

- Font to be used when printed – set via the Preferences menu.
- Width of columns – set by clicking and dragging on the header divider.
- Order of columns – set by dragging the column header to the desired position.

It should be noted that any changes in the order of columns will not be memorized.

At times you may get unusual results with the reports, often this can be attributed to previous settings that have been used. It can be a good idea to use the Reset button before you start developing a report, in order to reset all parameters to their default values.

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 Summary, and individual memorized reports can be added to the sidebar by clicking the + button at the bottom of the

sidebar.

The memorized name will be used as the title of your report.

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.

There have been reports of not being able to update memorized reports at times, if you should encounter this try the following approach:

1. Open the Memorized report from the left side bar. Click 'Edit'.
2. Set the report's parameters the way you want them. Click OK (to close the parameters window).
3. Click Edit → OK (To open and close the parameters window without making any changes).
4. Click Memorize → Update.

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 also contain a "Copy to Clipboard" button to more easily transfer data to a spreadsheet.

Tax Related Reporting

Both the Income and Expense and the Income and Expense (Detailed) reports can be used for tax reporting. If you have created income and expense categories designated as Tax Related and/or created Transaction Tags referencing taxes, you can use these as criteria for generating reports.

Once you have marked income and expense categories as Tax Related, you can use the "Only Tax Related" filter in the Income and Expense and Detailed Income and Expense reports. This will allow you to produce reports showing all your tax related items for any time period you choose.

These two reports also allow you to specify to use the Tax Date as the basis for the Date range when generating the report.

Entering Transactions for Reporting Purposes

There are various reasons that the data you may want to include in reports is not in

Moneydance, these can include:

1. You are only recording data at a higher level rather than the detail that would give the reporting data needed.
2. You own investments like Mutual Funds which pay distributions which are recorded but the reporting data comprises multiple discrete items.

With Moneydance offering a great deal of flexibility we have the capability to enter transactions that can be used for reporting purposes but being based on accounting rules we need to use transactions that meet these rules.

Other sections of this document have details on entering specific types of transactions for reporting purposes.

The following sections suggest some more general approaches for recording transactions so that they can be reported on, yet not impact the value of the accounts.

Entering Transactions in Standard Accounts

You may have an instance where you receive a net payment on a periodic basis but you need to report some yearly figures that you only receive in a yearly statement, yet the source of these funds is not represented by an account in Moneydance that the funds can be drawn on.

The monthly payments you have the details of as you would be recording and categorizing these as they come into Moneydance, the ideal is to incorporate all the data into Moneydance so that you can produce a comprehensive report from the software, rather than taking the data from the Moneydance report and then incorporating some more data afterwards, but in many instances you do not have the monthly data needed to be able to derive a gross total so that you could handle it similarly to how you do with salary and wages.

It is possible to achieve the objective we want, we use an element that you use with Salary and Wages type transactions plus a very deliberate category set up.

For the purpose of an example assume that we receive an annuity payment on a monthly basis, the payment is taxable, we obviously receive the net amount but the amount of tax that has been paid is only reported to us in a yearly taxation report.

A suitable category structure would be:

- Income
 - Annuity
 - Received
 - Tax Credit
- Expense
 - Annuity Tax Paid

The indentation shows the Category/sub-category structure. The structure is

significant and that will be used in the reporting to generate totals for us. It is best to ensure that you use unique category names in all instances, while Moneydance, will, for example allow you to use the same name in different places, it has been noted that this can be problematic.

You record the Monthly payments that you receive against the category Annuity:Received

You then set up a split transaction to record the tax paid.

For the first transaction in the split you record the Tax paid with the Expense category Annuity Tax Paid as a payment. The second transaction in the split you again record the tax paid but this time you record it as a deposit against the Income category Annuity:Tax Credit. What has been done here is to record the tax payment and at the same time show it as a tax credit. Recording the transaction like this does not affect the account balance as the overall transaction has a zero value

It is not necessary for this transaction to be in a specific account so it could be placed in any convenient account as desired, it is suggested that the best place for such a transaction would be in the account the annuity is held in.

Entering Transactions in Investment Accounts

Investment accounts function differently to other account types in Moneydance, we are able to use a DivXfr action to record transactions for reporting only purposes.

The method used here requires an Income category for the recording of such transactions. I've created one called Taxation:Investment Reporting.

For the actual recording of the reporting amount you either use existing categories or create ones as needed.

For example with Mutual Fund distributions the actual income received could be split across such categories as Interest, Dividends, Rent Received, Foreign Income etc.

The method for reporting of these amounts for reporting purposes is straightforward. The significant fields and their values are:

- Action: DivXfr.
- Transfer: Taxation: Investment Reporting.
- Category: the income category for the transaction.

Other fields are completed as necessary.

It may be noted that all the categories used in this example are on the Income side. This is a deliberate choice. To return to our example of a mutual fund, you could have assigned distributions to a category like Mutual Fund Distributions and be reporting on these, to then include data on specific categories is double counting, by having the Taxation:Investment Reporting category as an Income category will offset the individual items as this amount will be negative and thus preserve the totals.

The examples given are not intended to be exhaustive, but rather as a basis to develop the transactions that may be needed, for example, the above examples

concentrate on Income items but can be adapted to cover Expense items.

Transaction Printing

There are a number of ways you can print transactions, the method to use is often determined by what you need printed:

1. If you want the complete register you can use the menu command File → Print Transactions.
2. If you want transactions for a range of dates you can generate and print a Transaction Report.
3. If you want transactions based on a more complex criteria you can use the Transaction Filter report.

Chapter 14: Multi-Currency Support

Cross-Currency Transactions

Moneydance was designed to provide a way to deal with multiple currencies in an easy and flexible manner. By default a new Moneydance data file contains several dozen currencies making it easy for you to get started with Moneydance, or simply to track spending on a trip out of your home country. In the instance where a transaction occurs between an account in one currency and an account or category in a different currency, Moneydance will default to the current exchange rate.



12/21/2014	Check#	ATM Withdrawl in at Heathrow	GBP cash	100.00	
	<input type="checkbox"/> Apply VAT	Memo	Tags	0.6361	63.61

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 using the indicator rate held in Moneydance. If you would like to use a different exchange rate, enter the needed information in the “Payment” or “Deposit” field. For example suppose your exchange rate is 1 USD buys 0.88 Euro you enter this as 123×0.88 and the software will perform the calculation and place the amount in the field.

Adding, Editing, or Deleting Currencies

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 (cryptocurrencies, gold bars, or jellybeans) using an account in Moneydance. To automatically update your currency history, install and run the Quotes and Exchange Rates Updater extension.

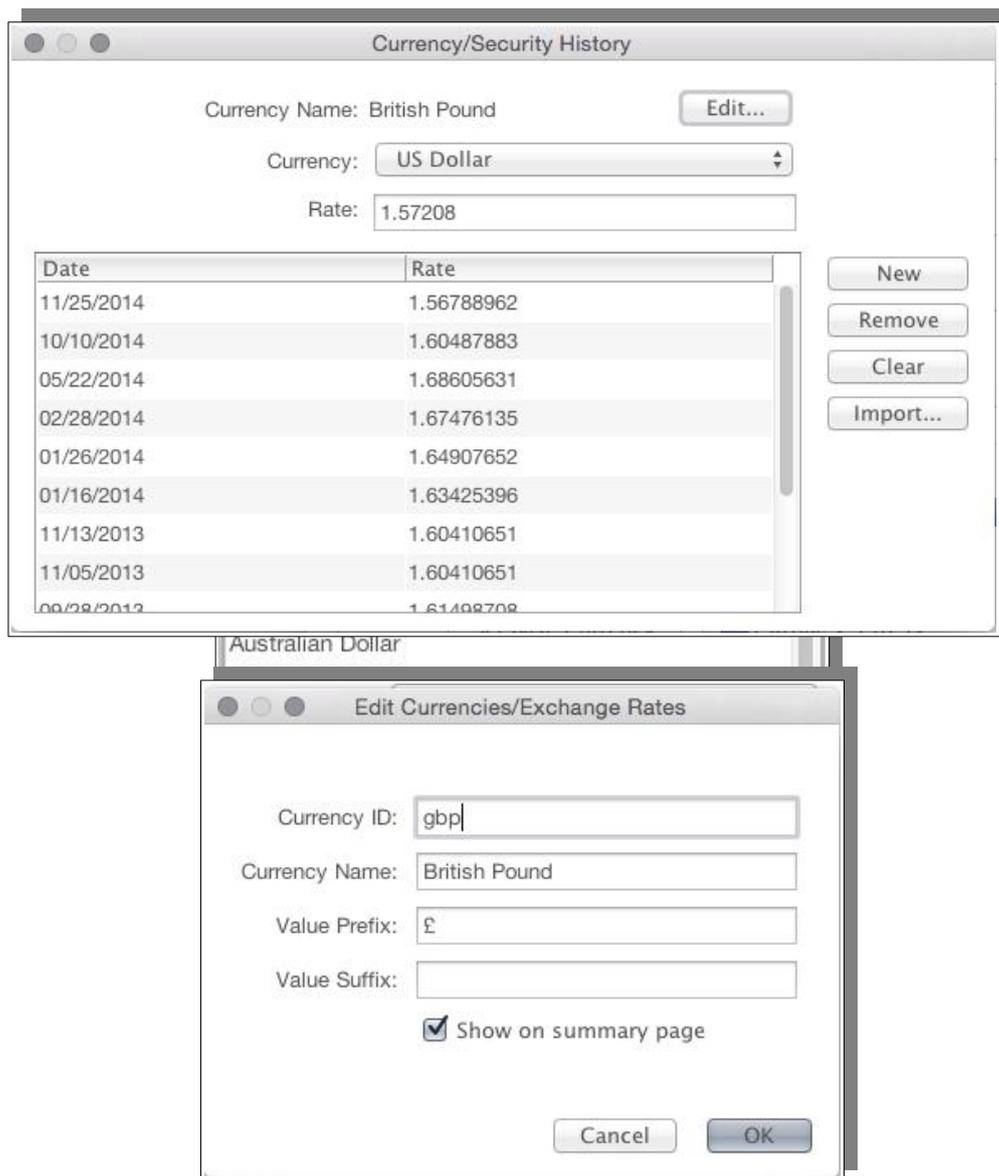
To view and edit the list of currencies in your data file in the menu bar go to Tools → Currencies.

To add a new currency, click the + button.

To delete a currency highlight the currency and click the “-“ button. You cannot delete a currency which is involved in any transactions in your data file.

Double click on a the currency’s name to view the current and historical exchange rates.

To change the Base Currency of your account set, highlight the desired currency and click the “Set Base Currency” button. While this will change the base currency of your file, and the default currency of new accounts or categories your create, it will not affect the currencies of existing accounts and/or categories.



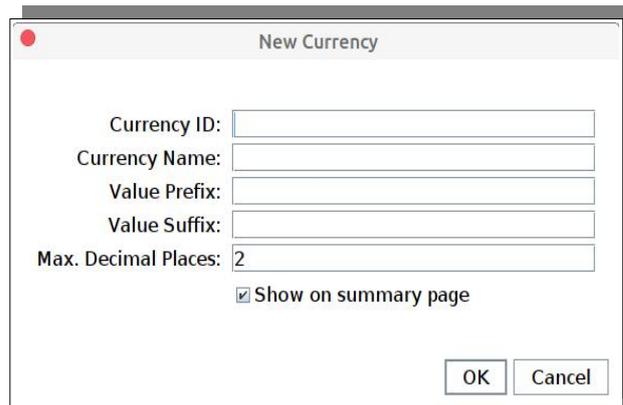
From here you can add or remove historical exchange rates, import a set of historical exchange rates, or clear all exchange rates. Click the Edit button to change the Currency ID, Currency Name, Value Prefix (such as £, €, AU\$, etc) of the currency.

Currencies and Decimal Places

Once a currency has been created the number of decimal places cannot be changed.

Clearly the best option is to create the currency with the desired number of decimal places before it is used, or if it has already been defined to delete and recreate the definition.

When you click on the “+” button in the Edit Currency dialogue, you will be presented with the following:



The image shows a dialog box titled "New Currency". It has five input fields: "Currency ID:", "Currency Name:", "Value Prefix:", "Value Suffix:", and "Max. Decimal Places:". The "Max. Decimal Places" field contains the number "2". Below the input fields is a checkbox labeled "Show on summary page" which is checked. At the bottom right of the dialog box are two buttons: "OK" and "Cancel".

The default decimal places is 2 but you can set the desired number.

The Currency ID is the 3 character ISO currency code for the currency

Using the Search Box as a Currency Calculator

The Search box also functions as a currency calculator. Simply enter a number followed by a currency ID (such as GBP, EUR, USD etc) and the calculator will translate it into all other currencies in your data file. To edit the currencies currently in your file go to Tools → Currencies. Currency exchange rates are only available if you have one of the download Extensions installed, or have manually entered/imported exchange rates.



Importing Exchange Rates into Moneydance

Moneydance can import CSV files containing Exchange Rates if they are in the following format:

```
Date,Close
5/05/2019,1.87624301099478
8/04/2019,1.83604149453778
6/04/2019,1.83452577508714
2/04/2019,1.84362382699434
```

Note we have a header line but do not have quote marks around any text. We have used the comma as the field delimiter as is traditional with CSV files. The decimal point has been used in the exchange rates and the slash in dates. The header line is required. The date format used is MM/DD/YYYY. Each currency must be in a separate file.

The structure is simple, however there is one factor that must be remembered and that is how Moneydance holds exchange rate data.

In simple terms you generally see exchange rates quoted in the form of:

1 unit of local currency = X units of the foreign currency

So to quote an AUD to GBP exchange rate from an AUD perspective you would expect to see:

1 AUD = 0.53298 GBP

However Moneydance holds exchange rate data in the form of

X unit of local currency = 1 units of the foreign currency

So to quote an AUD to GBP exchange rate from an AUD perspective in this format you would see:

1.87624301099478 AUD = 1 GBP

Hence the value you see in the extract given above.

The calculation required to calculate the required rate from what you normally see is a simple one, it is:

$$\text{Close} = 1/\text{Rate}$$

Once you have a suitable CSV file to import each currency you have into Moneydance you can use the following method.

1. Follow the menu path Tools → Currency to open the Edit Currencies/Exchange Rate Window.
2. Double Click on one of the currencies you have rates to load for.
3. Select the IMPORT button in the Currency/Security History window.
4. Select the 'Import from File' option and click on Import.
5. In the Explorer Window select the CSV file to import.
6. Select OK and the data should import.

You need to exit the edit window and reenter the screen to see the rates that were added.

Repeat steps 1-6 for each currency you need to import.

Chapter 15: Setting up VAT/GST

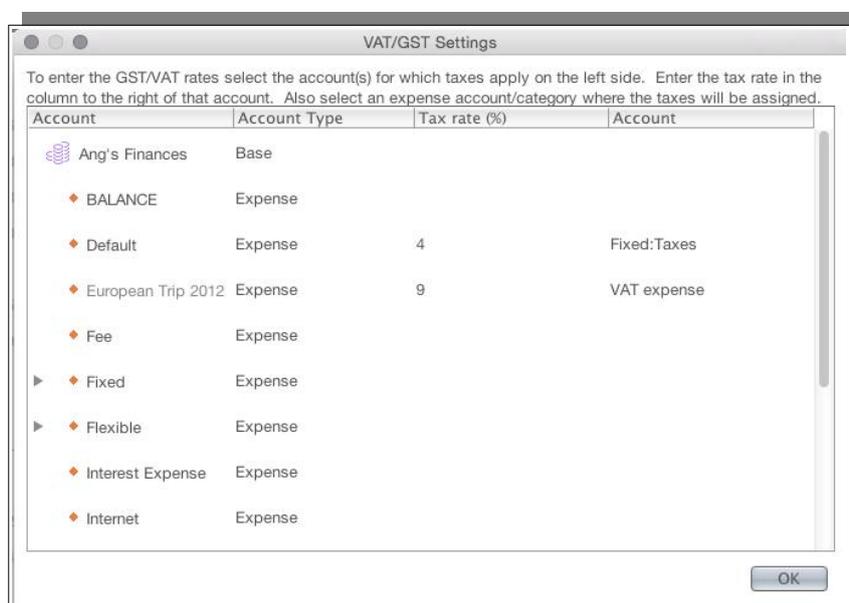
A Value Added Tax or a Goods and Service Tax may be used in some countries as an indirect form of taxation i.e. not a tax on income. They are often used in place of taxes like wholesales taxes and other inefficient forms of taxation. Broad based consumption taxes are used also as a way of ensuring that taxation cannot be avoided. Different rates are often used on different classes of goods e.g. luxury items.

To use VAT/GST in Moneydance you firstly need to enable VAT/GST support in Moneydance's preferences and then restart Moneydance.

Setting VAT/GST Tax Rates

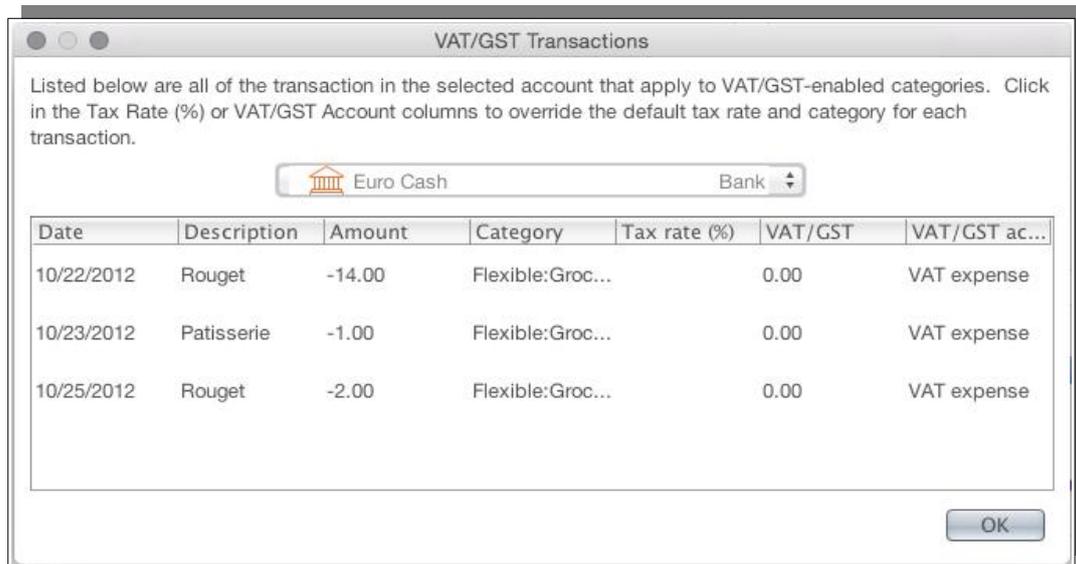
After restarting Moneydance you will need set the VAT/GST rate for each category. You can do this when creating categories, or view and edit all VAT/GST rates through the Tools → VAT/GST Settings menu. This will display a table where you can enter the tax rates for each category, as well as the category to which the taxes will be assigned.

Once a category has been assigned a tax rate and tax category, any new transactions that are 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 appropriate 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. This window will only display VAT/GST transactions for

one account at a time, so you will need to repeat the process for each bank account, credit card, etc which has VAT spending.



Recording GST Incurred on Capital Items

As it has been seen GST in Moneydance concentrates on categories, in other words on expense items. However as the term implies it can apply to all goods and in some cases these could be capital items, in Moneydance you may be maintaining the value of these in an Asset Account hence the purchase may be funded via a transfer from another account and you would not have an option to record it to a category subject to GST.

Based on some elementary testing the following method may give the sort of reporting that is required.

Two categories were created, one called GST Paid, the other Asset Purchases. The Assets Purchases was set up to be a GST category with tax amounts going to GST Paid.

Then a payment from a bank account to the Asset Purchases category was recorded.

In an asset account created a deposit was entered drawing on the Assets Purchases category but ensuring that "Apply GST" was deselected.

From what has been observed it appears the reporting is correct.

Chapter 16: Customizing and Preferences

Moneydance Summary

When you first open Moneydance you will see the Moneydance Summary in the main panel of the Moneydance window. You can add, delete, and arrange the Summary modules by going to Preferences → Summary. You may have the Sidebar plus zero, one or two other columns. Depending on where you place the modules.

It is only possible to change the width of the sidebar, the other one or two columns will adjust to fit the remaining space.

Sidebar

The Moneydance sidebar is located on the left side of the Moneydance program window, and can make it easier to see and access information you use frequently. Turn off the Side Bar by selecting the “Hide Side Bar” option on the View menu.

By default, all your accounts will appear in the Side Bar.

Click on the Summary button to return to your Summary, or Reminders to see your Reminders calendar.

Removing an item (account, category, graph, budget, report, etc) from the sidebar DOES NOT delete or affect the functioning of that item.

To add or remove items from the sidebar, click the + button at the bottom, then the “Advanced” button.

You can also remove an item from the sidebar by right clicking (or ctrl+clicking on a Mac) on the item in the sidebar and selecting “Remove from Sidebar”.

Accounts are grouped by type.

To expand or collapse a group of accounts, click the small arrow to the left of the heading.

Open in a new window by double-clicking or ctrl+clicking (or right-click on a 2 button mouse).

Re-size by dragging the right edge of the sidebar, or using the “grab-bars” at the bottom right of the sidebar.

Within a group accounts are listed in Alphanumeric order, the order is not user settable.

Setting What File to Open

The default option in Moneydance is to open the last used data set (file). If you prefer you can set Moneydance to open to the Welcome Screen where you can then select what data set (file) to open.

To select this take the menu path Window → Welcome to Moneydance and change the When Starting option to Open This Window.

Setting Your Preferences

Selecting the Moneydance → Preferences menu (or File → Preferences on Windows and Linux) brings up the preferences window. Preferences fall into 6 tabs: General, Network, Check Printing, Printing, Backup and Summary.

General

Show Full Account Paths: Left unchecked the account path “Bills:Electricity” would appear as “Electricity”.

Register Follows Recorded Transactions: Register will scroll to new transactions as they are entered.

Use VAT/GST: Tells Moneydance to automatically split any transactions that have associated VAT/GST rates into two categories, one to reflect the purchase cost and one for the VAT/GST. Edit the VAT/GST rates by clicking Tools → VAT/GST Settings.

Case Sensitive Auto-Completion: Only match previous transactions that begin with the exact text that has been typed in the Description field.

Auto-Insert Decimal Point: When checked, values such as “1234” will be interpreted as “12.34”, always putting two digits after the decimal point.

Auto-create New Transactions: After entering a transaction a new transaction entry window will open.

Separate Tax Date for Transactions: Allows two dates to be entered for each transaction, one for your records and one that can be used for taxes.

Show All Accounts in Pop-up: If left unchecked, accounts with the “Hide on Summary Page (if balance is zero)” option checked and income/expense categories will not be in the pop-up list available at upper left the Moneydance window. Inactive accounts are never visible in the pop-up.

Beep When Transactions Change: Makes a cash-register sound when a transaction is entered.

Show Selection Details: You can choose between “In main window” or “In separate popup”. This setting can be useful with selection that resize columns. One notable example of setting this to in a popup is that the Confirmation side bar will hover over the register rather than resizing the columns of the register.

Side Bar Balance Type: Choose between “Current Balance”, “Balance”, and “Cleared Balance”. See the section on Standard Registers & Transactions in Chapter 5 Standard Accounts for more information on balance options.

Date Format: Choose between several date formats.

Decimal Character: Choose decimal or comma.

Locale: Select your locale to alter language and spelling.

Fiscal Year Start: Set a fiscal year with a start other than January 1.

Check for Updates: Sets your preference for update checking, options are: Don't check for updates, Stable Updates Only, Preview/Beta Updates.

Appearance

Theme: Allows you to use one of the built in Themes or to create your own custom theme. Refer to the Chapter 17 Appearance.

Font: Sets the font to be used for text in heading, transactions registers etc.

Numeric Font: Set the font to be used for transaction amounts, account balances etc.

Printing Font: Sets the font to be used in printed reports.

Font Size: Select a font size for the Moneydance display.

Network

The details provided here are for completeness of this section. More details can be found in Chapter 8 Online Banking.

Automatically Download Transactions in Background: Initiates transaction download for all Direct Connect enabled accounts upon program start.

Automatically Merge Downloaded Transactions: Automatically merges and categorizes transactions downloaded through direct connections, or imported from your bank's website.

Mark Transactions as Cleared When Confirmed: Marks transactions as cleared when they are confirmed. Only applies to downloaded and imported transactions, and does not apply to transactions in Investment Accounts.

Use Bank Dates for Merged Transactions: When this box is checked and the date on a manually entered transaction is different from the date of downloaded transaction it is being merged with, the date on the downloaded transaction will be used.

Ignore Transaction Types in Favor of Amount Sign: This option determines how OFX transaction amounts are to be interpreted.

Proxy Settings: This setting is for those who use a Proxy to connect to the internet.

Observe Online Payment Date Restrictions: If checked, Moneydance will re-set the date given to initiate a new payment forward by the number of days your bank requires for processing.

Only match downloaded transactions when they are at most X days apart: If checked, the program will only offer matches which have dates in the stated range.

Auto-commit Reminders (applies to the current file on this computer): This option only applies if you are syncing between systems.

This option delays auto-committing of reminders until after the first syncing pass has completed. This is to ensure that a reminder that is auto-committed on this computer has not already been auto-committed and synced on another computer.

By default this option is enabled on the computer that created the data set, and disabled on the rest. We recommend enabling this option only on the computer which is the most used and most often connected to the Internet.

Check Printing

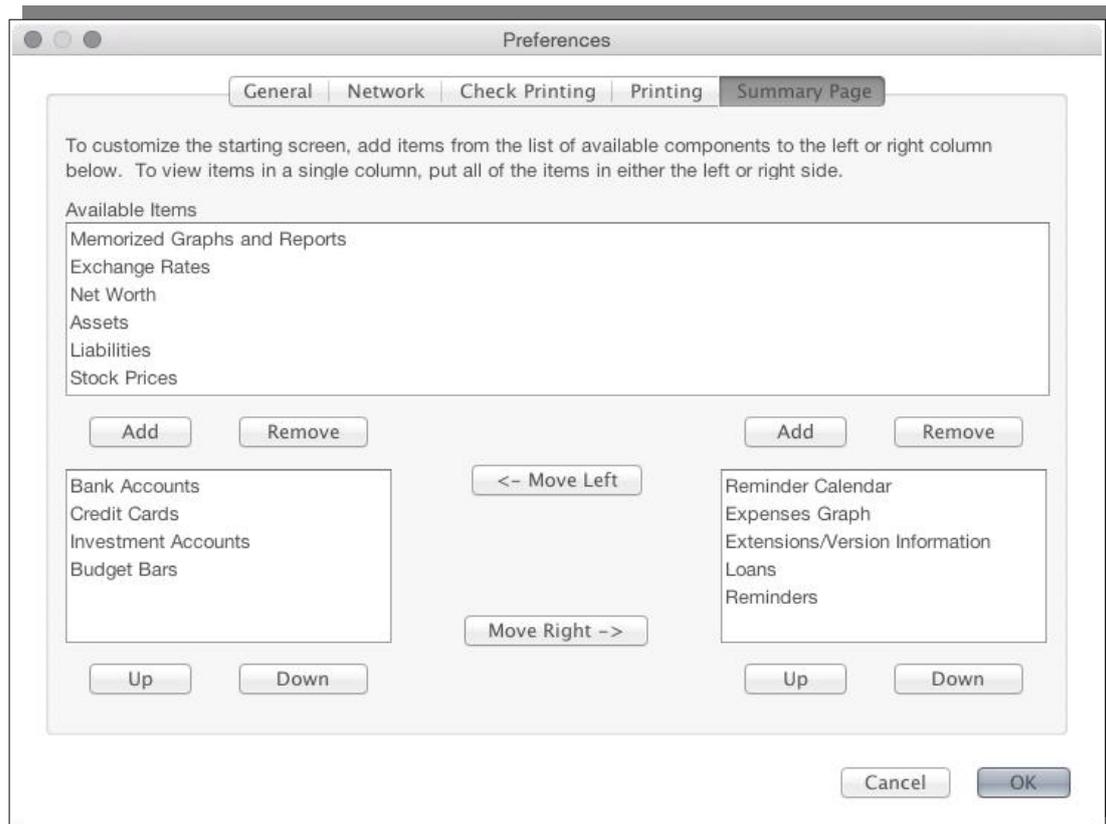
Customize check type and format. This setting is data file specific, so if you have two different types of checks you will need to re-set these options each time you change check type. If you want to print addresses or memo fields on checks, you must check these boxes. For more details on setting your preferences see the section of this guide on "Check Printing".

Backups

This screen provides the settings for the automatic backups, see the section on Backups for more details.

Summary Page

The Moneydance Summary is divided into a left and right column. The "Available Items" box shows which additional information can be added to your Summary. Below this are two boxes showing the information displayed on the right and left sides of your Summary. It's also possible to place items in only one column to have a Summary with a single (wider) column or where two columns would be too wide for your display.



Encrypting Your Data

All Moneydance data is encrypted by default. With the default encryption the data can be read by Moneydance without further involvement, but not by other applications or by looking at the contents of the files. For further protection Moneydance can encrypt the data using a password of your choosing. To encrypt your data file using such a password, click File → Passwords. If you would like Moneydance to remember your online banking passwords, select the “Store Online Passwords in File” option.

Please Enter Your Password

To encrypt your data file, select the check box below and enter a pass phrase. This phrase will be requested when opening the file.

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

Encrypt Data File

Password:

Confirm:

Hint:

Store Online Passwords in File

Cancel OK

After enabling this, you will need to enter your login credentials once more before they are stored.

If you lose or forget your password we cannot retrieve your data. Choose your password and hint carefully.

It is necessary to have a user defined password if you want Moneydance to remember online banking passwords.

Chapter 17: Appearance

Many diverse factors comes into appearance, things like the layout of the summary page what widgets to include, one versus two rows in registers and many other items are involved.

This chapter is going to principally concentrate on two factors; Fonts and Themes. These two affect the overall appearance of the whole program rather that specific areas of the program, hence are core to the overall look and feel.

Screen Fonts

Moneydance uses a variety of fonts and font sizes. The software allows you to change the core fonts used in the program.

There are two font parameters that are used in the screen display of fonts:

- main_font
- mono_font

The main_font is used for all general text, so for example register text, headings etc. The mono_font is used for general numbers like amounts and balances.

On each platform Moneydance has a default font that will be used if none is specified.

While conceivably any font could be chosen for each parameter, practical selections need to be made e.g, you should not chose something like Wingdings.

For the main font the following should be taken into consideration:

- You can choose either proportional or fix pitched spaced fonts.
- Readability should be a major consideration, and could be influenced by display size, screen resolution etc.
- How much data you want displayed, for example a proportional font is likely to accommodate having more text displayed.
- Display issues may lead to the selection of a specific font for example it has been noted there may be some clipping with certain system configurations and certain fonts.

For the mono font many of the considerations given above also apply, but in addition:

- No matter what font is used it is beneficial that this uses fix pitch for the numerics at least. This ensures that when you have a column of numbers they all align.

For total consistency it can be desirable to choose a font that uses proportional spacing for letters but fix pitch for numbers, so the same font is used for both.

Some Sans Serif examples of these include:

- Tahoma
- Verdana
- Calibri
- Segoe UI
- Deja Vu Sans

In testing it has been noted that at the same size setting the size of the characters are different and this can affect readability Tahoma appears to be one of the “smaller” more condensed fonts while Verdana and Deja Vu Sans appear “larger”.

In terms of serif fonts, examples of those that have been shown to have proportional characters but fix pitched numbers include:

- Cambria

This testing has been undertaken using Windows hence the basic selection of the samples although Deja Vu Sans is included with LibreOffice hence is freely available on all platforms.

Carlito is a LibreOffice font metrically compatible with Calibri while Caladea is a LibreOffice font metrically compatible with Cambria.

On a test system Sans Serif fonts seemed to be more readable than Serif.

It is not possible to change the size of the fonts used individually, you can change the base font size in the program by changing the default font size preference. As Moneydance uses a variety of font sizes in the program, the size selected determines the base as indicated with all fonts being sized relative to the base. This is why in preferences you do not specifically specify a point size, rather it is a size relative to the default base that is to be used for the base.

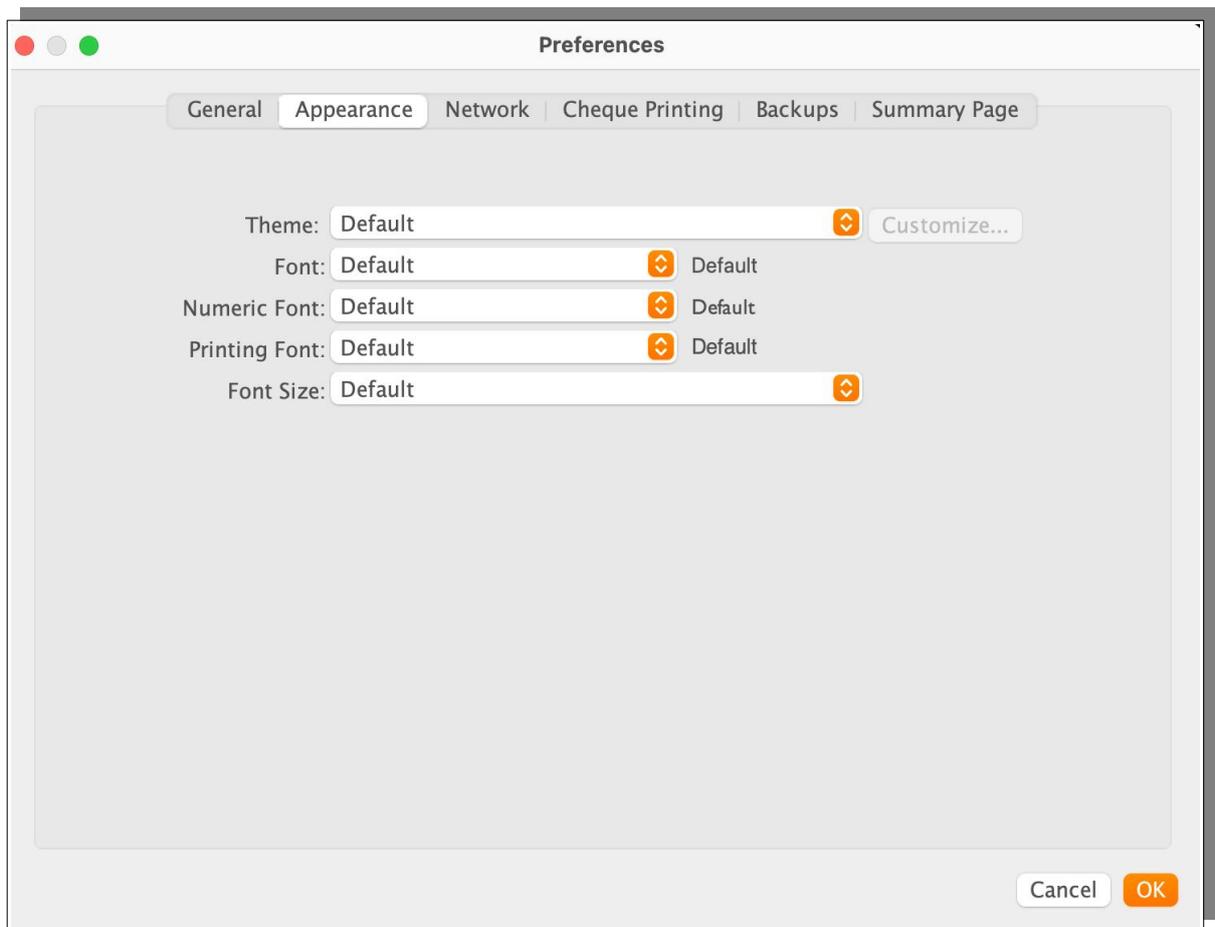
The following table shows the resultant size of fonts used when “Default” is selected as the font side preference.

Font Usage	Size
default	12.0
Default text	12.0
Default title	14.0
mono	12.0
coding	12.0
header	14.0
register	11.0
Report Title	32.0

calendarTitle	11.0
Report Header	10.0
Detail Title	14.0

Changing the Screen Fonts in Moneydance

Changing screen fonts is done via the preferences options accessed through the menu item File → Preferences on the Appearance tab. The appearance table looks like:



The specific fields we are interested in are **Font** and **Numeric Font**

The Font item sets the font to be used for text in heading, transactions registers etc while Numeric Font sets the font to be used for transaction amounts, account balances etc.

Due to differences in fonts you may need to use the combination of font and size to achieve the desired result, as outlined fonts do have visual differences at the same apparent size. The font and size to be selected is also likely to be affected by the screen size and resolution and naturally personal preference will play a key role.

Screen Resolution

As stated in the last section the screen size and resolution can lead you to use a specific font that works with your configuration.

With resolutions like 4K that is now being seen, even in notebook computers, on relatively small screens this can cause Moneydance to remain difficult to read even when the font size has been dramatically increased.

We can use a technique available in Java to scale Moneydance's display.

This can be done by editing the `Moneydance.vmoptions` file which is installed in the same folder as the Moneydance executable, which on Linux is in the folder `/opt/Moneydance` by default, On Windows it is located, again by default, in `c:\Program Files\Moneydance\`. At this time it is not known if this can be used on MacOS.

To change the scaling, open `Moneydance.vmoptions` with a text editor and add the following two lines to the bottom of the file:

```
-Dsun.java2d.uiScale=2  
-Dsun.java2d.uiScale.enabled=true
```

After adding those lines, save the file and restart Moneydance. Please note that at this time, non-integer scales (for example, 1.2) are not supported.

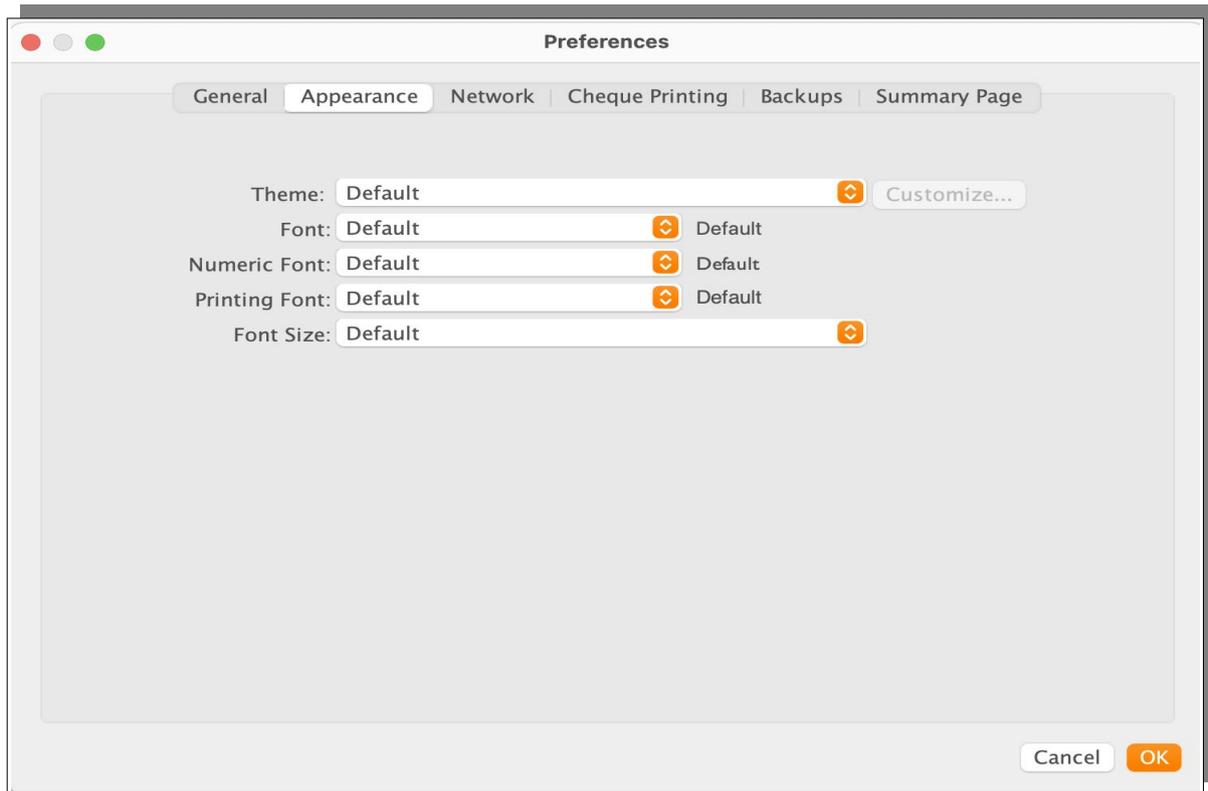
Themes

Moneydance allows you to choose from multiple color schemes or to create your own to customize the look of Moneydance, in Moneydance these are referred to as Themes.

Included Themes

Navigate within Moneydance to `File` → `Preferences` (or `Moneydance` menu on a Mac).

The preferences window will open on the `Appearance` tab. You should select "Theme" to view the drop down list.



You can select from the following theme options:

- Default (Light Mode)
- Flat Dark
- High Contrast
- Classic
- Solarized Light
- Solarized Dark

Selecting 'OK' to close the preferences window will apply any theme changes.

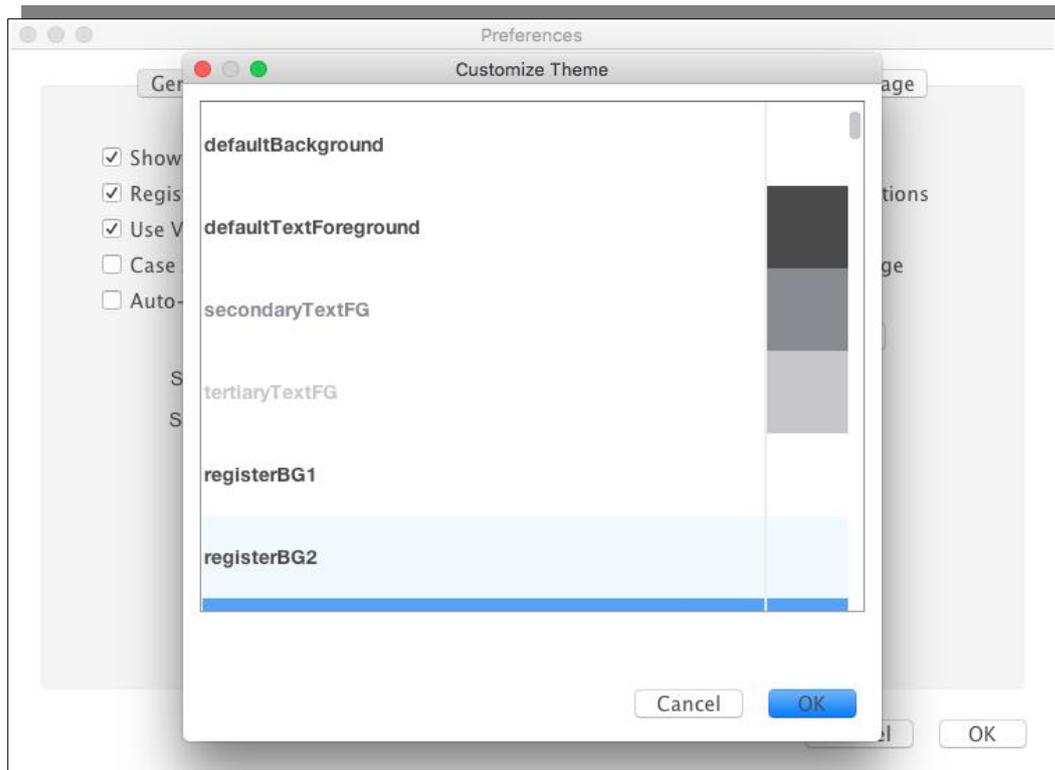
For people who find that the text in the default theme too pale or lacking in contrast it is suggested that you initially try the High Contrast and/or Classic Themes to see if these work any better for you. In some cases a slight increase in the font size has been found to enhance readability on some systems.

As well as choosing from one of the provided themes Moneydance also allows you to customize the chosen theme or to create your own custom theme. This is with the exception of Flat Dark which is a fixed theme, if you wish to customize a dark theme it is suggested you start with Solarized Dark.

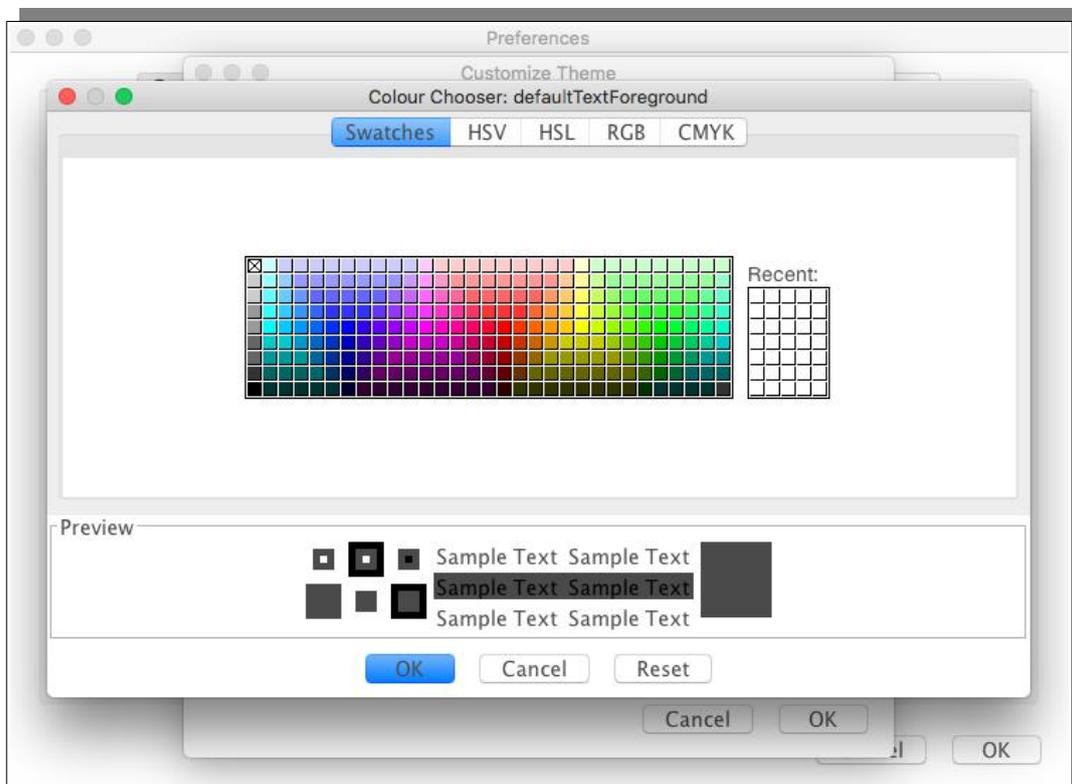
Customizing Themes

Selecting the 'Customize...' button, to the right of the theme options will allow you to set custom colors for your backgrounds, text, icons etc.

The first screen allows you to select the element:



The second screen allows you to select how the element should look.



When you customize a theme the details are stored in the file located in your .moneydance directory called custom_theme.properties

A custom theme does not need to record all color elements, if a color element is missing in a custom theme then Moneydance will use the color specified in the Default (Light Mode) Theme for that element.

Theme Elements

The following is a chart of the custom colors, with the known elements given:

Element	Short Name	Additional Information
Default Background	defaultBackground	Default Background Color
Default Foreground	defaultTextForeground	Default text color
Secondary Text Color: subtitles, descriptive text, summary section titles	secondaryTextFG	Secondary text color e.g. - Subtitles - descriptive text - Headings for sections on Summary Page
Tertiary Text Color, subtitles dimmed text	tertiaryTextFG	Tertiary text Color e.g. - Subtitles - Dimmed Text - "No Overdue reminder" text - Past calendar Events
Background of register transactions	registerBG1	Background color of the first line of the register
Background of alternating register rows	registerBG2	Background color of the second line of the register
Register selected row background	registerSelectedBG	Selected field/record background color Text Field Cursor color
Register selected unfocused row	registerUnfocusedSelectedBG	Selected field/record background color when it does not have focus
Register selected row foreground	registerSelectedFG	Selected field/record text color
Downloaded transaction indicator	registerUnconfirmedIconFG	Color of circle that indicates an unconfirmed downloaded transactions
Register foreground text	registerTextFG	Color of text of transactions in the registers
Lists and tables background	listBackground	
Color of list Selection background	listSelectionBG	
Register grid lines	registerGrid	Color of Separator lines in registers e.g. column border line

		color
Future transaction background	futureTxnBG	Background color of 1st line of upcoming transaction
Future transaction alternating background	futureTxn2BG	Background color of 2nd line of upcoming transaction
Future transaction flag Indicator	futureTxnIndicator	Color of: - Bar in date field that indicates a future transaction - Highlighted border around today's date in the reminder calendar.
Main header/toolbar background	headerBG	Background color of: - main header - register header
Internal line separator in reminders view	reminderHomeInnerLine	
Heads up/X-ray view background	hudBG	Color of background of a transaction in heads up mode
Heads up/X-ray view border	hudBorderColor	Color of the border that appears around a transaction in an account register when in heads up mode. If the register is in single line mode the hidden second line appears
Heads up/X-ray text	hudFG	Color of text of a transaction when in heads up mode
Filter bar background	filterBarBtnBG	Background color of the filter bar in the register
Filter button background	filterBarBtnBG	Background color of unselected filter buttons
Filter button selected background	filterBarSelBG	Background color of selected filter buttons
Filter button text	filterBarFG	Text color of unselected filter buttons
Filter button selected text	filterBarSelFG	Text color of selected filter button
Filter button shadow	filterBarShadow	
Header background gradient 1	headerBG1	Background color of 1 st header line in reports
Header background gradient 2	headerBG2	Background color of 2 nd header line in reports
graph background gradient 1	graphBG1	Line graph upper background color
graph background gradient 2	graphBG2	Line graph lower background color
Scroll bar color	scrollThumb	

Text Color for header items incl graph in header	headerFG	
Color of main divider eg on summary page	mainDivider	Color of main divider eg - Main divider color on summary page
Text color of positive balances in summary and registers	positiveBalFG	Text color of positive balances in summary and registers
Text color of negative balances in summary and registers	negativeBalFG	Text color of negative balances in summary and registers
Sidebar negative balance	sidebarNegativeBalanceFG	Text color of positive balances in sidebar
Sidebar positive balance	sidebarPositiveBalanceFG	Text color of negative balances in sidebar
Icon color for income categories	incomeIconTint	Budget income item icon color
Icon color for expense categories	expenseIconTint	Budget expense item icon color
Summary view background	homePageBG	
Summary view foreground	homePageFG	Home Page foreground color
Dashboard foreground	dashboardFG	Dashboard foreground color
Summary view alternative rows background	homePageAltBG	- Color of background of alternate lines on homepage for windows that support them including reminder window, stock price Window. - Color of Sat/Sun background in Calendar
Calendar future event background	calEventBG	Background color of future calendar events
Calendar overdue event background	calPastEventBG	Background color of overdue calendar events
Hud background 1	hudBG1	
Hud background 2	hudBG2	
Selected Row Gradient color 1	selectedRowGradient1	Color 1 for selected row Gradient
Selected Row Gradient color 2	selectedRowGradient2	Color 2 for selected row Gradient
Color selected Row unfocused Gradient 1	selectedRowUFGradient1	Color 1 for selected row unfocused Gradient
Color of selected Row unfocused Gradient 2	selectedRowUFGradient2	Color 2 for selected row unfocused Gradient

Table header back-ground	tableHeaderBG	
Popup window back-ground	popoverBG	
Popup window triangle/pointer	popoverTriangleBG	
Popup window border	popoverBorder	
Main Panel Border Color	mainPanelBorderColor	Color for main Panel Border
Budget Healthy Color	budgetHealthyColor	Budget test/bar color for healthy amount
Budget Acceptable Color	budgetAcceptableColor	Budget test/bar color for acceptable amount
Budget Alert Color	budgetAlertColor	Budget test/bar color for alert amount
Budget Graph Warning	budgetGraphWarning	
Error Message Fore-ground	errorMessageForeground	
Color of error Panel Background color	errorPanelBG	Background color of warning panel on summary page
Color of error Panel Foreground color	errorPanelFG	Foreground color of warning panel on summary page
Color to be used for text when report calls for "Blue"	reportBlueFG	
Color to be used for text when report calls for "Red"	reportRedFG	
Sidebar background	sidebarBackground	Sidebar background color
Sidebar selected item text	sidebarSelectedFG	Sidebar selected item text color
Sidebar secondary text	sidebarSecondaryTextFG	Sidebar secondary text color
Sidebar selected item background	sidebarSelectedBG	Sidebar selected item background color
Sidebar selected unfocused item background	sidebarUFSelectedBG	Sidebar selected item text color when focus is off sidebar
Text color for sidebar headers	sidebarHeader	Color of headings in sidebar
Color of the summary icon	homeIconTint	Color of home/summary icons in sidebar
Color of the graph icons	graphIconTint	Color of graphs icons in sidebar
Color of the account icons	accountIconTint	Color of account icons in sidebar
Color of reminder Icon	remindersIconTint	Color of reminder icon in side-

		bar
Color of the report icons	reportIconTint	Color of report icons in sidebar
Color of the budget icons	budgetIconTint	Color of budget icons in sidebar
Graph data set 1	graphData1	General graphs line 1/slice 1 color Color of volume data in Securities detail graph.
Graph data set 2	graphData2	General graphs line 2/slice 2 color Color of plot line in Securities detail graph.
Graph data set 3	graphData3	General graphs line 3/slice 3 color Color for the "Buy Shares" marker in securities detail graph.
Graph data set 4	graphData4	General graphs line 4/slice 4 color Color for the "Sell Shares" marker in securities detail graph.
Graph data set 5	graphData5	General graphs line 5/slice 5 color
Graph data set 6	graphData6	General graphs line 6/slice 6 color
Graph data set 7	graphData7	General graphs line 7/slice 7 color
Graph data set 8	graphData8	General graphs line 8/slice 8 color
Graph data set 9	graphData9	General graphs line 9/slice 9 color
Graph data set 10	graphData10	General graphs line 10/slice 10 color
Graph data set 11	graphData11	General graphs line 11/slice 11 color
Graph data set 12	graphData12	General graphs line 12/slice 12 color
Graph data set 13	graphData13	General graphs line 13/slice 13 color
Graph data set 14	graphData14	General graphs line 14/slice 14 color
Graph data set 15	graphData15	General graphs line 15/slice 15 color
Graph data set 16	graphData16	General graphs line 16/slice 16 color

Graph data set 17	graphData17	General graphs line 17/slice 17 color
Graph data set 18	graphData18	General graphs line 18/slice 18 color
Graph data set 19	graphData19	General graphs line 19/slice 19 color
Graph data set 20	graphData20	General graphs line 20/slice 20 color
Graph data set 21	graphData21	General graphs line 21/slice 21 color
Graph data set 22	graphData22	General graphs line 22/slice 22 color
Graph data set 23	graphData23	General graphs line 23/slice 23 color

The short name is what is used in the custom_theme.properties file. Each short name is preceded by the indicator "color." in the file.

Custom Colors File

There is nothing notable about the customer color file it is just a simple text file that contains named elements and the assigned color for that element. There are no set entries that must be in the file, if an entry is not present it simply means that the default color is used.

Chapter 18: Extensions and Python Scripts

Please note – If you purchased Moneydance through the Mac App Store you will need to manually download extensions from the Moneydance website and import them into Moneydance.

Individual extensions are generally not discussed in this manual unless they have a direct relevant to the task that is being performed.

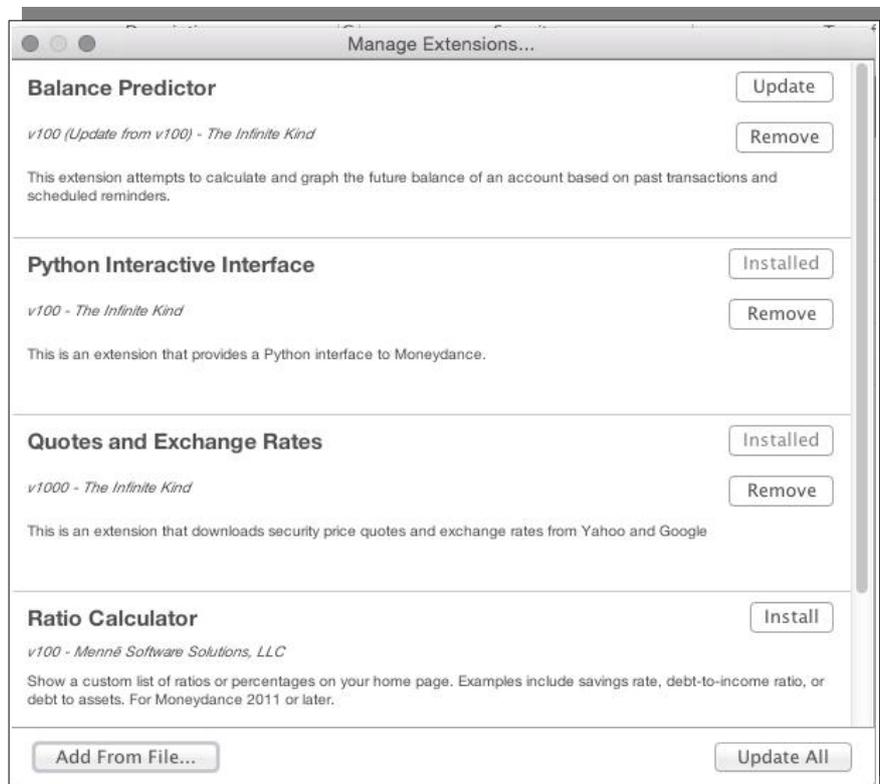
Extension Location

Moneydance will store all installed extensions in a specific location. The location for your extensions varies depending on your operating system, and are listed below.

System	Location
Mac: macOS: Big Sur and Monterey	/Users/<username>/Library/Containers/Moneydance/Data/Library/Application Support/Moneydance/fmodules
Mac: OS X & macOS: Lion through Catalina	/Users/<username> /Library/Containers/com.infinitekind.MoneydanceOSX/Data/Library/Application Support/Moneydance/fmodules
Mac: OS X: Snow Leopard and earlier	/Users/<username>/Library/Application Support/Moneydance/fmodules
Windows: Vista and later	C:\Users\<username>\.moneydance\fmodules
Windows: Pre Vista	C:\Documents and Settings\<username>\.moneydance\fmodules
Linux	/home/<username>/.moneydance/fmodules

Adding, Deleting, and Updating Extensions

To add, delete, or update an extension, go to the menu bar and select Extensions → Manage Extensions. For Moneydance hosted extensions find the desired extension in the list and click either Install, Delete, or Update as desired.



To add an extension from a file, click the “Add from File” button in the bottom left-hand corner of the dialogue box. See the “Externally Available Extensions” section below for more on installing extensions manually.

Moneydance Approved Extensions

An up-to-date list of Moneydance approved extensions is available online at <http://infinitekind.com/extensions>. A small number of Extensions are referred to in this document, they are listed here along with their purpose:

- Find and Replace

This extension is the primary way to work en mass with Tags. It can also be used when restructuring data.

- Quotes and Exchange Rates Updater

This extension provides a basic tool to automatically update Share Prices and Exchange Rates.

- Toolbox

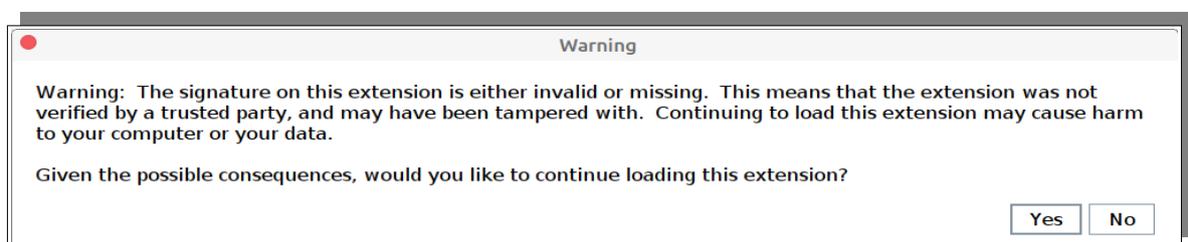
Toolbox contains a range of informational, diagnostics and repair tools.

This list does not mean that the other available extensions are not good, just that they are not referred to in these pages.

Externally Available Extensions

There are a number of Third-Party extensions developed for Moneydance which are available online. Many of these extensions are wonderful tools, but they have not been examined by the Moneydance developers for safety or security. Use caution and your own judgment when using these tools. If you are a developer who would like your extension approved and “signed”, or considered for inclusion in Moneydance’s extension menu, please contact us.

If you install an extension that have not been signed by The Infinite Kind, a warning message will be displayed to alert you to the fact that an unsigned extension is being installed and it is not known if it is safe or not, the software is not performing any analysis on the contents of the extension. The banner will look something like what is shown below.



If you proceed and install the extension you will see a warning banner at the top of the Moneydance display, the banner looks like:

The extension 'Quote Loader' is not verified and should be considered unsafe

Uninstall

Ignore

Note that the red banner warning on the summary page only displays one unsigned extension, you could have installed many, but only one is displayed. Again, the warning only tells you that the extension is unsigned not if it is really unsafe.

You have the option to acknowledge your use of the extension and to ignore that it is unsigned, to do this click on the Ignore button.

This warning will occur with any extension that has not been submitted to The Infinite Kind for signing. If you develop your own extensions and just wish to use them yourself you are unlikely to have them signed so this process will remove the warning banner for you.

Some extensions have limited distribution and are also unlikely to be signed.

In all cases when using unsigned extensions it is up to you, the user, to determine if they are safe to use.

Running Python Scripts

You may want or need to run Python scripts, to do so start the Moneybot Console via the menu command: Window → Show MoneyBot Console. The console should look similar to:

Moneydance Developer Resources - The Infinite Kind

Open Script New Script Edit Script Run <https://infinitekind.com/developer> Show Source

Python Snippet: Run Snippet

```
bot.loadURL('https://infinitekind.com/developer')
16:28:47.417 webbot:dispatching action on [page=
16:28:47.488 webbot:running action on [page=load
16:28:47.575 webbot:finished webtask @ [page=loa
16:29:03.766 webbot:finished loading
```

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Extending Moneydance
Moneydance enables advanced users to develop extensions using a free Extension Developer's Kit that is easy to download and use. The developer's kit includes sample code, the necessary libraries to package and sign your extension, and an ANT build file for compiling, packaging, and signing your extension.

The Moneydance API that can be used from

Sample Python Scripts
Some sample Python scripts that can be used with the jpython extension (pre-2017) or the built-in Python interpreter in

Choose the Open Script option then navigate to the script and select it. Once loaded choose the Run option to execute the script.

Chapter 19: Syncing With Other Computers

Moneydance allows you to sync your files seamlessly and efficiently across computers and mobile devices using our fully encrypted incremental syncing engine. Moneydance uses a shared folder (such as Dropbox) to quickly sync your financial data conflict-free, using end-to-end encryption to maintain your privacy.

The core system for syncing must be running Windows, macOS or Linux operating system and will be the system you use to initiate the Syncing setup.

Overview

With earlier versions of Moneydance the only way to share information was to place the Data Set in a shared location and for each user to use this location. This method did have a significant limitation, users could not simultaneously make use of the data, to do so places the data at the risk of corruption. Personal computing systems do not provide a ready way of preventing such use and certainly no way of allowing files to be simultaneously used.

Moneydance has implemented an architecture that does allow for the simultaneous use of the data.

To prevent the problem that having shared files creates each user has their own personal copy of the data that is stored locally, as you add, delete or change data Moneydance creates small incremental files within your own personal store, these files may contain one or more updates. Small incremental files make it quicker, easier and more efficient to pass the data updates between systems.

Moneydance makes use of a shared location where data can be exchanged, like a central post office, periodically Moneydance on each machine will check this location (approximately every 30 seconds), if you have made updates that are not there they are copied to it. If there are updates there that you do not have they are copied to your own personal store. The update files contain the data and the information necessary so that the transactions can be applied in the correct order.

Once you have new updates in your local store Moneydance reads these and applies them to the local data thus bringing your machine up to date. This will occur periodically during your Moneydance session for the Data Set that you have open.

When you start Moneydance any of the transaction files that have not been incorporated into the core trunk file will be incorporated.

Systems participating in syncing fall into one of three categories:

- Master
- Secondary
- Mobile

Master and secondary systems are devices running Windows, macOS or Linux, the next section details the functionality differences between Master and Secondary

systems. Mobile devices are those running IOS or Android, these systems only allow for on the go data entry of transactions into standard banking type accounts.

Master vs Secondary Systems

Moneydance has the concept of master and secondary machines, The system that initiates the syncing always remains the master (The master cannot be a mobile device), there is only one master system. This is the machine that determines the type of syncing used, it is the only one that syncing can be disabled on and syncing method changed.

All other systems are secondary systems. In most respects there is little difference between the master and a secondary system.

It is possible to convert a secondary to a master but it is necessary to reset that data set on that machine to be a standalone system and that requires extra work and a maintenance tool to be used, it is not a routine event.

Core Syncing Setup

You should make sure you are running the same version and build of Moneydance on all computer systems participating in the solution before you start. You can check the version and build number by navigating to Help → About Moneydance (or Moneydance menu → About Moneydance on a Mac).

It is very important that you ensure the data files you would like to sync are not already located in any shared folder (like Dropbox, a Network Share, etc) before syncing is setup. We strongly recommend that your main data files (the folders underneath the *.moneydance/documents* folder) are stored locally in any case. With newer versions of Moneydance, you will be prompted to move the file to your local system, if Moneydance detects the file is in a shared location.

NOTE: We recommend that you do not rely on the syncing data for your back ups. That is not the intention for this data and there are significant limitations if it is used like this.

We always recommend backing up your main desktop data set regularly using whatever backup method you use to protect your important information. Automatic Moneydance data backups can be enabled within Preferences → Backups, and manual backups can be created using File → Export Backup.

Open Moneydance to view the file you would like to sync, then navigate to File → Syncing. There are four possible syncing options:

Dropbox Folder – Sync using the Dropbox folder on this computer. This will allow Moneydance to process synced data even if you are not connected to the Internet at the time, as a copy is maintained under the Dropbox folder. With this method the Dropbox client is responsible for syncing of the data between the Dropbox server and the local computer, hence syncing can occur whether or not Moneydance is running. The user of Dropbox folder method does consume a Dropbox Client Connection license.

This method will only appear if the Dropbox Client has been installed and the Dropbox folder is in the standard location, If a custom location has been selected for the Dropbox Folder, then you can use the Shared folder method to make use of Dropbox.

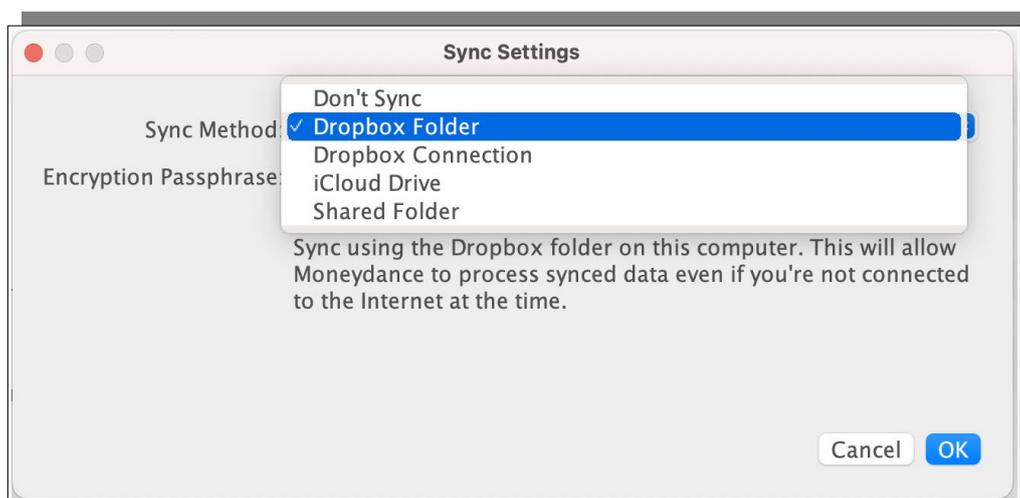
Dropbox Connection – Sync by using the Dropbox API to manage the synchronizing of data between the local computer and your account on the Dropbox server. Moneydance will communicate with the Dropbox service directly if you authorize it to access your files. With this method Moneydance is responsible for the syncing of data between your machine and the Dropbox server. If you use Moneydance while you are offline the syncing of data will occur when you are next online and with the specific Moneydance data set open. The use of the Dropbox Connection method does not consume a Dropbox Client Connection license.

Shared Folder – Sync using a folder that you specify that is shared across computers. This option requires you to have read/write access to the shared folder. Moneydance assumes responsibility for keeping the local data in sync with the shared folder, hence syncing will only occur when Moneydance is running and the specific data set open.

iCloud – Sync using an iCloud folder. This method uses an iCloud folder for the shared location, only macOS systems are supported with this method, and this method will only be shown on a suitable system, there is also currently no mobile support with this method.

NOTE: If you also wish to share your data with the mobile app, you will need to ensure you select either Dropbox Folder or Dropbox Connection as the sync method.

You must choose Dropbox Connection if you purchased Moneydance from the Apple App Store.



You will then be prompted to create a Syncing Password if you have not already.

The Syncing password should be a unique password and something you should choose. It is not your Dropbox account password, nor should it be the same as your

local Moneydance password or the same as any other passwords for your own security. The Syncing Password is used to encrypt the data that is being passed between the systems sharing the data.

Moneydance will make a copy of the data in the service that you have specified. To ensure that Moneydance data is isolated a folder named `.moneydancesync` is created on the service, within this folder a sub folder will be created for each data set that you are syncing, each of these folders will have a unique name called a UUID. This name is the unique name that links the data for all systems in the relationship. The V3 sub folder contains the Transaction files that are being passed between systems.

Within the `.moneydancesync` folder structure the `tiksync_info.txt` file contains the information which is used to distinguish files from each other when using File → New → Open Synced File to choose which synced file to open.

Non-Default Dropbox Client Setup

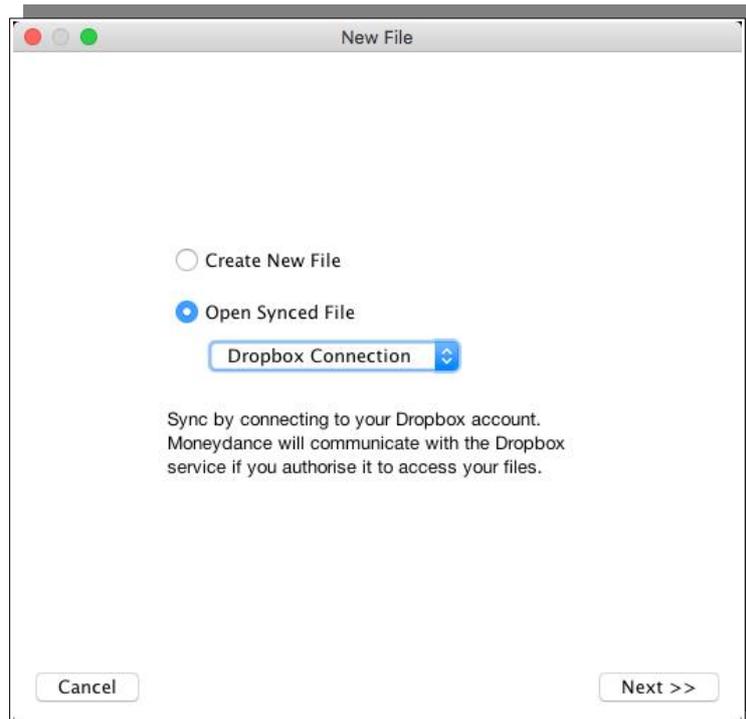
The Standard Dropbox Folder options works when the Dropbox folder in the default location, in other words Moneydance checks for a Dropbox folder in this location and if it exists displays Dropbox Folder as one of the options.

Some users will want to place this folder in a different location, perhaps on a second disk drive. In this case you may find that you do not get a Dropbox Folder option when trying to set up syncing.

To facilitate this configuration, when setting up syncing choose the Shared Folder option and navigate to your Dropbox Folder.

Set up on Subsequent Computer Systems

On other computer systems you should open Moneydance and navigate to File → New (or 'Create New Account Set' from the Welcome to Moneydance window).



Then select "Open Synced File" and proceed to select the same sync method as selected on the core system. You will then be given a screen where you select the location of data sets that can be synced, if you see a list of folders with alphanumeric names you have gone one level too far down the folder tree, what you are seeing are the actual data sets, you need to select the folder of the level above, i.e. the folder that the data set(s) are in, the reason you need to select this level is because there are files in this folder that provide Moneydance with the details of the data sets that exist in the folder, these files act like a Table of Contents for Moneydance, once you have done this you will be presented with a list of available data sets for you to select from, select the data set you would like to sync. Enter the same encryption passphrase that you used on the primary to set up syncing on this computer when prompted in order to start syncing.

It may take some time for the file to initially sync after completing the last step of the sync setup process. The time taken is dependent on factors such as network performance, size of the data, number of transaction files to be copied, number and size of attachments. Please wait for the syncing to complete and do not close or force quit the program.

You should note the following in respect of syncing:

1. When you share the data between systems – any Master Password on the original system will not be transferred. The password that you set to open data, is a local password just for the specific computer or mobile device. These passwords cannot be transferred as it is a matter of local security on each system. You will need to setup passwords for each system you are syncing with.
2. The preference settings also will not be transferred to your new system – this

is by design, preferences are considered to be a local setting. Each user will need to configure the preferences on the systems they are using to suit themselves. You may wish to refer to the 'Preferences' section for more information.

A simple reason that demonstrates the approach is a husband and wife share a data file. Each wants their own preferences related to theme, font size etc. If the original preferences were synced, the second system would have its preferences overwritten by the first, so the second user could not have their own personalized settings. Items like the best font size to use can also for example be dependent on the screen resolution of each system.

3. The Syncing Pass Phrase (password) must be the same across all systems.
4. Application Based Banking (Direct Connect) Usernames and Passwords are not transferred between systems. This is consistent with the Master Password not being transferred as the use of master passwords is a requirement for the storage of Direct Connect passwords.

Set up of the Moneydance Mobile App

The Moneydance mobile app is available for IOS (iPhone, iPad, iPod Touch) and Android systems. The use of the Moneydance Mobile app does not consume a Dropbox Client Connection license.

The Moneydance mobile app is a free companion to the desktop version of Moneydance, and is meant to allow entry and modification of transactions while on the go. Accounts, categories and recent transactions are synced to your mobile device and transactions entered or modified on your mobile device are synced to your data file. The app protects your information using industrial-strength encryption (128-bit AES). You can also secure the app on your mobile device with a 4 digit PIN, by enabling 'Use Passcode' within the mobile app settings.

The mobile app offers remote syncing via Dropbox. Syncing via Dropbox allows you to sync all of your devices remotely anywhere you have access to the internet. Transactions entered when you do not have internet access will be synchronized the next time you connect to the internet.

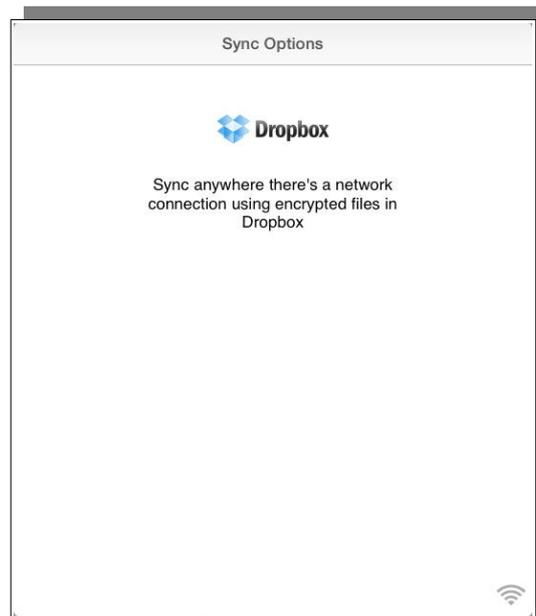
Install the free app on your mobile device from the iTunes Store if you are using an iPhone, iPad, or iPod touch, or the Google Play Store if you are using Android.

Once installed, open the app to see the "Dropbox" title and logo displayed. Click on the Dropbox Logo, then tap "Connect to Dropbox". Do not tap on the WiFi icon that is at the lower right hand corner of the screen, this uses an older method of syncing (Network Synchronizer Extension) which is only supported for older versions of Moneydance.

You will be taken to Dropbox's website to give the Moneydance app permission to access your Dropbox.

If you are already connected to Dropbox on your device, this may be done

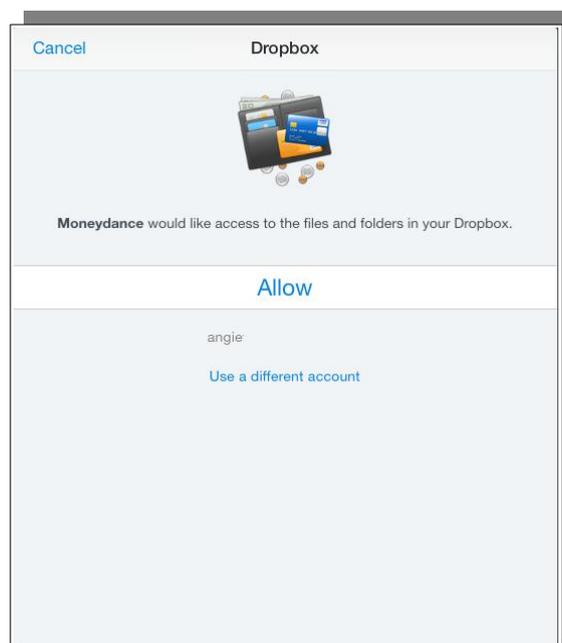
automatically.



Click "Connect to Dropbox".

If you cannot see the Dropbox Icon try changing your device into landscape mode. This should hopefully allow you to select the Dropbox logo and continue with the setup. It seems that Moneydance, on some devices, may render this screen incorrectly.

From here you will be taken to Dropbox's website to give the Moneydance app permission to access your Dropbox.

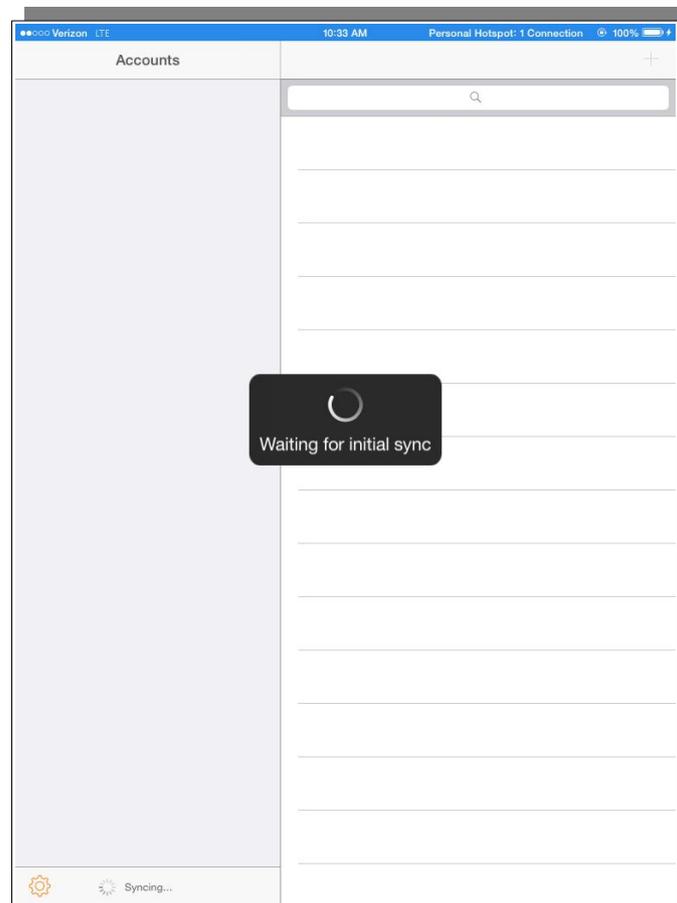


If you have more than one file enabled to sync via Dropbox, choose the file you

would like to sync.

Enter the Syncing Password that you created earlier.

Your data should populate into the app, showing the last 365 days of transactions within each account. *It may take a few moments for the initial sync to complete and for your account information to display.*



Using the Mobile App

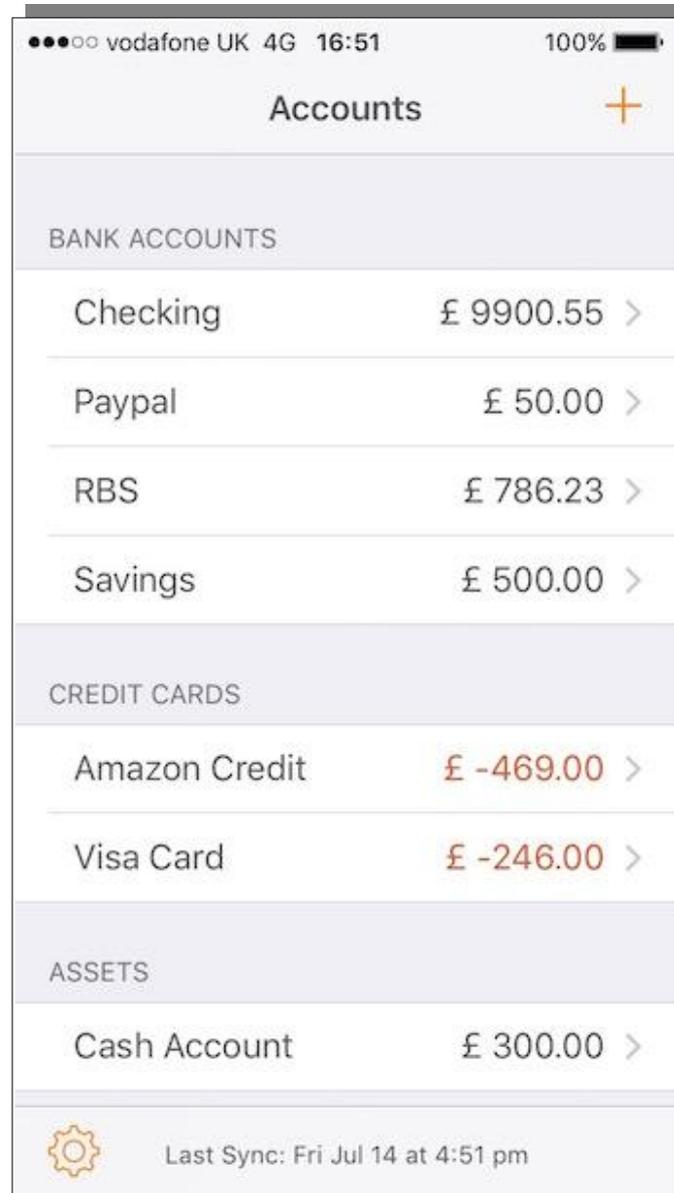
As already outlined the Moneydance mobile app is a free companion to the desktop version of Moneydance, and is meant to allow entry and modification of transactions while on the go.

Accounts, categories and recent transactions are synced to your mobile device and transactions entered or modified on your mobile device are synced to your data file.

The app protects your information using 128 bit AES encryption. You can also secure the app on your mobile device with a 4 digit PIN, by enabling 'Use Passcode' within the mobile app settings.

The mobile app offers remote syncing via Dropbox. This allows you to sync all of your devices remotely anywhere you have access to the internet. Transactions entered when you do not have internet access will be synced the next time you connect.

The mobile app includes 365 days of transactions for each account shown. The app will display Bank accounts, Credit Card accounts, Asset accounts and Liability accounts. Note that if an account is marked "inactive" on the desktop version it will not be displayed on the mobile device.

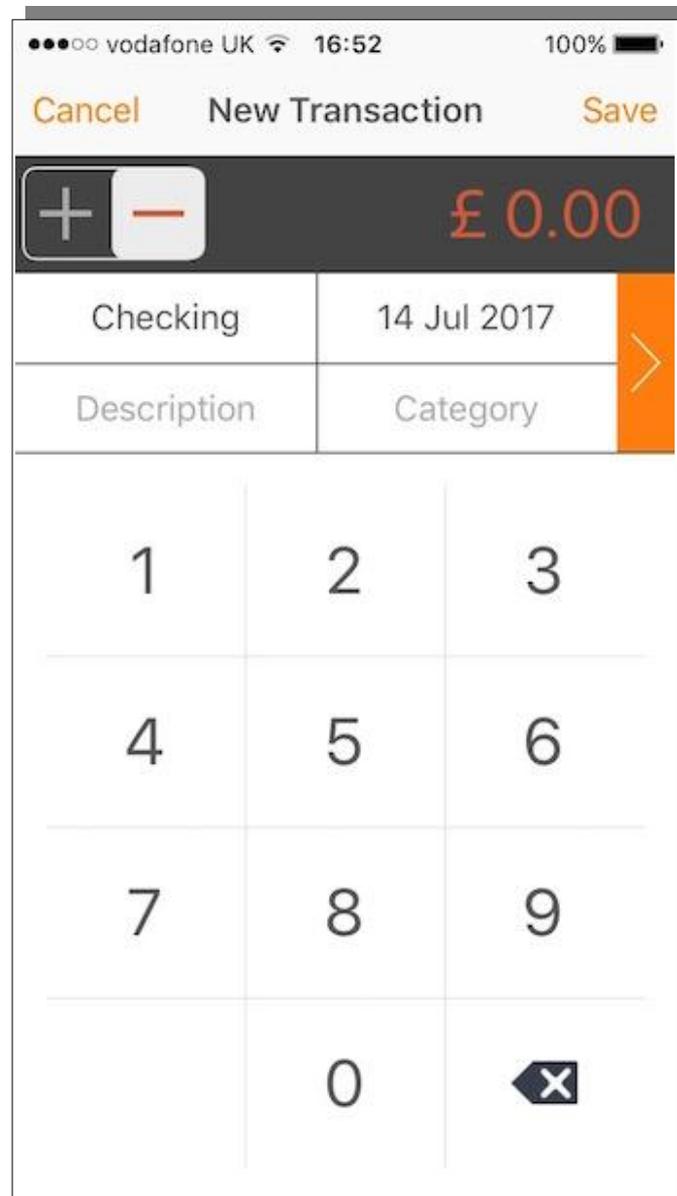


Select an account to view your transactions.

Note that if you are using an iPad you need to rotate the iPad to landscape mode. This should allow you to see a list of your accounts and balances on the left of the screen, if this is not done it you will not see the account list nor any arrows/buttons to go to other accounts, you will only see the first Bank Account on the iPad, you should however be able to reveal the options you are looking for by placing your finger on screen and dragging left to right. The view is different on the iPad to on an iOS or Android mobile device.

A search box is available within each account, at the very top of the transaction list. Scroll to the very top of the transaction list to view the search field.

You can select an existing transaction to edit it, or select + at the top right of the screen to add a new transaction.



How to Sync One Account Set Using Multiple Dropbox Accounts

These instructions are for syncing one Moneydance Account Set using **multiple Dropbox accounts**. The standard setup when using the syncing engine is to use a single Dropbox account for multiple users.

Some users may want to set up syncing the same Moneydance data but with different Dropbox accounts. The standard setup as stated above uses a single

Dropbox account for all users but in many households each person may have their own individual Dropbox account and wish to make use of it. Since Moneydance requires a single shared location that is accessible by all systems for the syncing data, you will have to set up your Dropbox accounts to share this single location between them.

The solution outlined here makes use of the Dropbox folder hence it is required to have the Dropbox client software installed and operational.

When you set up Moneydance syncing the first machine is the Primary system all other machines are secondary systems, the Dropbox account that the first machine uses will be the Primary Dropbox account, other Dropbox accounts are secondary Dropbox accounts.

It is very important that you ensure the account set you would like to share is not already located in any shared folder (like Dropbox, Network Share, etc) before syncing is setup. We strongly recommend that your account set (the *.moneydance* folder) is stored locally. In newer versions of Moneydance, you will be prompted to move the folder to your local system, if Moneydance detects the folder is housed in a network location.

Note that you will often see the Account Set being referred to as a Data Set, the terms are interchangeable. Also on a Mac they can often be referred to as a bundle, to see the contents of a bundle on MacOS right click on it and then choose show contents.

The steps given below outline how to set the solution up:

1. The most significant parts of the setup involve the Primary system or the primary Dropbox account.

Starting with the primary system open Moneydance to view the file you would like to share, then navigate to File → Syncing.

From the three options presented we will only be interested in two of them for this solution:

Dropbox Folder – Sync using the Dropbox folder on this computer. This will allow Moneydance to process synced data even if you are not connected to the Internet at the time.

Shared Folder – Sync using a folder that you specify that is shared across computers or devices.

Dropbox Folder is being used on the Primary System. This solution is based on having the Dropbox client installed. Dropbox folder is really just a specific instance of Shared folder so you could use either. Dropbox folder just takes you directly to the Dropbox directory whereas with Shared Folder you would need to navigate to the location.

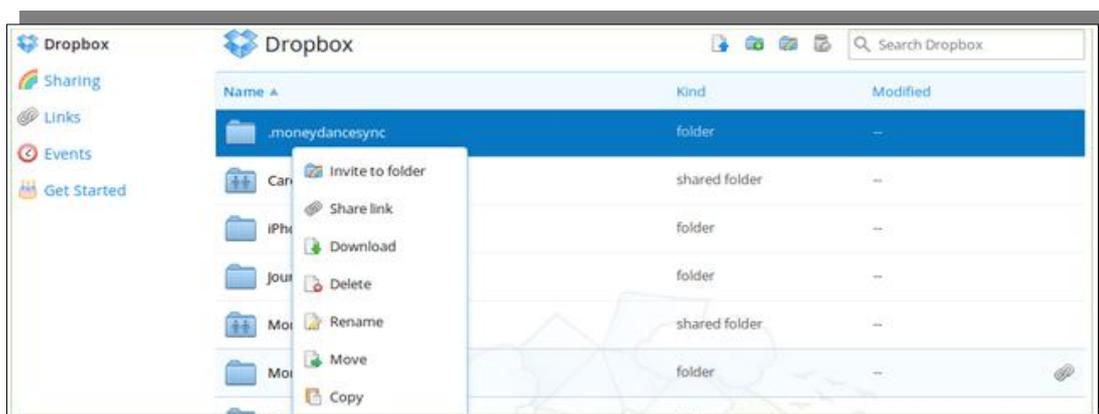
Choose the Dropbox Folder option.

You will then be prompted to create an Encryption Password if you have not already.

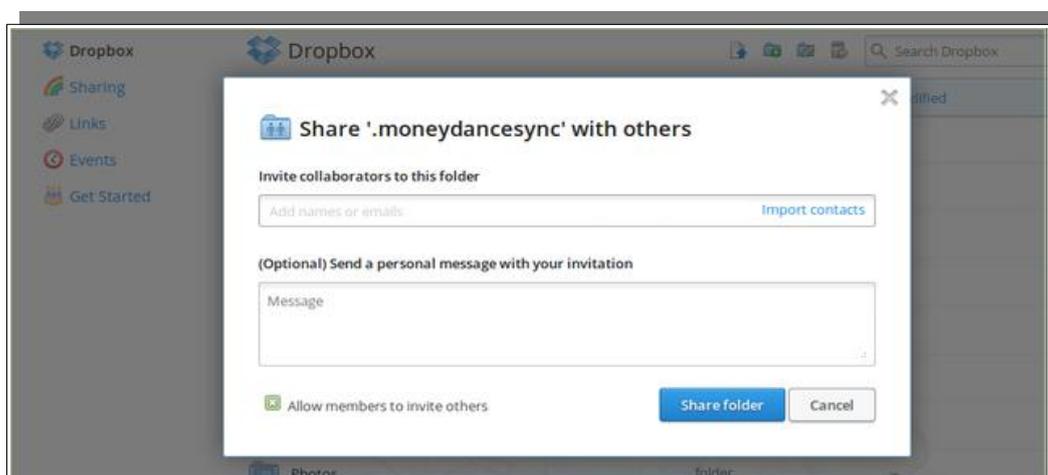
The encryption password should be a unique password and something you should choose. It is not your Dropbox account password, and should not be the same as any other passwords for your own security.



2. Next, log into the Primary Dropbox account at <http://dropbox.com>.
3. Right click on the folder called ".moneydancesync" and click "Invite to Folder".



4. In the next window, enter the Dropbox accounts of those you want to share the data folder with i.e. the Secondary Dropbox accounts.



When you're invited to a shared Dropbox file or folder, you'll receive a notification on dropbox.com, in the Dropbox apps, and via email, it is best to ignore the "Go to Folder" link in the email it will not help with what we are doing here.

If you're invited to a shared folder, you can add this folder to your Dropbox account. When you add a shared folder to your account, you have access to that folder and its contents. The shared folder also syncs with other members' Dropbox accounts.

When you're invited to a shared folder, you can access it by adding the folder to your account.

To add a shared folder to your Dropbox account through the **Sharing** tab:

- a) Sign in to dropbox.com.
- b) Click **Files**.
- c) Click **Sharing**.
- d) Find the shared folder you want to access. Click the ... (ellipsis) icon next to the folder name and select **Add**.

To add a shared folder to your Dropbox account from your notifications on dropbox.com:

- a) Sign in to dropbox.com.
- b) Click the notification (bell) icon.
- c) Click **Add to Dropbox** under the shared folder you want to access.

You need a Dropbox account and a verified email address to accept a shared folder invite. Shared folders are added directly to your Dropbox account and sync with all folder members.

5. On your second system after installing Moneydance you should open Moneydance and navigate to File → New (or 'Create New Account Set' from the Welcome to Moneydance window).

Then select "Open Synced File" and proceed to select the Dropbox Folder method if your Dropbox folder is in the default location, otherwise use the Shared Folder option.

The Dropbox Folder option should show you the available Data Set(s). If you select the Shared Folder option you will be prompted to select the data set you would like to sync. You need to navigate to .moneydancesync folder within the Dropbox folder and select folder and click on 'Open'.

The screen should now show you are connected to your designated dropbox/shared folder "Connected: Select Shared Folder", click "NEXT".

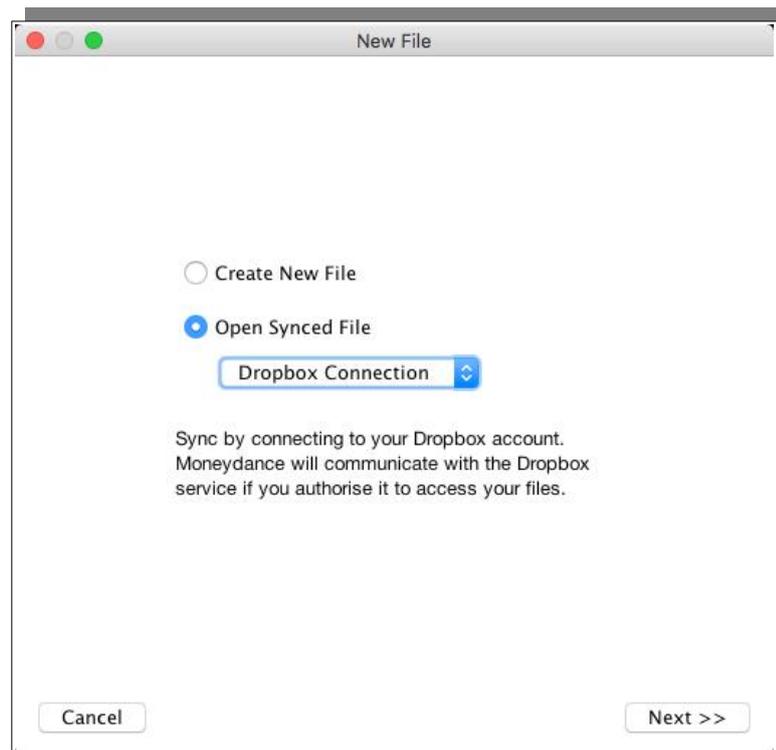
You may see a search screen headed "Finding synced files" which will be

followed by “Select a synced document to open”.

Highlight the data set name you want to sync with and click NEXT.

Enter the same encryption passphrase on the second computer in order to start syncing with the file.

It may take a moment for the file to initially sync after completing the last step of the sync setup process. Please wait for the syncing to complete and do not close or force quit the program.



Note the following when using the Moneydance syncing capability:

- The Master Password on the original system will not be transferred. The password that you set to open data, is a password just for the specific computer or mobile device. These passwords cannot be transferred as it is a matter of local security on each system. You'll need to setup passwords on each system you're syncing with.
- The preference settings will not be transferred to your new system – this is by design. You will need to configure your preferences on the systems you are syncing with. You may wish to refer to the 'Preferences' section for more information.

Multiple Dropbox Accounts and Syncing with Mobile App

We use the terminology of Primary and Secondary user here only for convenience. The Primary user just means the user of the first computer system that was setup

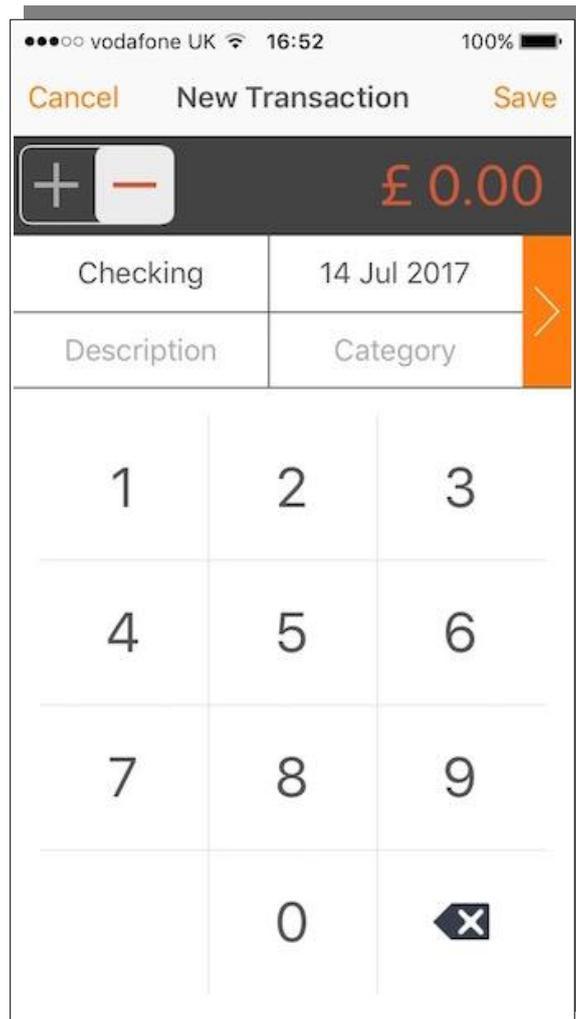
and his/her mobile. All other systems are secondary. So Primary really relates to where to syncing process is originally initiated from.

For the primary user the instructions in the section **Setup the Moneydance Mobile App** can be used. For secondary user the following instructions are provided.

You will be using the Dropbox account details of the owner of the secondary machine.

1. Install Moneydance on your Mobile Device, if already installed, uninstall and reinstall.
2. Open Moneydance on your Mobile Device.
3. Click "Link Dropbox Account" button.
4. You need to sign into the secondary Dropbox account.
5. On the screen "Moneydance would like access to the files and folders in your Dropbox" click ALLOW.
6. Select the data set you want to sync too.
7. Enter your sync password (passphrase) and click Begin Syncing.

This should complete the setup.



Syncing Performance

There are no hard and fast rules about how long it should take to sync your data as you are using Moneydance in day to day operations, as with many computer related things it "depends".

One of the most significant "depend" factors with syncing is the method used.

Dropbox Folder should be the fastest method. This is simply because Moneydance is just reading data from your local disk. The transfer of data is largely being managed by the Dropbox client in the background so you do not see it. You just see the final step when it is being transferred locally between the Dropbox folder and your Moneydance Data Set.

Shared Folder should be next in performance terms, it will be slower than Dropbox Folder, in most instances, because it is reading data from a network device, yes the device is generally on your LAN but it is still being read/written over a network and this has performance implications.

Dropbox connection will be the slowest. The software is using an API to read and write data across the internet. The infrastructure that is involved alone guarantees it

will be the slowest method, without any of the other overheads that may be involved or even network or server congestion.

Slow is a relative term here it may add a few seconds or tens of seconds to the process and that can vary from time to time.

Initial Syncing

The factors given above impact initial syncing in the same way as far as time is concerned. The difference is in day to day operations is that you already have the base data on each system, with initial syncing you are starting with nothing, hence when you initially sync you should wait for each machine to finish this initial syncing before you use Moneydance on it.

Consolidating Shared Data

The shared data does not have a designated owner hence there is no consolidation of data in the shared location. This means that the data in the location continues to grow. While, in itself, this is not necessarily a problem, it has been noted that with a syncing configuration that has been in operation for a while that adding a new system to the setup may cause the new system to choke when it is attempting the initial sync, it is suspected that this may be due to the large number of files.

If the amount of data or the number of files is proving or suspected to be problematic this can be manually addressed using the following method:

1. Ensure data is up to date on all devices
2. Close Moneydance on all desktops and devices
3. Open your .moneydancesync folder in the shared location

For Dropbox use the dropbox web app, as in the following link:

<https://www.dropbox.com/home/.moneydancesync>

Use appropriate tools for other shared services to navigate to the .moneydancesync folder

4. In the .moneydancesync folder you will see one or more subfolders, each with a long alphanumeric name. Each of those subfolders contains the sync data for one of your synced files. You will want to open the folder(s) corresponding to whichever file you are trying to consolidate. You can see the name of the file associated with each sync folder by viewing the data in the tiksync_info.txt file within that folder.
5. For each folder you would like to consolidate, rename the "v3" subfolder to something like v3-backup
6. Open Moneydance on your desktop and load the data set that you would like to consolidate. Moneydance will re-populate the v3 folder with a consolidated set of data.

Resetting Syncing

At times it can be necessary to completely reset syncing.

This process involves disabling the current sync settings, deleting all trace of the sync from Dropbox, then setting up again from scratch.

NOTE: This process will delete any transactions that are not stored in the main data set, hence if you have any transactions on your mobile devices that have not been synced they will be lost. You will want to manually enter or record any transactions like this before following the following steps.

Before commencing the process given here you should take a backup of your data and store it in a safe place.

1. On your phone use the setting menu to disconnect.
2. First disable Dropbox syncing in Moneydance via File → Syncing, by setting Moneydance's "Sync Method" to "Don't Sync" then close Moneydance.
3. Using the Dropbox app or website interface, delete the .moneydancesync folder in your Dropbox folder.
4. Then re-open Moneydance and re-enable Dropbox syncing via File → Syncing by setting your "Encryption Passphrase", then setting "Sync Method" to "Dropbox Folder" or, "Dropbox Connection" click OK.
5. Set up syncing to your mobile devices following the instructions given earlier in this chapter.

The instructions given above are geared towards a computer and a mobile device, where you have multiple computers the second and subsequent ones are added into the syncing setup via the command File → Open Synced File, just as was done when the syncing setup was first created, however it might be a good idea to rename the existing local data set that you have on the machine.

Disabling Syncing

To disable syncing you need to do it on the main computer (the computer that was used to set up syncing) the procedure only works with on the master system. So on the primary system perform the following steps:

1. Use the Menu Command; File → Syncing and select do not sync.
2. Then, close Moneydance and using the Dropbox app or website interface, delete the .moneydancesync folder in your Dropbox folder.

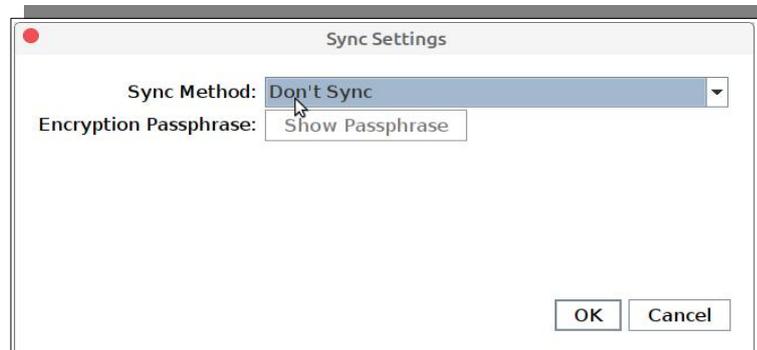
Note that when you disable syncing you are breaking the syncing relationship, after doing this to re-establish syncing you must set it up as if it is the first time.

Syncing Password

You can view the password used to setup syncing on the primary system i.e. the

system you used to initially create the syncing setup. You do this by the menu command File → Syncing and then use the button to "show passphrase".

This is only the syncing password not the main file password.



If you change this passphrase then you need to recreate the syncing setup on the other systems.

Changing Syncing Method

When you create a syncing setup, data is consolidated and copied to the shared location, with the syncing password used to encrypt the data, also names and linkages are created for the ongoing use of syncing.

If you wish to change the overall syncing method, there is no ready means within the existing setup to change the location of the shared data or to reset the various linkages within the shared data or on each individual system.

Therefore if you wish to change the syncing method it is necessary to take the existing setup back to a single standalone instance, then to build a new syncing setup using the desired syncing method in the standard way.

Unable to Change Syncing Method

Under some circumstances you may find that you cannot change the syncing method. In effect you will have a display like the one below, that does not allow any change to the method.



The most common situation where you would see this is on a secondary computer were the syncing was setup using File (Moneydance on Mac) → New → Open

Synced File. This is perfectly normal the syncing method can only ever be set on the primary machine.

Even though a Moneydance backup/restore does strip out a lot of the syncing information – to ensure that data is not overwritten, you will see this message if you restore a backup created on a secondary computer and then try to set up syncing. This part of the syncing configuration is not being reset by the backup/restore process.

If you are trying to create a new syncing configuration from a secondary system backup there is a way to convert a secondary data set to a primary data set so that the syncing method can be changed.

Refer to the section on **Backups, Exporting Data and Data Sets** for information on this.

Chapter 20: Passwords & Encryption

All Moneydance data is encrypted, even without setting a password. This means that only Moneydance can read the data. If no user-provided passphrase is specified, Moneydance provides one to use which also goes through the PBKDF2* algorithm to generate the main encryption key.

Master Password

Moneydance allows you to set a Master Password (sometimes also referred to as a Local Password as it is specific to the local computer). This password is used as the encryption key and thus in addition to the data not being able to be read by any other application it can not be opened and read by Moneydance until you provide the password when prompted.

A Master Password must be used if you wish to store Direct Connect passwords in your Moneydance data file.

To set up a master password for your data file, select File → Passwords and enter a Password.

If you lose or forget your password your data cannot be retrieved. There are no backdoor built into the system nor is there a way of setting a replacement password. Choose your password and hint carefully.

If you would like Moneydance to remember your passwords for automatic downloads, you can select the “Store Online Passwords in File” option.

After enabling this, you will need to enter your login credentials once more before they're stored.

The data set is always encrypted with AES128 using AES/CBC/PKCS5 Padding. If no user defined password is provided Moneydance provides a key that goes through the PBKDF2* algorithm to generate the main encryption key.

If a user defined data set password is provided a password derivation algorithm is used to encrypt/decrypt the key, specifically PBKDF2WithHmacSHA512. The local encryption of the data set is not secure unless the user provides a password.

Online Banking

Security and encryption used in online banking is determined outside of Moneydance. Moneydance is required to comply with the security standards that have been set. Moneydance has control about how passwords are stored within Moneydance and details of this as well as some overview information on Online banking security are given below.

Online Banking Security

Online Banking is using Direct Connect, the OFX specification defines the security and encryption here.

From the specification the security standard used can be summarized as:

- Certificates (X.509 v3) are used to identify and authenticate servers, and to convey their public keys.
- PKCS #1 block type 2 is the encryption format specified.
- RSA is the encryption algorithm.

For complete details of the security employed with Direct Connect you can download the OFX specification from www.ofx.net.

Online Banking Passwords

Direct Connect passwords are sometimes referred to as Online Banking passwords however a distinction needs to be made. Many people associate Online Banking Usernames and Passwords with Internet Banking via a Financial Institution's Website or Telephone Banking. The Usernames and Passwords we are referring to here are for the Direct Connect system, sometimes known as Application Based Online Banking which is the system that Moneydance is using for transaction information and also for Bill Pay (if supported). It is generally a separate system to the Standard Web Based System that Financial institution's provide and will often require a difference Username/Password combination. When store in your Data Set they are stored using the same 128 bit encryption as the other data. The bank passwords are not salted and hashed. While we realize this may sound alarming as security practices recommend to salt and hash passwords, there is no alternative in this case. It would simply be impossible to log into the bank to download transactions if the password were hashed as a hash is a one way function.

When connecting to financial institutions the connection is over HTTPS. The specific encryption used over HTTPS is negotiated in the handshake of the HTTPS connection. Moneydance limits the connections to require no less than 128-bit ciphers. Moneydance comes with a bundle of trusted root CA certificates for verifying the identity of the bank servers it connects to, just as your browser does. We carefully limit the CA certificates that Moneydance will use for trusted connections.

When setting passwords for online banking (Direct Connect) it should be noted that the OFX specification states that clear text passwords are limited to 32 Printable ASCII characters.

When transmitting the data to your bank's server in OFX messages Moneydance escapes all data, including passwords. This is to ensure that as far as possible Moneydance transmits all data including special characters to the OFX server without data being deemed invalid in the path or being interpreted in some way. It is still possible for the OFX server to handle it incorrectly or for there to be some restrictions there above what the OFX specification states, for example restrictions on what special characters can be used.

Syncing Password

Finally we have the Syncing Password or Pass Phrase. This is the password used to

encrypt the data that is passed between systems when syncing. It is set on the first system during the syncing setup and must be used on each subsequent system when linking to the sync data, it is a common passwords between all computers participating in the syncing process including mobile devices.

For the syncing data 128 bit AES encryption is used, with PBKDF2 used to generate the encryption key from the passphrase.

Chapter 21: Backups, Exporting Data, and Data Sets

Backups

Moneydance provides two methods of performing backups. The first is the automatic backup, which facilitates the automatic backup of data when you exit Moneydance. The second is a manually instigated backup.

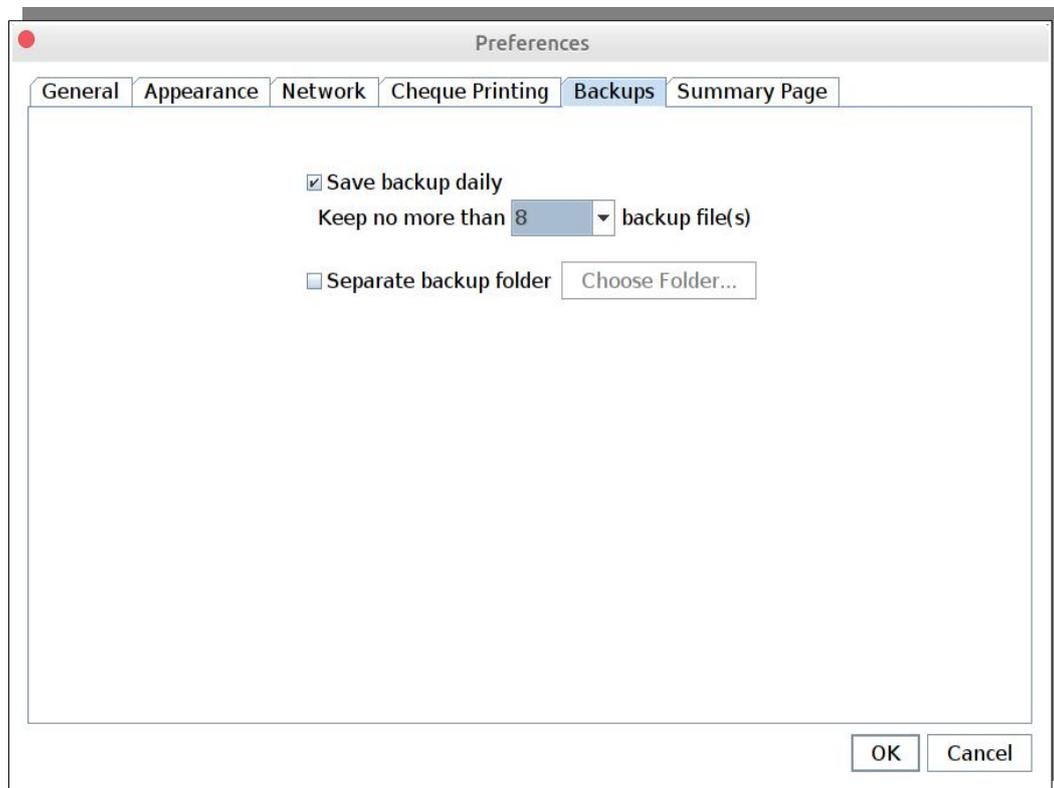
Default Backup Locations

Moneydance will store any new backup files you create either in the default location or in the location you have specified under preferences. The default location for your backup file(s) varies depending on your operating system, and are listed below.

System	Location
Mac: macOS: Big Sur and Monterey	/Users/<username>/Library/Containers/Moneydance/Data/archive/backups
Mac: OS X & macOS: Lion through Catalina	/Users/<username> /Library/Containers/com.infinitekind.MoneydanceOSX/Data/archive/backups
Mac: OS X: Snow Leopard and earlier	/Users/<username>/Library/Application Support/Moneydance/archive/backups
Windows: Vista and later	C:\Users\<username>\.moneydance\archive\backups
Windows: Pre Vista	C:\Documents and Settings\<username>\.moneydance\archive\backups
Linux	/home/<username>/.moneydance/archive/backups

Automatic Backups

Options for automatic backups are set via the Backup tab in the preferences menus:
File → Preferences.



You have the option to create or not create backups and to select the number of backups you wish to keep. You can also select the location that the backups are created in. The name of the backup file will be of the form:

YourDataSetName.DateOfBackup.moneydancearchive

The name is derived as follows:

YourDataSetName: This is simply the name of your Moneydance data set this is used as the base for the name of the backup file.

DateOfBackup: This is the date the backup was created on.

The automatic backup only allows for one backup per day. If you have multiple sessions during the one day the last backup created is the only one kept and becomes the backup for that day. It should be thought of as an end of day backup.

Manually Exporting a Backup

Moneydance offers the ability to manually export a backup to a location of your choosing (external hard drive, thumb drive, etc). The default name for the exported backup will be a name in the following format:

YourDataSetName.DateOfBackup-TimeStamp.moneydancearchive

The name is derived as follows:

YourDataSetName: This is simply the name of your Moneydance data set this is used as the base for the name of the backup file.

DateOfBackup: This is the date the backup was created on.

TimeStamp: This is the time that the backup was created at. This allows you to create multiple manual backups during the one day.

As you can see the file extension is ".moneydancearchive" to indicate it is a compressed backup file.

To export a backup go to File → Export Backup, select the appropriate name and location for your backup file, and wait while Moneydance exports your data. When the export is complete Moneydance will notify you that your data was exported successfully.



Restoring from Backup

To restore from a backup file:

1. Navigate within Moneydance to File → Restore from Backup.
2. In the window that opens, navigate to and select the *.moneydancearchive* file.

When data is restored in this way, a new data file is created for use going forward – a *.moneydance* file. This file can be found at the default file location, accessible within Moneydance by navigating to Help → Show Documents Folder. The name of the file is the same as the name of the backup file hence if you are using the default naming convention then the restored file will be a combination of your original data set name with the date/time stamp appended to the name.

If you would like to move the location where your data file is stored do so now by moving the entire "MyFileName.moneydance" folder to the desired location after closing down Moneydance. You will need to perform the following procedure to open the moved file.

1. Open Moneydance. If you do not see the "Welcome to Moneydance" window go to the Moneydance menu bar, open the "Window" menu, then select "Welcome to Moneydance".
2. Click the "Open Other" button in the lower left hand corner of the "Welcome to Moneydance" Window.

3. Navigate to the "MyFileName.moneydance" folder's location, click the folder to select it, then click "Open" to open the file in Moneydance.

Once you have been satisfied that all is in order with the restored data, it is recommended to rename the data set to something more appropriate than the backup name, you may well want to rename it back to the original name it had.

For data fidelity reasons backup files do not contain data related to syncing, Nor do they contain information relating to online banking setup.

If you backup and restore a system that has been a system in a syncing relationship the data set that the creates is effectively a standard standalone system, irrespective of if you restore a backup from a Primary or a Secondary system. The restore will reset the flag that differentiates the systems.

Recovering a Data Set From the Syncing Data

This procedure is intended to restore the computer that has been in a Moneydance synced solution that comprised a computer plus one or more mobile devices, where the computer has failed or some other catastrophic event has occurred with it so no data is recoverable from it.

The preferred method is to recover from backups so this approach should be considered one of last resort, where no backup exists. There is no guarantee that this process will work, or even if it does that the resultant data set will be usable, the syncing data should not be considered as a substitute for back ups.

This procedure attempts to recover your data from the ".moneydancesync" folder that is in the shared location, whether this be Dropbox or a Shared Folder.

Start the procedure by performing the following steps:

1. Install the same version of Moneydance as you were previously using.
2. In the shared location make a copy of the folder ".moneydancesync" with a different name and store it in a safe place.
3. In Moneydance click File → New → Open Synced File. Use the drop down to set the same sync method as was selected in the original setup. Enter the same passphrase as before and start syncing.

What this part of the procedure does, if it is successful, is to create a secondary synced computer. The system now needs to be converted to be the primary system in the syncing relationships.

Before going any further create a backup using the File → Export Backup.

You are going to use a tool to convert the secondary data set created by this process to a primary data set. Maintenance tools for Moneydance are contained in an extension named Toolbox. To install the Toolbox use the menu option Extensions → Manage Extensions, select Toolbox from the list, then click on Install. Once installed close the Manage Extensions.. window

Once installed use the Menu Option Extensions → Toolbox to start the tool, it can take a little while to load so be patient.

You will then see the main Toolbox Screen.

Use the following steps to reset the data set to be a primary:

1. Select TOOLBox Options from the menu bar and then select Advanced Mode from the drop down.
2. On the next dialogue Select to accept the risk
3. If you have already create a backup you can skip through the next dialogue.
4. The main Toolbox screen will then show some entries in Red, this indicates you can change options with these selections.
5. Click the button to promote secondary to primary data set.
6. Your data set has now been promoted to be a primary standalone data set.

After the tool has finished you should have created a standalone copy of you data, there is no syncing in place.

You may need to tidy things up. Particularly what is listed in the side bar. Use the “+” at the bottom to add in any missing accounts into the side bar. The procedure you have performed just recovers data so things like preferences may be lost, also reminders, there is no way of recovering this data from the sync files as this information is considered local to a machine and it not copied as part of the syncing process.

At this stage you should check everything to make sure you are satisfied with your data and that all is in order.

Following this you should have a functional Moneydance system with data, but it is a standalone system and no data is being synced to any other device.

You now need to follow the standard Moneydance procedure for syncing between computers, in other words you are creating the syncing setup from the beginning, there is no way to reuse or attach to the syncing data that is already present, you can easily add in secondary computers but you cannot add or substitute a new master.

To explain why the master cannot be changed, when you create a syncing configuration a unique ID is created. Even restoring the data as we have done above and even if it is the same computer there is no way to associate the unique ID that was created originally with what is effectively seen as a new data set on the computer.

So with the approach we have had to employ here we are really going back to the beginning as far as syncing is concerned.

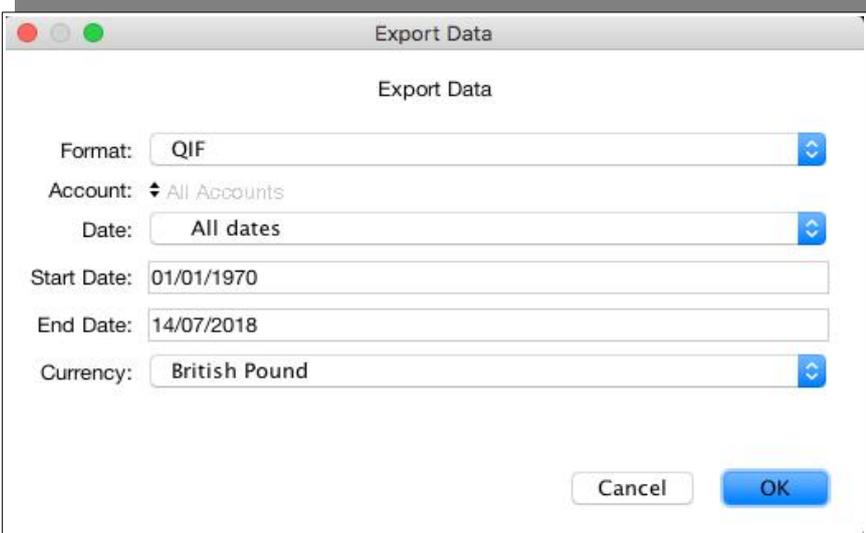
Exporting Data from Moneydance

You can export information from Moneydance by using the File → Export menu option.

- Select your desired file format. You can export data from Moneydance in QIF,

Tab-Delimited or Raw JSON format.

- Select the Account you wish to export or All accounts
- Choose a range of dates to be exported, or select "All dates" from the Date drop-down box.
- 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.



The screenshot shows a standard macOS-style dialog box titled "Export Data". It contains several configuration options: a "Format" dropdown menu set to "QIF", an "Account" dropdown menu set to "All Accounts", a "Date" dropdown menu set to "All dates", a "Start Date" text input field with "01/01/1970", an "End Date" text input field with "14/07/2018", and a "Currency" dropdown menu set to "British Pound". At the bottom right of the dialog, there are two buttons: "Cancel" and "OK".

In the next window, you can choose the file name and the file location for the export. When your done, select 'Save' to create the export file.

If you are looking to extract data to say perform further analysis in a program like a spreadsheet, you may be better served by creating a report of the data and saving the report in a Tab or Comma delimited format, or using the Copy to Clipboard function.

Data Sets

Default Data Set Locations

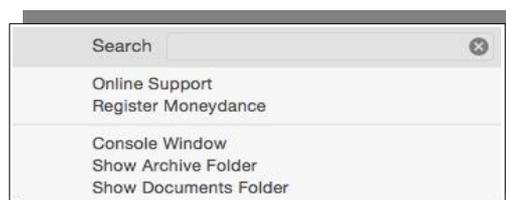
Moneydance will store any new data files you create in the default location. If you have not manually moved your data file to a different location, all your Moneydance files will be stored in a default location. The default location for your data file(s) varies depending on your operating system, and are listed below.

System	Location
Mac: macOS: Big Sur and Monterey	/Users/<username>/Library/Containers/Moneydance/Data/Documents
Mac: Mac OS X & macOS: Lion through Catalina	/Users/<username>/Library/Containers/com.infinitekind.MoneydanceOSX/Data/Documents
Mac: Mac OS X: Snow Leopard and earlier	/Users/<username>/Library/Application Support/Moneydance/Documents
Windows: Vista and later	C:\Users\<username>\.moneydance\Documents
Windows: Pre Vista	C:\Documents and Settings\<username>\.moneydance\Documents
Linux	/home/<username>/.moneydance/Documents

Moving Your Data Set to a Different Location

If you already have your data in Moneydance but would like to store your data outside the Moneydance library, follow these instructions. If you obtained Moneydance from the Mac Apple Store you cannot move your data file due to limitations imposed by Apple regarding the 'sandboxing' of Apps.

While Moneydance is open, in the menu bar go to Help → Show Documents Folder.

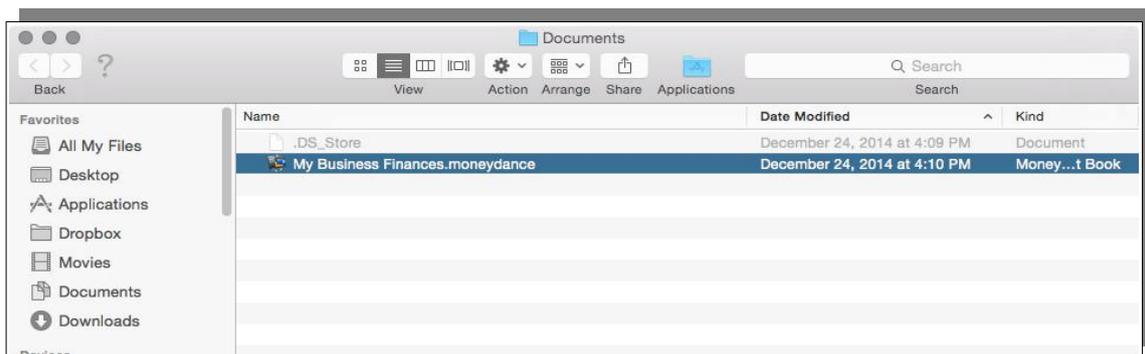


This will open a file browsing window. Close Moneydance, but keep this file browsing window open. You will see a folder in your file browser that looks like YourFileName.moneydance. Move this folder to its new location. You only want one copy of this folder on your system, so it is important to move the file to the new location and delete it from the Documents folder.

Note that your Moneydance **data set should always be located on a local disk**, it is not supported, and may well cause issues if a data set is placed onto any form of shared storage, this can include corruption of the data.

The local files (i.e, the visible Moneydance files that you open on your computer) have operations performed on them such as atomic writes and the expectation is that Moneydance is the only thing interacting with those files while they are open, file sharing services have the problem that they could be changing files, or parts of files, out from under the software, it has been noted that this has caused serious issues in the past.

Moneydance is generally incompatible with storing its data on network based systems, like NAS and File Servers, as the software performs a lot of rapid read/write operations and these are not handled well across networks due to the inherent latency involved in networking.



Open Moneydance, and in the "Welcome to Moneydance" window which appears click the "Open Other" button in the lower left hand corner.

Navigate to the new location of your data file and click to open. Moneydance will remember the new location of your file and open it automatically next time you launch Moneydance.

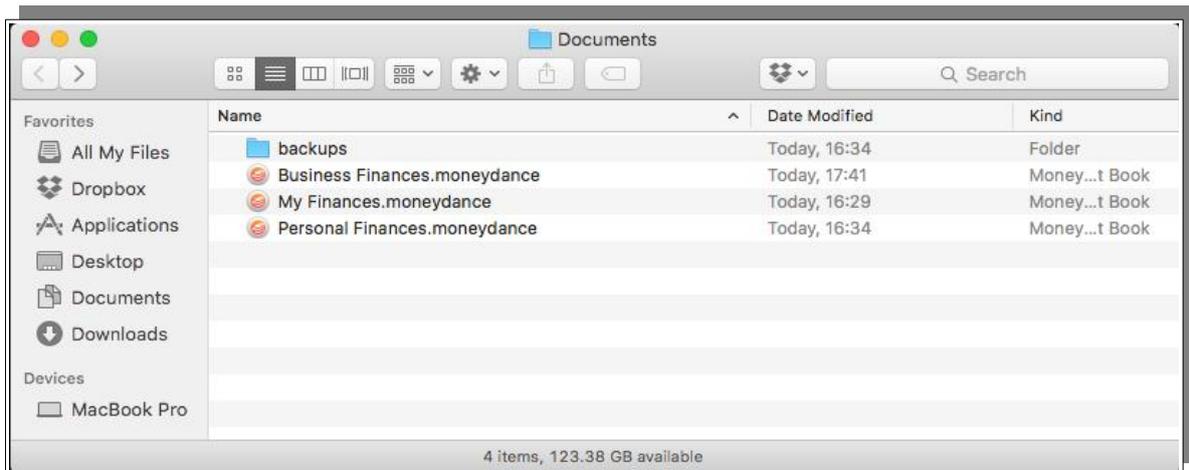
Renaming Data Sets

From Moneydance, navigate to Help → Show Documents Folder. This will open a new file browsing window displaying the default location of your files.

If your files are stored outside the Moneydance library, navigate to the file location on your system.

- Once you have located the file, it is important that you **close Moneydance** – but keep the file browsing window open.
- You will see a file/folder in your file browser named *yourfilename.moneydance* On a Mac system, the file will appear with the Moneydance icon displayed.

On a Windows system, the file will appear as a regular 'folder' so you will not see the Moneydance icon.

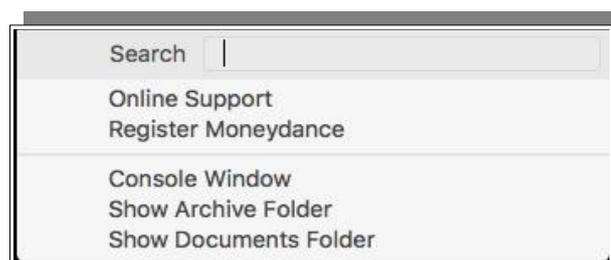


- You can right click (Ctrl+click) on the file/folder and select 'Rename'.
- Change the name to whatever you wish – just be sure to retain the *.moneydance* file extension at the end of the name.
- When you then reopen Moneydance you will likely be presented with the 'Welcome to Moneydance' window.
- Your newly renamed data set should be displayed on the right of this window.
- If not, click the 'Open Other' option. A file browser will open, allowing you to navigate to and select your newly renamed data.

Deleting Data Sets

To remove an unwanted, duplicate, or unused data set – first open the data in Moneydance to ensure this is the correct file you would like to remove.

If your data is stored in the default location, you can access it by navigating within Moneydance to Help → Show Documents Folder.



- Once you have located the file, it is important that you **close Moneydance** – but keep the file browsing window open.
- You will see a file/folder in your file browser named *yourfilename.moneydance*
- Once the Moneydance program has fully closed, right click on the *.moneydance* file, then select to Delete/Move to Trash.

Do not empty the trash/recycle bin just yet!

- After that, open Moneydance and you will be brought to the Welcome screen. From here you can access your other data set(s).
- Select your current data file and open it in Moneydance and make sure that your data is correct. *This is to ensure that you removed the correct file.*
- Once you have done that, you can safely empty your Trash folder.

Repeat this process for any additional files you would like to remove.

Chapter 22: Restructuring Data

Despite our best efforts we may need to restructure our data. Something may eventuate that we did not anticipate initially, circumstances may change, legislation may force some changes.

While some of the restructuring in this chapter is fairly minor there are some restructuring which is significant. Before making any changes a backup should be made. In addition for major changes it is suggested that you disable syncing and perform the changes in standalone mode.

While many of the methods make use of the standard capabilities of Moneydance, like Batch Change, this chapter also makes use of tools like the Find and Replace extension.

Note that it is not the intention here to be exhaustive of all the possible ways to achieve an objective.

Accounts

Changing Account Types

At times an account will be created as the wrong type and it is required to change the type. Once an account has been created and populated with transactions it is not possible to change the type. You need to take an indirect approach to facilitate this. We need to create a new account of the correct type and move the transactions to this new account.

Firstly create a new account of the correct type. After doing this open the account you wish to change the type of.

Select all transaction in this register, generally you can do this by selecting a transaction then using the keyboard shortcut CTRL-A (CMD-A on Mac).

Now right click on the transactions and Select Batch Change. Select to Change the Account. The software will then display a window where you can select the account to move the transactions to.

After pressing the OK button the transactions will be moved.

The original account should now be empty you should be able to delete this account.

Moving One or a Group of Transactions

The methodology is the same as that used in changing Account types. The different is that not all transactions are selected. You can:

- Select one transaction.
- Selecting a range of transactions:
 - On Windows/Linux: Select first transaction Hold down <Shift> and click on last transaction.

- On Mac: Select first transaction Hold down <Shift> and click on last transaction.
- Selecting multiple discontinuous transactions:
 - On Windows/Linux: Select first transaction, use <Ctrl> Click for subsequent transactions.
 - On Mac: Select first transaction, use <CMD> Click for subsequent transactions.

Note that it is not possible to move transactions between investment accounts.

Categories

Categories have a hierarchical structure. There are two fixed starting points; Income and Expense, a category is one or the other it cannot be both. You should not duplicate category names nor should a category name and account name be the same.

Categories sit underneath either Income or Expense, underneath a Category you can have one or more sub-categories and further sub-sub-categories can cascade underneath sub-categories. You can view your Category/sub-category structure through the menu command:

Tools → Categories

A word of caution on Category Registers. It is extremely easy to get confused when working with Category Registers, At times you need to think of them in the same terms as an Account register and think of the Category as being an Account. The confusion that surrounds categories is a reason for the recommendation to not work directly in the Category Register and to work with categories when you are working with transactions in accounts.

You should only work in Category Registers when you really have no other option, and even then make a backup before you start. We have included a couple of situations where it is necessary to work in Category Registers, but have hopefully provided the specific details needed to do so successfully.

Changing Category Types

At times a category will be created as the wrong type and it is necessary to change the type. We will discuss two ways of changing category types in this section.

Once a category has been created it is not possible to change the type using standard Moneydance tools Using standard features you need to take an indirect approach to facilitate this. We need to create a new category of the correct type and move the transactions to this new category.

As with any restructure you should take a backup before you start, but it is especially important here because any mistake can really damage your data.

Firstly create a new category of the correct type. After doing this open the category

you wish to change the type of, you do this by going to the category window through the menu command Tools → Categories, select the category then right click and in the drop down select “Open in New Window”.

This displays a register window – but note this is a category register window not the account type registers you are used to working with. Select all transaction in this register, generally you can do this by selecting a transaction then using the keyboard shortcut CTRL-A (CMD-A on Mac).

Now right click on the transactions and Select Batch Change. **Select to Change the Account.** The software will then display a window where you can scroll down and select the **Category** to move the transactions to.

After pressing the OK button the transactions will be moved.

The original category should now be empty, if there are any subcategories you should change the parent of these and after doing this you should be able to delete the category.

After following this process you can change the name of category if you wish.

An alternative method is to use the Toolbox Extension.

In Toolbox under the MENU: Accounts and Category Tools there is an option to change the Account/Category type. This is an effective tool, the only restriction in its use is that it cannot change the type of a sub category, you will need to redefine a subcategory into a top level category before you start. This is because the tool cannot build the category tree. After changing the type you can build a category tree if you wish, is not recommended to have the same tree on both Income and Expense sides, the aim should be to have unique names at each level, experience has shown that using the exact same number in multiple places can cause problems.

Restructuring Categories

One of the main reasons for restructuring categories is that the reporting is not meeting your needs, the category structure reflects how reports are structured. You may find a situation when you do not have totals where you need them, or the report structure is not suitable.

From the Categories window select the category you want to change and right click on it selecting Edit from the drop down.

The field “Parent Category” is the main one of interest here. This field allows you to select the category that you want this one to be the child of, it may be an already existing category or it may be necessary to create the appropriate category.

It is also on this screen where you can rename categories.

Amalgamating Categories

Before you start, take a backup of your data, this is a significant restructure and a mistake almost always results in the need to restore from Backup, mistakes are something you can rarely recover from when doing this.

Decide which of the three categories you are going to keep, even if you plan on renaming it, that is easy to do, in due course. I would generally keep the category that has the most transactions it in.

You now need to open a transaction register for one of the categories you want to amalgamate with the one you are keeping. To do this use the menu item Tools → Categories.

Select the category you want to move the transactions from, Right click and select "Open in New Window" The result is a transaction register, now be careful here this is a category transaction register not the Account transaction register you are used to dealing with, yes they look the same but there are implications in changing things in this sort of register (Note about making sure you have a backup).

Select all transaction in this register, generally you can do this by selecting a transaction then using the keyboard shortcut CTRL-A (CMD-A on Mac).

Now right click on the transactions and Select Batch Change. Select to Change the **ACCOUNT** (yes that is Account – this is one of the differences when using category registers) In the window that comes up scroll and select the category that you want these transactions to be part of i.e. the Category you are going to be keeping.

Repeat the above process for any other categories.

If you wish to rename the category, from the category window select the category and choose the Edit button, in the dialog that comes up you can change the category name, and also change where it sits in the category structure (parent) if desired.

You should now have some empty categories these can be deleted.

Tags

Tags are unstructured text strings that can be assigned to transactions in addition to categories, they are generally used to further classify transactions, unlike categories you can assign multiple tags to a transaction.

Restructuring Tags

To bulk change any tags, you can go to Edit --> Advanced Search and search for a tag. Then highlight multiple transactions and right click, select Batch Change --> Tags. This will set the tags for all the highlighted transactions to the ones you enter in the Batch Change window.

For more extensive changes with tags it is necessary to use the Find & Replace extension, the extension provides you with the ability to:

- Add tags to the select transactions.
- Remove tags from the select transactions.
- Replace tags in the select transactions.

Deleting a Tag

Removing a tag from all transactions deletes the tag. A tag only exist while it is being used.

Chapter 23: Troubleshooting Moneydance

Despite the best of efforts computers do not always work and neither does computer software, add to that human beings are fallible and you have the potential to have problems of one sort or another. Every computer user will face a problem sooner or later. Many problems are regular occurrences and easily fixed, for example my notebook's battery is flat, others can be more involved. This chapter outlines some general approaches you can take in dealing with issues you may encounter.

The first step is something you should do before you ever have a problem, you should make regular routine backups of your Moneydance data and these should be stored on different media to where you keep the Moneydance data on the system.

The why is simple, one of the problems that could be encountered is a failed disk, disks do not fail all that often on their own accord, but it does happen, however physically being damaged is more likely. If you daily data and your backups are on the same device, a disk failure means you have lost your data.

The Moneydance software has provision for automatic daily backups and also for on demand backups, use the capability. One thing that must be remembered is a backup at this level does not backup your preferences, extensions, color customization etc. If you want to back these up they must be done separately.

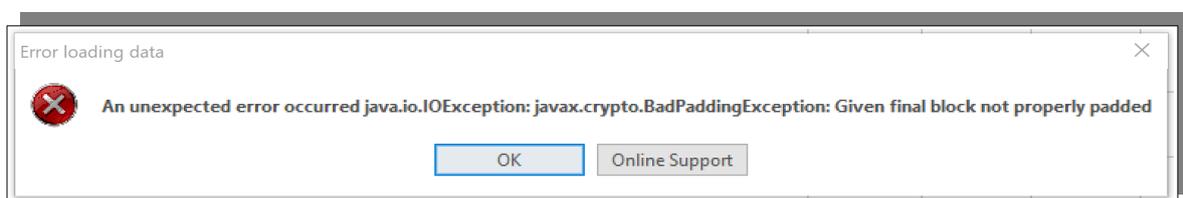
Specific Problems

This section will document some specific problems that have been encountered and the likely solution.

Data Set Will Not Open

One of the most elementary problems is the inability to open your data, from above one of the reasons could be a failed drive, but of course you may not even be able to start the computer if it only has one disk drive.

A Moneydance specific reason is shown in the next screen shot:



What this message means is that there is something wrong with the Data Set, this is not something that Moneydance can recover from and is an indications that you will need to restore from backup.

Can such problems be prevented? Only to a degree. We can limit the damage by having regular backups, but the steps we can take to help prevent such problems are really limited to thoughtful management of the computer, things like shutting the

system down by using the software capabilities, in other words closing Moneydance by using its Quit option, shutting down a computer by using its shutdown function, not stopping the software and the system by just using the power switch.

Other events can happen which we have no control over, e.g. a power failure. While this problem is rare there are many things it could result from and we can only take the steps needed to recover from such problems, rather than prevent them.

Restored Accounts

Seeing a "Restored account ..." is really just a surfacing of an inconsistency in the data that may have been there for quite some time and just not visible.

These accounts are generally caused by Moneydance encountering something that refers to a category or account that is no longer present. These references can be from a transaction, reminder, or sub-account. Because MD does not know the name of the category/account, it only has the ID number, it uses that to create the "Restored" accounts and uses this ID as part of the account name.

Check to see if there are any zero value transactions in the account, and if so, delete them. To be safe you should make sure that no scheduled transaction reminders contain a reference to the restored account. Once that is done, you should be able to delete the restored account and it should not re-appear.

If there are non-zero transactions you should be able to categorize them by right-clicking (or ctrl-clicking) on the transaction in the Recovered Account register and selecting "Show Other Side" which will take you to the other account and begin editing the transaction from that side, changing the category for the account from the "recovered" account to a normal category.

Once the account is empty you should be able to delete it.

Moneydance is Not Registered

The reasons that Moneydance may be in demo mode include:

1. Something has happened to your configuration file, called config.dict. This file is where the license key is kept.

If your problem is that something has happened to the config.dict file then re-entering your license key should resolve this.

2. A purchase of Moneydance directly from the company rather than from a third party entitles you to use the version it was purchased for plus a free upgrade to the next major version, beyond that a key will not work and you need to purchase an upgrade at a 50% discount.

If you have upgraded to a version that your license is not valid for, you can upgrade directly purchased versions at a 50% discount as stated or you may be able to downgrade to a version that you are licensed to use.

3. The license key has not been entered into the software.

Moneydance does not automatically register itself you must enter the key into the software.

4. You have mixed versions. For example you bought Moneydance from the Apps Store but later on download a copy directly from The Infinite Kind and installed it.

The licensing schemes and therefore licenses vary between the download sources and are not compatible.

5. The license key is not being accepted.

The key must be entered exactly as received, using cut and paste usually resolves this sort of problem.

The other reason for the key not being accepted is that it is not for the version of Moneydance you have installed. Keys are version specific and generally work with the version purchased and the next major release for license purchased directly from the company.

Unable to Remove Extension

At times it may not be possible for Moneydance to remove an extension itself.

The reasons for an extension not appearing in the Remove Extension list include:

1. The extension was for an earlier version of Moneydance and has not been upgraded for the later API.
2. An extension has been withdrawn.
3. An extension was manually installed and it unknown to Manage Extensions.

The first reason is likely to show as errors in the Error Log.

It is certainly possible to just remove an extension from the `.moneydance/fmodules` folder which will prevent Moneydance from attempting to load it, however this will certainly result in errors appearing in the Error Log, this is not considered desirable.

To completely clean out all references to a module when no tools are available to do so it is necessary to manually remove the entry from the `config.dict` file.

You will need to note the file name of the extension, you can find this out by looking in the `fmodules` folder.

To demonstrate we will assume you need to manually remove the Quotes and Exchange Rates Extension.

From research we determine that the name of the extension file is `yahooqt.mxt`. After taking a backup of the `config.dict` file we edit this file.

By searching in the file we can identify a block that related to the extension, it looks like:

```
"yahooqt" = {  
  "verify" = "Y"
```

```
        "id" = "yahooqt"  
    }
```

It will be in a section that commences with: "gen.fmodules" = {

The complete block that relates to the extension needs to be removed, you can identify the block as it commences with the name of the extension then an equal sign followed by a curly bracket, the block ends with a closing curly bracket. The text, as shown above, would need to be deleted.

In Program Problems

Most problems occur however in day to day use, they may impact a specific feature or operation. The cause could be something in the software, it could be caused by external factors, it could be caused by a misunderstanding of how the feature or the software works, software by its nature has rules and Moneydance being based on Double Entry Accounting principles also has these rules to follow as well. or indeed, it could be a result of what you are doing just not being the way the software works.

When you are working to resolve a problem of this nature the path to follow depends on different factors, What expertise level are you for example. If you have a lot of experience with software you are likely to work your way through the problem, often without any outside assistance, an inexperienced user is likely to immediately reach out.

Start with the Basics

There are changes you make in Moneydance that can require a restart of the software. Many settings in Moneydance are not dynamic for example they are only read and processed at defined points, so a restart of Moneydance is the most assured way of making sure changes are reflected in the software. This is not just in settings but in things like Extension installation.

The software can seem to go haywire when there is something wrong in your preferences. This is a file that is not easy to fix by hand unless it is something very simple, but it is easy to see if it is the cause of the problems.

We can do this by, at least temporarily, renaming the preference file which is called config.dict.

Preferences file

The Moneydance preferences file (config.dict) can be found at one of the following locations.

(i) macOS

If you're using a Mac, it should be located at one of these locations within your Home folder:

macOS Big Sur and Monterey:

```
~/Library/Containers/com.infinitekind.MoneydanceOSX/Data/Library/Application Support/Moneydance/config.dict
```

macOS X Lion until macOS X Catalina:

```
~/Library/Containers/com.infinitekind.MoneydanceOSX/Data/Library/Application Support/Moneydance/config.dict
```

macOS X Snow Leopard and earlier:

```
~/Library/Application Support/Moneydance/config.dict
```

If you have any trouble finding your Home Library folder you can open Finder and hold down the option key while selecting the Go menu and the Library folder option should occur or you can open Finder and select Go → Go to Folder and copy and paste in the following:

```
~/Library
```

This should pull up your local Library folder.

(ii) Windows

If you're using Windows, it should be located under your login directory at:

```
C:\Users\(\yourusername)\.moneydance\config.dict
```

or

```
C:\Documents and Settings\(\yourusername)\.moneydance\config.dict
```

Depending on your version of Windows

(iii) Linux

If you're using Linux it should be located in your home folder at:

```
~/\.moneydance/config.dict
```

Once you've found your config.dict file, close Moneydance and rename it (to something like config-org.dict, for example), then open Moneydance again and it will appear as though you've just installed Moneydance for the first time and may have to locate and open your data set again.

Now try the operation you were having trouble with and see if it works as expected.

If it does you can continue using the new configuration file by while viewing your data file, choose Help → Register Moneydance and input your license key.

If you run into any problems, you can simply close Moneydance and rename config-org.dict file back to config.dict and open Moneydance again to restore your original settings.

So we have some steps to employ to try and resolve the problem. If it is still an issue it is time to go further.

A Path to Follow to a Resolution

What we hope to outline here is a path to follow to reach a resolution. Start by documenting the problem, what steps or process did I take to get to here, what is the result and what was I expecting. Even if you need to reach out, the people you will be talking to cannot read your mind or see what you see, you need to provide the detail, to draw a picture for them.

Before you go any further, search the Knowledge Base and any documentation for a solution, perhaps you have taken the wrong approach, perhaps you missed doing something, read up on how to use the feature.

<https://infinitekind.tenderapp.com/kb>

Search the forums for others that have experienced the same thing. If it has come up before you may well find a solution has already been provided.

<https://infinitekind.tenderapp.com/discussions>

Now if the sources have not provided you with any insight, you will likely want to reach out for assistance. You have documented your problem, but this may not be enough information to kick off a support request.

Logging a Support Request

You have a problem and you have documented the steps that can reproduce it. As indicated this may not be enough data for others to help. With this information alone we have no idea about the environment you operate in for example, this forms part of the picture. The simplest way of getting a lot of information in the one step is to include a copy of your error log. Take the steps in Moneydance to recreate the problem, exit Moneydance then obtain a copy of the error log. An alternative to doing this is to capture the console log which is also explained below, in some instances the console log may be requested as it can contain additional information.

Error Log

(i) macOS

If you're using a Mac, it should be located at one of these locations within your Home folder:-

macOS Big Sur and Monterey:

```
~/Library/Containers/Moneydance/Data/Library/Application Support/Moneydance/errlog.txt
```

macOS X Lion until macOS X Catalina:

```
~/Library/Containers/com.infinitekind.MoneydanceOSX/Data/Library/Application Support/Moneydance/errlog.txt
```

macOS X Snow Leopard and earlier:

```
~/Library/Application Support/Moneydance/errlog.txt
```

If you have any trouble finding your Home Library folder you can open Finder and hold down the option key while selecting the Go menu and the Library folder option should occur or you can open Finder and select Go → Go to Folder and copy and paste in the following:

```
~/Library
```

This should pull up your local Library folder.

(ii) Windows

If you're using Windows, it should be located under your login directory at:

```
C:\Users\<(YourUserName)\.moneydance\errlog.txt
```

or

```
C:\Documents and Settings\<(YourUserName)\.moneydance\errlog.txt
```

Depending on your version of Windows.

(iii) Linux

If you're using Linux it should be located in your home folder at:

```
~/moneydance/errlog.txt
```

You need to take a copy of the log after recreating the problems because the error log gets overwritten each time you start Moneydance.

As well as providing environment information the error log can also show problems as its name indicates.

You can see you are building up the information you have and can provide to others, you now need to look at also what other type of information may be useful. This can be varied and almost impossible to outline. A degree of common sense is required. In many cases if you recently upgrade Moneydance it could well be significant and you would state what version you upgraded from. If you have an issue and recently migrated from another software program that would also be relevant. Many programs can be quite creative in how they process transactions.

Likewise if you have a problem with Online Banking, which bank is a significant piece of information as are any error messages you may be receiving, depending on the type of error these may not be reflected in the error log.

On the other hand if your problem relates to importing downloaded transactions then the file format you are using can be a critical piece of information.

With syncing what syncing method are you using, what systems are taking part in the syncing relationship.

So additional information that may be needed is driven by what you are doing.

You should post your request into the most suitable forum and provide a suitable title.

It is important to note that the Forums are not Instant Chat sessions, there is not someone sitting there just waiting for your post. In post and reply forum systems responses are more email like in terms of response time.

Moneydance does not provide Telephone Support. With a software product from a small company that is sold world wide Telephone Support is just not viable.

Console Log

The console log is a little different to the error log. In some instances this log provides more detail, typically this will be in activities like online banking downloads, importing transactions.

To capture a Console log start Moneydance then open the Console Window, Menu Item: Help → Console Window, leaving this window open perform the activity in Moneydance then copy the console to the clipboard or save it using the buttons at the bottom of the window and include this with your support request.

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